CITY OF LAWNDALE
AGENDA OF THE LAWNDALE
CITY COUNCIL REGULAR MEETING

Monday, April 20, 2026, 6:30 PM
Council Chambers
14717 Burin Ave
Lawndale, CA 90260

Any person who wishes to address the City Council regarding any item listed on this agenda or any other matter that is within its subject matter jurisdiction is invited, but not required, to fill out a Public Meeting Speaker Card and submit it to the City Clerk prior to the oral communications portion of the meeting. The purpose of the card is to ensure that the speaker's name is correctly recorded in the meeting minutes and, where appropriate, to provide contact information for staff follow-up.

How to observe the Meeting:
To maximize public safety while maintaining transparency and public access, members of the public may now attend the meeting in person. The meeting will also continue to be available for viewing on YouTube "Lawndale CityTV", the City TV Website, and Lawndale Community Cable Television on Spectrum and Frontier Channel 3.

Copies of this agenda are available prior to the meeting in the Lawndale City Hall foyer or on the City website. Interested parties may contact the City Clerk's Department at (310) 973-3213 for clarification regarding any individual agenda item."

This Agenda is subject to revision up to 72 hours before the meeting.

A. CALL TO ORDER AND ROLL CALL

B. CEREMONIALS (Flag Salute and Inspiration)

C. PUBLIC SAFETY REPORT

1. **Los Angeles County Sheriff's Department Update**

D. PRESENTATIONS

2. **Presentation to Jane Addams Middle School - 2026 California Distinguished School**
   — Presentation of Certificate of Commendation to Jane Addams Middle School for 2026 Distinguished School Honor

3. **Presentation to Will Rogers Middle School - 2026 California Distinguished School**
   — Presentation of Certificate of Commendation to Will Rogers Middle School for 2026 Distinguished School Honor

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

F. COMMENTS FROM COUNCIL

G. CONSENT CALENDAR

Items 4 through 8 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

4. **Motion to read by title only and waive further reading of all ordinances listed on the Agenda**

— Recommendation: that the City Council that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

5. **Accounts Payable Register**

— Recommendation: that City Council adopts Resolution No. CC-2604-013 authorizing the payment of certain claims and demands in the amount of $864,743.60.

6. **Minutes of the Lawndale City Council Regular Meeting April 6, 2026**

— Recommendation: that the City Council approve the minutes.

7. **Consideration of Claims for Damage**

— Recommendation: that the City Council reject the claims filed by Tiffany Nicol and Mateo Benjamin Rosaldo and instruct staff to process the appropriate correspondence to the claimants.

8. **Approve First Amendment to Contract Services Amendment for Information Technology Services**

— Recommendation: that the City Council approve the First Amendment to Contract Services Agreement with Bericom Contract Services to provide Information Management Services.

H. ADMINISTRATION

9. **Update on Dismissed Fireworks Citations for 2024-2025 Illegal Fireworks Suppression Detail**

— Recommendation: that the City Council receive and file this report.

10. **Quarterly Investment Report for the Quarter Ended March 31, 2026**

— Recommendation: that the City Council receive and file the Quarterly Investment Report for the quarter ended March 31, 2026.

11. **Consideration of Award of Contract Services Agreement for Building and Safety Services**

— Recommendation: that the City Council 1.) Review and discuss the Request for Proposal for full Building and Safety Services to replace the services provided by L.A. County; 2.) Approve a Professional Contract Services Agreement between the City of Lawndale and Willdan Engineering for Building and Safety Services, in a form approved by the City Attorney's Office; 3.) If necessary, authorize the City Attorney Office to make minor edits based on any direction from the City Council to the Professional Service Agreements; or 4.) Provide further direction to staff, if necessary.

12. **Appropriate Additional Funding for CDBG Project No. 602719-24**

— Recommendation: that the City Council authorize the appropriation of the previously approved contingency funds in the amount of $35,000.00 to the CDBG Project No. 602719-24 Various Locations ADA Sidewalks & Access Ramps Project.

13. **2026 Fireworks Applications Approval**

— Recommendation: that City Council approve or deny conditional permits to sell fireworks to the three applicants listed in the staff report or take other action if deemed appropriate.

14. **Approve Resolution CC-2604-014 for FY 2025-26 Community Development Block Grant**

— Recommendation: that the City Council approve Resolution CC-2604-014 FY 2025-26 to change the list of proposed streets for the CDBG project that were previously approved on Resolution CC-2501-005 for FY 2025-26.

15. **Agreement for Regional Integration of Intelligent Transportation System between the City and Los Angeles County Metropolitan Transportation Administration**

— Recommendation: that the City Council approve the Regional Integration of Intelligent Transportation Systems (RIITS) Agreement between the City of Lawndale and the Los Angeles County Metropolitan Transportation Authority.

I. CITY MANAGER REPORT

J. ITEMS FROM CITY COUNCILMEMBERS

16. **Report of Attendance at Meetings**

K. CLOSED SESSION

17. **Conference with Legal Counsel – Existing Litigation**

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

18. **Conference with Legal Counsel – Existing Litigation**

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: Suarez v. County of Los Angeles et al. (CD California, Case No. 2:26-cv-2943).

L. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, May 4, 2026, in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodation to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the City Council to be held on Monday, April 20, 2026, was posted no less than 72 hours prior to the meeting.

/s/ Yvette Palomo
Yvette Palomo, Assistant City Clerk

Date Posted: April 16, 2026

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant
SUBJECT:	**Los Angeles County Sheriff's Department Update**

No supporting documentation was forwarded to the City Clerk Department for this item.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Diane Parsley, Executive Assistant
SUBJECT:	**Presentation to Jane Addams Middle School - 2026 California Distinguished School**

BACKGROUND

Presentation of Certificate of Commendation to Jane Addams Middle School in recognition of their selection by the California Department of Education as a 2026 California Distinguished School.

Attachments

Jane Addams Middle School_2026 California Distinguished School.pdf

ATTACHMENT A

Presentation

April 20, 2026

City Council Meeting

2026 California Distinguished Schools Program
Los Angeles County

Jane Addams Middle School
Lawndale Elementary School District

The California Distinguished Schools Program annually honors schools in these prestigious categories:

- Closing the Achievement Gap
- Exceptional Student Performance
- Beacons of Opportunity

This year, the California Department of Education has selected 152 middle schools and high schools from Los Angeles County as 2026 California Distinguished Schools. This is part of a statewide recognition of 408 exemplary schools demonstrating outstanding academic achievement and commitment to student success.

The steadfast determination of dedicated educators, administrators, students, parents, and communities provide an environment for success, where students can be nurtured to reach their full potential.

Tonight, we are pleased to recognize this excellence in public education, by commending Jane Addams Middle School for this prestigious award.

We invite Superintendent Virginia Castro of the Lawndale Elementary School District to the podium to receive this commendation, along with the administrators of Jane Addams Middle School.

Certificate of Commendation

Presented To

Jane Addams Middle School

Lawndale Elementary School District

2026 California Distinguished School

In Recognition of this prestigious designation as a 2026 California Distinguished School, setting excellence in state metrics for academic achievement and growth in the field of education. We congratulate you on your model of excellence and tireless dedication to the success of the students under your care.

Mayor Robert Pullen-Miles

Mayor Pro Tem Sirley Cuevas

Council Member Pat Kearney

Council Member Bernadette Surez

Council Member Francisco M. Talavera

Presented this 20th day of April 2026

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 20, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim City Manager

PREPARED BY: Diane Parsley, Executive Assistant

SUBJECT: **Presentation to Will Rogers Middle School - 2026 California Distinguished School**

BACKGROUND

Presentation of Certificate of Commendation to Will Rogers Middle School in recognition of their selection by the California Department of Educations as a 2026 California Distinguished School.

Attachments

Will Rogers Middle School_2026 California Distinguished School.pdf

ATTACHMENT A

Presentation

April 20, 2026

City Council Meeting

2026 California Distinguished Schools Program
Los Angeles County

Will Rogers Middle School
Lawndale Elementary School District

The California Distinguished Schools Program annually honors schools in these prestigious categories:

- Closing the Achievement Gap
- Exceptional Student Performance
- Beacons of Opportunity

This year, the California Department of Education has selected 152 middle schools and high schools from Los Angeles County as 2026 California Distinguished Schools. This is part of a statewide recognition of 408 exemplary schools demonstrating outstanding academic achievement and commitment to student success.

The steadfast determination of dedicated educators, administrators, students, parents, and communities provide an environment for success, where students can be nurtured to reach their full potential.

Tonight, we are pleased to recognize this excellence in public education, by commending Will Rogers Middle School for this prestigious award.

We invite Superintendent Virginia Castro of the Lawndale Elementary School District to the podium to receive this commendation, along with the administrators of Jane Addams Middle School.

Certificate of Commendation

Presented To

Will Rogers Middle School

Lawndale Elementary School District

2026 California Distinguished School

In Recognition of this prestigious designation as a 2026 California Distinguished School, setting excellence in state metrics for academic achievement and growth in the field of education. We congratulate you on your model of excellence and tireless dedication to the success of the students under your care.

Mayor Robert Pullen-Miles

Mayor Pro Tem Sirley Cuevas

Council Member Pat Kearney

Council Member Bernadette Surez

Council Member Francisco M. Talavera

Presented this 20th day of April 2026

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant
SUBJECT:	**Motion to read by title only and waive further reading of all ordinances listed on the Agenda**

RECOMMENDATION

Staff recommends that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 20, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim City Manager

PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: **Accounts Payable Register**

RECOMMENDATION

Staff recommends that City Council adopts Resolution No. CC-2604-013 authorizing the payment of certain claims and demands in the amount of $864,743.60.

Attachments

A. CC-2604-013 - AP Resolution - April 20, 2026.pdf

ATTACHMENT A

RESOLUTION NO. CC-2604-013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $864,743.60

THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Director of Finance, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

SECTION 2. That the following claims and demands have been audited as required by law, and that appropriations for these claims and demands are included in the annual budget as approved by the City Council.

SECTION 3. That the claims and demands paid by check numbers 208968 through 209019 for the aggregate total of $864,743.60 are hereby authorized.

Effective Date: April 20th, 2026

Approved by:

Hrant Manuelian, Director of Finance

Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 20th day of April 2026.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2604-013 at a regular meeting of said Council held on the 20th day of April 2026, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Sirley Cuevas, Mayor Pro Tem					
Bernadette Suarez					
Francisco M. Talavera					
Pat Kearney					

_____
Erica Harbison, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

	Check Number		
Check Date	Beginning	Ending	Aggregate Total
4/2/2026	208968	208990	130,142.90
4/9/2026	208991	209019	734,600.70
	Total Checks		**864,743.60**

Claims and Demands Paid By Electronic ACH Transfer:

Date	Name of Payee	Description	Amount
	Total ACH Payments		**0.00**

Total Audited Claims and Demands Paid	**864,743.60**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 04/01/2026
Time: 5:09 pm

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208968	04/02/2026	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	8,985.15
208969	04/02/2026	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	990.93
208970	04/02/2026	Printed		8739	BOB MURRAY & ASSOCIATES	RECRUITMENT FEE- CITY MANAGER	3,950.00
208971	04/02/2026	Printed		7766	BURKE, WILLIAMS &	LEGAL SERVICES - FEB. 2026	52,330.61
208972	04/02/2026	Printed		6459	CASC ENGINEERING & CONSULTING	NPDES PERMIT COMPLIANCE SVCS -	562.50
208973	04/02/2026	Printed		7949	CHAPALA DANCE ACADEMY LLC	INSTRUCTOR FEES - MEXICAN FOLK	6,015.00
208974	04/02/2026	Printed		7889	CHARTER COMMUNICATIONS	INTERNET SERVICES	1,032.61
208975	04/02/2026	Printed		8742	RUSS CIEZATA	BUILDING CHECK FEE REFUND	5,340.04
208976	04/02/2026	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	SSMP UPDATE - PROJ. Y90272959	2,190.41
208977	04/02/2026	Printed		6636	FRONTIER COMMUNICATIONS	FAX LINE & INTERNET FOR PWD	280.49
208978	04/02/2026	Printed		8740	DONALD JAMES	FACILITY DEPOSIT REFUND	750.00
208979	04/02/2026	Printed		5075	MANHATTAN STITCHING COMPANY	EMBROIDERED POLO SHIRTS,	985.66
208980	04/02/2026	Printed		7940	MARIPOSA LANDSCAPES, INC	LANDSCAPE MAINTENANCE SERVICES	38,844.07
208981	04/02/2026	Printed		4566	MYERS & SONS HI WAY SAFETY INC	SIGNS & MATERIALS FOR STREETS	922.57
208982	04/02/2026	Printed		2075-A	NATIONAL ANIMAL CARE AND	MEMBERSHIP - F. LOPEZ	25.00
208983	04/02/2026	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES - FIN	501.13
208984	04/02/2026	Printed		8518	PACIFIC TIRE OF LAWNDALE	TIRE REPAIR VEH#531 - PWD	20.00
208985	04/02/2026	Printed		4228	STATE HUMANE ASSOC OF CALIF	MEMBERSHIP - ORGANIZATION	300.00
208986	04/02/2026	Printed		7821	TRENCH SHORING COMPANY	ASPHALT PATCH	937.50
208987	04/02/2026	Printed		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	FLEET SERVICES-FUEL	4,284.10
208988	04/02/2026	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	661.82
208989	04/02/2026	Printed		8741	UKS PRO LLC	DIAGNOSTIC FEE - SENIOR	130.00
208990	04/02/2026	Printed		7768	UNITED SITE SERVICES	PORTABLE RESTROOM RENTAL	103.31
			Total Checks: 23			**Checks Total (excluding void checks):**	**130,142.90**
			Total Payments: 23			**Bank Total (excluding void checks):**	**130,142.90**
			Total Payments: 23			**Grand Total (excluding void checks):**	**130,142.90**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208991	04/09/2026	Printed		7052	AMALEA JOY FISHER, LLC	INSTRUCTOR FEES -	1,126.25
208992	04/09/2026	Printed		8743	VIDYA BALASUBRAMANIAN	PLANNING DEPOSIT REFUND	1,579.50
208993	04/09/2026	Printed		7785	BERICOM DESIGN	NETWORK MAINTENANCE & SUPPORT	13,999.92
208994	04/09/2026	Printed		8164	BLUE VIOLET NETWORKS	SERVICE FEE & REPLACED	900.00
208995	04/09/2026	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	TRAFFIC SIGNAL MAINT. -	9,001.27
208996	04/09/2026	Printed		8517	CREATIVE AIR MECHANICAL SVCS	HVAC/BOILER ANNUAL	5,480.00
208997	04/09/2026	Printed		6244	DATA TICKET, INC	FIREWORK CITATION REFUND &	3,025.00
208998	04/09/2026	Printed		8747	DEBRA DAVIS	FACILITY DEPOSIT REFUND	1,500.00
208999	04/09/2026	Printed		7809	DUNCAN'S SOO BAHK DO LLC	INSTRUCTOR FEES MARTIAL ARTS	2,298.67
209000	04/09/2026	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGE - W. GREEN PARK	180.97
209001	04/09/2026	Printed		8744	ANN HOANG	PLAN CHECK FEE REFUND	228.16
209002	04/09/2026	Printed		6051	INFANTE BROS LAWNMOWER SHOP	5 SCOOP SHOVELS	584.49
209003	04/09/2026	Printed		0308	LOS ANGELES COUNTY	SPECIAL EVENT - FIREWORKS	904.54
209004	04/09/2026	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SERVICES -	661,420.15
209005	04/09/2026	Printed		6123	PRUDENTIAL OVERALL SUPPLY	WEEKLY COVERALL CHARGES	134.22
209006	04/09/2026	Printed		5068A	QUADIENT FINANCE USA INC	CITY HALL POSTAGE - MAR. 2026	1,000.00
209007	04/09/2026	Printed		8745	SKY SHIELD ROOFING LLC	BL OVERPAYMENT REFUND	30.00
209008	04/09/2026	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	2,021.18
209009	04/09/2026	Printed		0444	SPCA LA	ANIMAL SHELTERING SERVICES -	14,100.00
209010	04/09/2026	Void	04/09/2026	0291-A	THE HOME DEPOT	DRAIN SNAKE VIDEO SEWER CAMERA	0.00
209011	04/09/2026	Printed		5319A	THREE BROTHERS PARTY RENTALS	TENTS, TABLES & CHAIRS FOR	642.50
209012	04/09/2026	Printed		7821	TRENCH SHORING COMPANY	ASPHALT PATCH	937.50
209013	04/09/2026	Printed		3672-PWD	U.S. BANK	CREDIT CARD PAYMENT	2,655.98
209014	04/09/2026	Printed		8748	KATHERINE UMANA	FACILITY & SECURITY DEPOSIT	2,384.66
209015	04/09/2026	Printed		8749	WILBER UMANA	FACILITY DEPOSIT REFUND	250.00
209016	04/09/2026	Printed		2883	UNDERGROUND SERVICE ALERT SC	MONTHLY MAINT. FEE	115.90
209017	04/09/2026	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	628.70
209018	04/09/2026	Printed		8746	LATOYA WEAVER	FACILITY DEPOSIT REFUND	500.00
209019	04/09/2026	Printed		0291-A	THE HOME DEPOT	DRAIN SNAKE VIDEO SEWER CAMERA	6,971.14

Total Checks: 29 — **Checks Total (excluding void checks): 734,600.70**

Total Payments: 29 — **Bank Total (excluding void checks): 734,600.70**

Total Payments: 29 — **Grand Total (excluding void checks): 734,600.70**

Council Meeting 4/20/2026
Details of US Bank Credit Card Charges & Petty Cash Expenses

Vendor# 3672-FIN

Date	Vendor	Description	Amount
2/24/2026	The Dunes Palm Springs	Hotel balance for David Toledo - CSMFO conference 2/24/26 - 2/26/26 ($308.01 deposit on 1/26/2026)	661.82
Check Date 04/02/2026 Check# 208988			**$ 661.82**

Vendor# 3672-PWD

Date	Vendor	Description	Amount
2/26/2026	Amazon	Phone case and charger for City cell- Jack Martin	48.58
2/26/2026	Amazon	Phone cases for City cell phones- Maintenance crew	49.65
2/26/2026	VIP Detail Services	Car wash for vehicle #516	34.74
2/25/2026	The Home Depot	Notched flooring trowel, Versa bond, foam floor & wall tile grouting sponge, large pro square foam floor & wall tile grouting sponge, mixed grout, flexible wedge spacers for wall tile spacing pack of 500	75.99
2/27/2026	The Home Depot	Multi cleaner and drum liners	70.62
3/3/2026	Rexel	Flood light photo cell for City facilities	66.30
3/4/2026	Fry Specialty	Toilet tissue dispenser & soap dispensers for Jane Addams Park restroom	271.81
3/3/2026	The Home Depot	Replacement toilet paper roller in chrome, nightfox 1,000 watt LED incandescent stem & swivel electronic photocontrol, 12 pk of batteries, lay-in ceiling tile case of 8 for PW & William Green Park	132.21
3/4/2026	The Home Depot	Hoover bagless cordless vacuum	217.59
3/9/2026	Amazon	Rubbermaid commercial product supply organizing caddy for trash cans for City facilities	227.55
3/5/2026	Office Depot	Office chair for Jack Martin	345.62
3/10/2026	VIP Detail Services	Car wash for vehicle #517	34.74
3/10/2026	Rexel	Hallway lights for Community Center	375.70
3/10/2026	Amazon	2 gallon 200 pcs small clear trash bags for food scrap pails	66.24
3/12/2026	Amazon	Pendaflex hanging file folders for PW permits	28.17
3/11/2026	Grainger	Partition panel for Jane Addams park restroom	125.09
3/16/2026	Amazon	Brochure pamphlet holder wall mount for PW	72.92

3/16/2026	The Home Depot	Snap connector and wire connector	35.84
3/17/2026	The Home Depot	2 digital measuring wheels for the engineering dep.	231.98
3/17/2026	The Home Depot	LED light bulb for Jane Addams Park	12.13
3/18/2026	The Home Depot	2 Bully tools 48 inch soil probe with steel t-style handle	75.12
3/20/2026	The Home Depot	55 gallon drum liners	57.39
Check Date 04/09/2026; Check# 209013			**$ 2,655.98**

Petty Cash

*No petty cash replenishment during this period.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant
SUBJECT:	**Minutes of the Lawndale City Council Regular Meeting April 6, 2026**

BACKGROUND

Staff recommends that the City Council approve the minutes.

Attachments

Draft City Council Minutes 4-06-2026

ATTACHMENT A

DRAFT MINUTES OF THE
LAWNDALE CITY COUNCIL REGULAR MEETING
April 6, 2026

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:30 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Sirley Cuevas, Councilmember Bernadette Suarez, Councilmember Francisco M. Talavera, Councilmember Pat Kearney

Other Participants: Interim City Manager Raylette Felton, Assistant City Attorney Stephanie Gutierrez, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Los Angeles County Sheriff's Department Acting Captain Tania A. Giggles, Los Angeles County Fire Department Assistant Fire Chief Brian Kane, Finance Director Hrant Manuelian, Community Services Director Jason Minter, Public Works Director Luis (Lucho) Rodriguez, Community Development Director Peter Kann, Municipal Services Director Michael Reyes

B. CEREMONIALS (Flag Salute and Inspiration)

Mayor Pro Tem Cuevas led the flag salute. Pastor George Magdalany of Hope Chapel Church provided the inspiration.

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff’s Department Update

Acting Captain Giggles summarized the recent law enforcement activities.

2. Los Angeles County Fire Department Update

Assistant Fire Chief Kane summarized the recent fire department activities.

D. PRESENTATIONS

3. Presentation to Los Angeles County Sheriff's Department Deputy Manuel Ibarra for His Service

— Presentation of City plaque to Deputy Manuel Ibarra in recognition of his service to the City of Lawndale

Mayor Pullen-Miles tabled this item for a future meeting.

By City Council consensus, the item was tabled for a future meeting.

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

Randall Abram, Resident commented on a current Councilmember's involvement in two lawsuits, potential financial impacts to the City, possible conflicts of interest, and potential effects on governance.

Andrew Blackney, Resident, commended the City's efforts to improve bicycle and pedestrian infrastructure and requested consideration of implementing leading pedestrian intervals at crosswalks to enhance pedestrian safety.

Pam London, submitted an electronic public comment regarding a current Councilmember's involvement in lawsuits.

F. COMMENTS FROM COUNCIL

Councilmember Kearney stated that he could not comment on the first topic mentioned due to it being scheduled for discussion in closed session, and asked Public Works Director Rodriguez to follow up with Resident Blackney regarding his crosswalk safety concerns.

Councilmember Talavera thanked everyone that attended tonight's meeting, and thanked Resident Blackney for bringing his concerns to their attention.

Councilmember Suarez thanked everyone that attended tonight's meeting, and thanked Resident Blackney for his suggestions.

Mayor Pro Tem Cuevas thanked everyone who attended the meeting, and those who provided in-person and electronic public comments.

Mayor Pullen-Miles thanked everyone that attended tonight's meeting, and thanked Resident Blackney for bringing his concerns to their attention.

G. CONSENT CALENDAR

A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Kearney to approve the Consent Calendar. The motion passed by a vote of 5-0.

4. Motion to read by title only and waive further reading of all ordinances listed on the Agenda

— Recommendation: that the City Council that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

5. Accounts Payable Register

— Recommendation: Staff recommends that City Council adopts Resolution No. CC-2604-007 authorizing the payment of certain claims and demands in the amount of $347,864.76.

6. Minutes of the Lawndale City Council Regular Meeting March 16, 2026

— Recommendation: that the City Council that the City Council approve the minutes.

7. First Amendment to Agreement with Just Dance Company, LLC

— Recommendation: that the City Council approve the First Amendment to the Contract Services Agreement with Just Dance Company, LLC, for contract class Dance Classes, increasing the not to

exceed amount from $20,000 to $27,500 for Fiscal Year 2025-26.

8. Resolution to Approve Job Description for Office Assistant

— Recommendation: that the City Council 1) Approve and adopt Resolution No. CC-2604-009, establishing the Office Assistant position and job description with a salary range of Range 46, $4,340 – $5,275 per month, allocated to the Public Works Department, and; 2) Approve and adopt Resolution No. CC-2604-010, amending the Citywide Salary and Pay Schedule for Fiscal Year 2025-2026.

9. Consideration of Claims for Damage Against the City

— Recommendation: that the City Council reject the claim filed by Gina Mendoza and instruct staff to process the appropriate correspondence to the claimant.

10. Adopt Resolution to Approve Fiscal Year 2025-26 Annual Review and Records Retention Schedule Update to City Council Policy No. 77-04 Records and Information Management

— Recommendation: that the City Council adopt Resolution No. CC-2604-011 updating City Council Policy No. 77-04 with Exhibit A Records Retention Schedule for Fiscal Year 2025-26.

11. Beautification Committee Appointment for 2025-2027 Term

— Recommendation: that the City Council 1.) Approve the Mayor's appointment by directing staff to insert the appointee's name in Section 1 of Resolution No. CC-2604-012; and 2.) Adopt Resolution No. CC-2604-012 as amended.

H. ADMINISTRATION

12. Illegal Fireworks Suppression Detail

— Recommendation: that the City Council approve this Illegal Fireworks Suppression Detail as written.

Municipal Services Director Reyes presented the staff report.

In response to Councilmembers' questions, Municipal Services Director Reyes reported that 33 citations were issued in July 2025, with nine under appeal and approximately 70% remaining unchallenged with associated fees anticipated, and stated that a report on citation fee collections for the past two years will be provided.

Mayor Pullen-Miles opened public comments.

Randall Abram, Resident, commented on last year’s illegal fireworks suppression plan, fireworks stand approvals and compliance, and suggested a temporary moratorium on legal fireworks sales.

Annette Owens, Resident, commented in favor of the City discontinuing the sale of legal fireworks in the City.

Mayor Pullen-Miles closed public comments.

A motion was made by Councilmember Kearney and seconded by Councilmember Talavera to approve this Illegal Fireworks Suppression Detail as written. The motion was passed by a vote of 5-0.

13. Award for Design Traffic Calming of 147th Street (Westside) Inglewood Avenue to Grevillea Avenue

— Recommendation: that the City Council award the design to General Technologies and Solutions in the amount of $50,000 for the design of traffic calming of 147th Street from Inglewood Avenue to Grevillea Avenue.

Public Works Director Rodriguez presented the staff report.

Mayor Pro Tem Cuevas recused herself from discussion of this item and stepped down from the dais due to her property being located within 500 feet of the subject area.

In response to Councilmember Suarez's questions, Public Works Director Rodriguez stated that the design phase is anticipated to take approximately three months, with construction expected to take six months, and that residents will be notified through social media, the City website, direct outreach to participating residents, and communication with the local school community.

Mayor Pullen-Miles opened public comments.

Andrew Blackney, Resident, thanked the Public Works Department for their work on the project, thanked the City Council for their responsiveness to resident requests, and suggested partnering with local transit advocacy organizations to assist with community outreach efforts.

Ryan, Resident, thanked the City Council for approving this project to improve street safety.

Mayor Pullen-Miles closed public comments.

A motion was made by Councilmember Kearney and seconded by Councilmember Suarez to award the design to General Technologies and Solutions in the amount of $50,000 for the design of traffic calming of 147th Street from Inglewood Avenue to Grevillea Avenue. The motion passed by a vote of 4-0-1, with Mayor Pro Tem Cuevas recusing herself.

14. Adopt Resolution CC-2604-008 for SB1 Road Repair and Accountability Act of 2017 FY 2026-27

— Recommendation: that the City Council adopt the attached Resolution No. CC-2604-008 approving the project list of streets for SB1 as attached herein Exhibit A-Project Description/Location.

Public Works Director Rodriguez presented the staff report.

Assistant City Attorney Gutierrez commented that Mayor Pro Tem Cuevas would recuse herself from the discussion due to her property being located within 500 feet of the subject area.

A motion was made by Councilmember Kearney and seconded by Councilmember Talavera to adopt the attached Resolution No. CC-2604-008 approving the project list of streets for SB1 as attached herein Exhibit A-Project Description/Location. The motion passed by a vote of 4-0-1, with Mayor Pro Tem Cuevas recusing herself.

15. Award for Design of Traffic Calming of 147th Street (Eastside) Hawthorne Boulevard to Prairie Avenue

— Recommendation: that the City Council award the design to Hartzog & Crabill, Inc. in the amount of $22,000.00 for the design of traffic calming on 147th Street from Hawthorne Boulevard to Prairie Avenue.

Public Works Director Rodriguez presented the staff report.

Discussion ensued among City Councilmembers and staff about the contractor selection, and bicycle lane design options.

Mayor Pullen-Miles opened public comments.

Andrew Blackney, Resident, commented in favor of the project, and commented on bicycle lane maintenance options.

Mayor Pullen-Miles closed public comments.

Councilmember Suarez requested that staff coordinate this project with the South Bay Cities Council of Governments (SBCCOG) to explore potential funding opportunities through Measure R and Measure M.

A motion was made by Councilmember Suarez and seconded by Councilmember Kearney to award the design to Hartzog & Crabill, Inc. in the amount of $22,000.00 for the design of traffic calming on 147th Street from Hawthorne Boulevard to Prairie Avenue. The motion passed by a vote of 5-0.

16. Award of Contract for Irrigation Valve Replacement for Rogers Anderson Park

— Recommendation: that the City Council 1.) Approve the reclaimed Water Valve and appurtenances Repair at Rogers Anderson Park to Gentry General Engineering in the amount of $32,800.00, and 2.) Appropriate $32,800 to the Grounds Maintenance account to cover the cost of the repairs.

Public Works Director Rodriguez presented the staff report.

In response to Councilmember Kearney's questions, Public Works Director Rodriguez stated that an updated proposal was received from a contractor.

A motion was made by Councilmember Kearney and seconded by Councilmember Talavera to approve the reclaimed Water Valve and appurtenances Repair at Rogers Anderson Park to Gentry General Engineering in the amount of $32,800.00, and appropriate $32,800 to the Grounds Maintenance account to cover the cost of the repairs. The motion passed by a vote of 5-0.

17. South Bay Regional Housing Trust JPA & Board Alternate

— Recommendation: that the City Council 1.) Authorize the Mayor to sign the updated Joint Power Agreement; and 2.) Designate an alternate to the South Bay Regional Housing Trust.

Community Development Director Kann presented the staff report.

By City Council consensus, Councilmember Kearney was nominated to serve as the alternate to the South Bay Regional Housing Trust.

A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Talavera to authorize the Mayor to sign the updated Joint Power Agreement; and designate Councilmember Pat Kearney as an alternate to the South Bay Regional Housing Trust. The motion passed by a vote of 5-0.

18. Update on Art in Public Places Project from the Lawndale Beautification Committee, Second Phase

— Recommendation: that the City Council approve 1.) The artists and artwork selected by the Lawndale Beautification Committee for the Art in Public Places Program; and 2.) The budget amendment from account 292-000-310.100.

Municipal Services Director Reyes presented the staff report.

In response to Mayor Pro Tem Cuevas' questions, Municipal Services Director Reyes stated that additional art submissions were received from other local artists but were not selected due to overall quality, selected artists are Lawndale residents which was a factor in the selection process, and that student participation was included, noting that one selected artist is 11 years old.

In response to Councilmember Talavera's questions, Municipal Services Director Reyes stated that the art wraps include a warranty, with failures covered under warranty while damage or maintenance would be the City's responsibility, and confirmed that a timeline has not been established for replacing or removing the artwork as it deteriorates over time.

Municipal Services Director Reyes commented that a budget discrepancy for the current phase would cost approximately $3,000 rather than $12,000, leaving an estimated $8,500 to $9,000 remaining for future projects, and indicated alternative art initiatives could be considered through the Beautification Committee if directed by the City Council.

Councilember Suarez thanked residents that submitted artwork.

Mayor Pullen-Miles commented that he liked the artwork presented and appreciates local artists.

A motion was made by Mayor Pullen-Miles and seconded by Councilmember Suarez to approve the artists and artwork selected by the Lawndale Beautification Committee for the Art in Public Places Program, and approve the budget amendment from account 292-000-310.100. The motion passed by a vote of 5-0.

I. ITEMS FROM CITY COUNCILMEMBERS

19. Report of Attendance at Meetings

Councilmember Kearney attended a Neighborhood Watch meeting and the City's annual Easter Egg Hunt.

Councilmember Talavera wished everyone a happy belated Easter, attended the Neighborhood Watch

meeting, the City of Carson State of the City event, 2026 Centinela Valley Union High School District (CVUHSD) Cultural and CommUNITY Fest, Association for Los Angeles Deputy Sheriffs (ALADS) zoom meeting, Senior Luncheon, SBCCOG 26th Annual General Assembly meeting, the City's annual Easter Egg Hunt and requested that a Hispanic-American Contributions Festival Planning Ad Hoc Subcommittee meeting and a Coffee-With Cop event be scheduled.

Councilmember Suarez attended a SBCCOG 26th Annual General Assembly meeting, SBCCOG Legislative Update meeting, the City's annual Easter Egg Hunt, and suggested having the events inclusive of all age ranges.

Mayor Pro Tem Cuevas attended the City's annual Easter Egg Hunt, thanked the Community Services Department for organizing the event and suggested having the event inclusive of all age ranges.

Mayor Pullen-Miles attended the City's annual Easter Egg Hunt, and a Senior Luncheon, thanked the Community Services Department for organizing the City's annual Easter Egg Hunt and suggested having the event at one location for all ages.

J. CLOSED SESSION

20. Conference with Legal Counsel – Existing Litigation

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

21. Conference with Legal Counsel – Existing Litigation

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: Suarez v. County of Los Angeles et al. (CD California, Case No. 2:26-cv-2943).

Assistant City Attorney Gutierrez read the aforementioned Closed Session matters by title only.

An electronic public comment was received regarding Agenda Item J.20, Conference with Legal Counsel – Existing Litigation, from Resident Kent Oliver.

The City Council convened into closed session at 7:45 p.m.

The City Council reconvened from closed session at 9:00 p.m.

Assistant City Attorney Gutierrez announced that the City Councilmembers were briefed on the closed session matters, and Councilmember Suarez recused herself from Agenda Item J.21, Conference with Legal Counsel – Existing Litigation, and left the room at 8:20 p.m, after Agenda Item J.20 was concluded. Assistant City Attorney Gutierrez announced that there was no reportable action for Closed Session Items J.20. Conference with Legal Counsel - Existing Litigation or J.21. Conference with Legal Counsel - Existing Litigation.

K. ADJOURNMENT

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 9:02 p.m.

Robert Pullen-Miles,
Mayor

Erica Harbison, City Clerk
Approved 4/20/2026

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Raylette Felton, Interim City Manager
SUBJECT:	**Consideration of Claims for Damage**

BACKGROUND

The City of Lawndale received a claim for personal damage filed by Tiffany Nicol (Claimant) on or about January 7, 2026. The claim filed alleged that on or about July 4, 2025, the claimant tripped and fell when exiting a personal vehicle in a parking lot located at 15150 Prairie Avenue, in Lawndale, CA.

On or about March 9, 2026, the City received a claim for personal damage filed by Mateo Benjamin Rosaldo (Claimant). The claim filed alleged that on or about September 9, 2025, the claimant was injured when struck by an unknown vehicle while crossing Rosecrans Avenue near Kingsdale Avenue, in Lawndale, CA.

STAFF REVIEW

The City's current third-party claims administrator, California JPIA - Athens Program Insurance Services, reviewed the filed claims and determined that the liability for the claims could not be assigned to the City. As a result, Athens Program Insurance Services recommends that the City reject the claims as filed.

LEGAL REVIEW

None.

RECOMMENDATION

Staff recommends that the City Council reject the claims filed by Tiffany Nicol and Mateo Benjamin Rosaldo and instruct staff to process the appropriate correspondence to the claimants.

Attachments

Attachment A - Claim for Damage - Nicol, Tiffany.pdf

Attachment B - Claim for Damage - Rosaldo, Mateo.pdf

ATTACHMENT A

CITY OF LAWNDALE
CLAIM FOR DAMAGES TO PERSON OR PROPERTY

Reserve for Filing Stamp

File with the City Clerk
14717 Burin Ave., Lawndale, CA 90260
(310) 973-3200, Fax: (310) 644-4556

'25 JAN 7 4:10PM

Claim No.: _____

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than six (6) months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than one (1) year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim form before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Claim must be filed with the City Clerk. (Gov. Code Sec. 915a)

CITY OF LAWNDALE			
Claimant's Name	Tiffany Nicol	Claimant's Occupation	Caregiver
Claimant's Home Address	[redacted]	Claimant's Home Phone #	[redacted]
Claimant's Business Address	N/A	Claimant's Business Phone #	N/A

Address and telephone number to which you desire notices or communications to be sent regarding this claim:
11111 Santa Monica Blvd #100 Los Angeles, CA 90025 (310) 201-7676

When did DAMAGE or INJURY occur? Date: 7/4/25 Time: 9:00pm
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____
Names of any city employees involved in INJURY or DAMAGE

The city failed to provide a safe environment causing bodily harm to our client due to poor maintance of property.

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:
The injury occurred in the parking lot near Eagles Nest Saloon at 15150 Prairie Ave. Lawndale, CA 90260

Describe in detail how the DAMAGE or INJURY occurred.
Our client sustained multiple injures including dizziness, nausea, ringing in ears, pain to her neck, back, chin abrasions, arms, rib fracture, knee pain/abrasions.

Why do you claim the city is responsible?
Failing to maintain proper and safe road conditions. Upkeep of loose gravel and pot holes.

Describe in detail each INJURY or DAMAGE
Client stepped out of vehicle and fell due to pothole.

THIS CLAIM MUST BE SIGNED ON PAGE 2

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):	$ TBD	Estimated prospective damages as far as known:	$
Damage to property	$ N/A	Future expenses for medical and hospital care	$
Expenses for medical and hospital care	$ TBD	Future loss of earnings	$
Loss of Earnings	$ TBD	Other prospective special damages	$
Special Damages for	$	Prospective general damages	$
		Total estimate prospective damages	$
General Damages	$ Exceeds 100k.		
Total Damages incurred to date	$ Exceeds 100k		
		Total amount claimed as of date of presentation of this claim	$ Exceeds $100k. Still treating

Was damage and/or injury investigated by police? No If so, what city? _____ File #: _____

Were paramedics or ambulance called? No If so, name city or ambulance _____

If injured, state date, time, _____

name and address of doctor of your first visit _____

WITNESSES to DAMAGE or INJURY: List all persons and addresses of person known to have information:

Name Husband Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

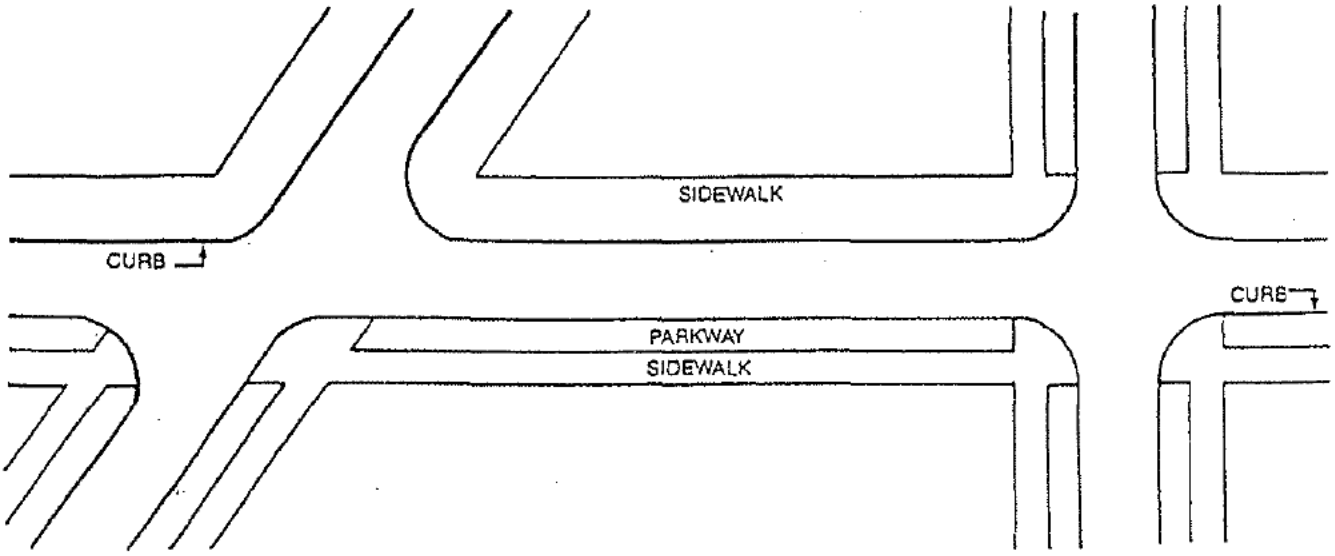
DOCTORS and HOSPITALS:

Hospital Memorial Hosp. of Gardena Address _____ Date of Hospitalization 7/18/25

Doctor Multiple providers Will provide in our demand. Address _____ Date of Treatment _____

Doctor _____ Address _____ Date of Treatment _____

For all accident claims place on following diagram names of streets, including North, East, South and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If city vehicle was involved, designate by letter "A" location of city vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw city vehicle; location of city vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X". NOTE: if diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his/her behalf giving relationship to Claimant:	Typed/Printed Name	Date
[redacted]	Nicol, Tiffany	12/31/25

THIS CLAIM MUST BE SIGNED ON PAGE 2

March 4, 2026

To: City of Lawndale
Attention: Shaundra Burnam

RECOMMENDATION OF REJECTION

RE:		
	Claimant:	Tiffany Nicol
	Date of Loss:	07/04/2025
	Claim Filing Date:	01/07/2026
	Our File Number:	CJP-3055706

We have reviewed the above captioned claim and request that you take the action indicated below:

CLAIM REJECTION: Please send a standard rejection letter to the claimant's attorney and include the following-

"Be advised, the subject location is a private lot and is not owned by the City."

"In consideration of your future course of action, we should like to remind you of the provisions of **Code of Civil Procedures Section 1038.** In the course of any litigation filed against the City, the City will seek the remedies afforded by that Section. We do feel that in the instant case, there is absolutely no basis for the City to be included in your client's claim, or any litigation that might result. Under the circumstances we are sure that you will, as you of course should, exercise your independent judgment in advising your clients on the filing of any litigation that might include our principal as defendant, fully informing your client of the provisions of CCP Section 1038, before arriving at your decision."

Please provide us with a copy of the notice sent, as requested above. If you have any questions, please advise.

Best Regards,

Andrea Wilson

Senior Claims Examiner
Athens Program Insurance Services, LLC
p: 916 514 4825 | f: 1+916 669 8056
e: awilson@athensadmin.com

ATTACHMENT B

CITY OF LAWNDALE
CLAIM FOR DAMAGES TO PERSON OR PROPERTY

File with the City Clerk
14717 Burin Ave., Lawndale, CA 90260
(310) 973-3200, Fax: (310) 644-4556

Reserve for Filing Stamp

'26 MAR 9 12:56PM

Claim No.: _____

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than six (6) months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than one (1) year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim form before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Claim must be filed with the City Clerk. (Gov. Code Sec. 915a)

CITY OF LAWNDALE			
Claimant's Name	***Mateo Benjamin Rosaldo***	Claimant's Occupation	
Claimant's Home Address	[redacted]	Claimant's Home Phone #	[redacted]
Claimant's Business Address		Claimant's Business Phone #	

Address and telephone number to which you desire notices or communications to be sent regarding this claim:
[redacted]

When did DAMAGE or INJURY occur? Date: ***9/9/26*** Time: ***5:39 am***
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____
Names of any city employees involved in INJURY or DAMAGE

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:

Rosecrans Ave & Kingsdale Ave, Lawndale, CA 90260
Approximately 0 feet west of the west curb line of Kingsdale Ave.
Approximately 59 feet north of the south curb line of Rosecrans Ave.
See the Police Report attached.

Describe in detail how the DAMAGE or INJURY occurred.

The claimant was crossing the W Rosecrans Ave. at the intersection with Kingsdale Ave. and was ran over by a car due to the poor lighting conditions at the time and location of the accident.

Why do you claim the city is responsible?

The claimant was crossing the W Rosecrans Ave. at the intersection with Kingsdale Ave. and was ran over by a car due to the poor lighting conditions at the time and location of the accident.

Describe in detail each INJURY or DAMAGE

Multiple severe fractures and open wounds and skin graphs to the right hand, right arm, right elbow, right forearm, right arm pit, legs, knees and feet.

THIS CLAIM MUST BE SIGNED ON PAGE 2

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):	$above $10,000	Estimated prospective damages as far as known:	$
Damage to property	$	Future expenses for medical and hospital care	$
Expenses for medical and hospital care	$	Future loss of earnings	$
Loss of Earnings	$	Other prospective special damages	$
Special Damages for	$	Prospective general damages	$
		Total estimate prospective damages	$
General Damages	$ *1,000,000*		
Total Damages incurred to date	$ above $1,010,000		
		Total amount claimed as of date of presentation of this claim	$ above $1,010,000

Was damage and/or injury investigated by police? *Yes* If so, what city? *CHP* File #: 025-07694-0332-251

Were paramedics or ambulance called? Yes If so, name city or ambulance LAFD

If injured, state date, time, *09/09/2025 - at 5:39am.*

name and address of doctor of your first visit *Harbor UCLA Med Center - Transported by ambulance.*

WITNESSES to DAMAGE or INJURY: List all persons and addresses of person known to have information:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

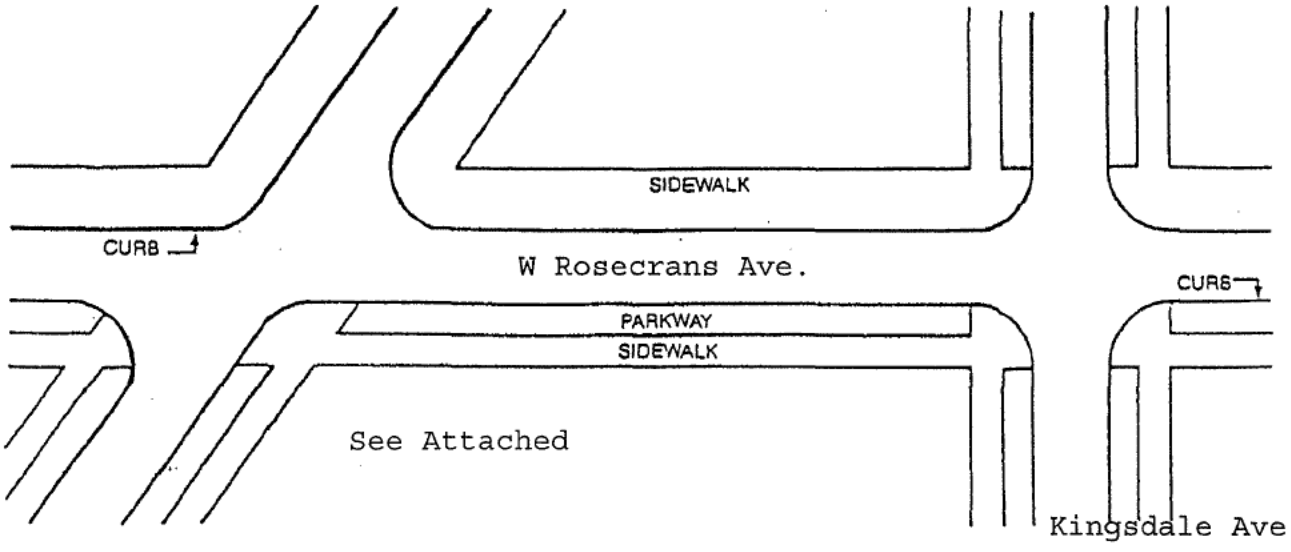
DOCTORS and HOSPITALS:

Hospital *Harbor UCLA Med Center* Address *1000 W. Carson St., Torrance, CA 90509* Date of Hospitalization *9/9/25*

Doctor _____ Address _____ Date of Treatment _____

Doctor _____ Address _____ Date of Treatment _____

For all accident claims place on following diagram names of streets, including North, East, South and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If city vehicle was involved, designate by letter "A" location of city vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw city vehicle; location of city vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X". NOTE: if diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his/her behalf giving relationship to Claimant: [redacted]

Typed/Printed Name *Mateo Benjamin Rosaldo*

Date *3/9/26*

THIS CLAIM MUST BE SIGNED ON PAGE 2



Signature of Claimant or person filing on his/her behalf giving relationship to Claimant:

[redacted]

Typed/Printed Name

Mateo Rosaldo

Date

03/09/2026

March 11, 2026

To: City of Lawndale
Attention: Shaundra Burnam
Via email: SBurnam@lawndale.ca.gov

RECOMMENDATION OF REJECTION

RE:	Claimant:	Mateo Rosaldo
	Date of Loss:	09/09/2025
	Claim Filing Date:	03/09/2026
	Our File Number:	CJP-3056223

We have reviewed the above captioned claim and request that you take the action indicated below:

CLAIM REJECTION: Please send a rejection letter to the claimant with proof of service, then provide copies of both the notice and proof of mailing. If you have any questions, please advise.

Best Regards,

Glen Raphael

Claims Supervisor
Athens Program Insurance Services, LLC
p: 916 900 3237 | f: 1+916 290 0536
e: graphael@athensadmin.com

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Hrant Manuelian, Finance Director/City Treasurer
SUBJECT:	**Approve First Amendment to Contract Services Amendment for Information Technology Services**

BACKGROUND

Since 2001, Bericom Design ("Bericom") has successfully served the City of Lawndale in providing contracted information technology services (IT). The current contract with Bericom will be expiring on June 30, 2026.

STAFF REVIEW

Bericom has provided an array of IT services aside from the traditional hardware/software and network duties. Other functions of Bericom include website management, cable and connectivity issues to all buildings, oversight of the permit-tracking system, addition of AI powered chat bot to City's website.

At this time, staff has determined that it is in the best interest of the City to continue its professional relationship with Bericom an is requesting an amendment to the contract that would expire on June 30, 2026. This amendment will keep the same scope of duties with a potential cost of living adjustment per year. The cost of living adjustment will be limited to the Consumer Price Index (CPI) with a cap of 5%. CPI increase shall be based on U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U), Los Angeles-Long Beach-Anaheim, 12-month percent change from February to February, not to exceed 5%.

LEGAL REVIEW

The City Attorney has reviewed the contract and has approved it as to form.

FISCAL IMPACT

Funds will be budgeted in the appropriate fiscal years. There is no impact to the current fiscal year.

RECOMMENDATION

Staff recommends that the City Council approve the First Amendment to Contract Services Agreement with Bericom Contract Services to provide Information Management Services.

Attachments

Original Agreement - Bericom.pdf

First Amendment Bericom IT.pdf

ATTACHMENT A

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

INFORMATION TECHNOLOGY SUPPORT SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this 19th day of April, 2021, by and between the City of Lawndale, a municipal corporation ("City"), and Bericom IT & Design, Inc. ("Consultant"). The term Consultant includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Consultant warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Consultant's Proposal. The Scope of Services shall include the Consultant's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.

1.4 Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Consultant warrants that Consultant (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services

or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor.

1.7 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.8 Environmental Laws. Consultant shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Consultant shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of seven-hundred fourteen thousand dollars, excluding annual Consumer Price Index increases ($714,000.00 plus annual Consumer Price Index increases in accordance with *Exhibit "A"*) ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City.

Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Consultant wishes to receive payment, no later than the first (1st) working day of such month, Consultant shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form.

2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void

the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Consultant shall commence and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall begin on July 1, 2021 and continue in full force and effect until completion of the services no later than June 30, 2026 (three-year contract, renewable for an additional two one-year periods).

4.0 COORDINATION OF WORK

4.1 Representative of Consultant. Bekim Berisha, IT Administrator, is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Consultant without the express written approval of City.

4.2 Contract Officer. The City's City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Consultant.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

4.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. Consultant shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than $1,000,00.00 per occurrence for all covered losses and no less than $2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000 per accident for all covered losses.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A policy of professional liability insurance in an amount not less than $2,000,000 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the City.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall

waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Consultant shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Consultant agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible. If the Consultant's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Consultant.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which

Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

6.0 RECORDS AND REPORTS

6.1 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Consultant shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. Any use of such completed documents by City for other projects and/or use of uncompleted documents without specific written authorization by the Consultant will be at the City's sole risk and without liability to Consultant and the City shall indemnify the Consultant for all damages resulting therefrom. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure

of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

7.3 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Consultant shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After Termination for Default of Consultant. If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.6 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Consultant. Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

Consultant shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Consultant will be performing a specialized or general service for the City and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Consultant and its officers, agents or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Consultant covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Consultant, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

9.4 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY:
CITY OF LAWNDALE,
a municipal corporation

By: _____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke, Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONSULTANT:
BERIMCOM IT & DESIGN
Sole Proprietor

By: _____
Name: Bekim Berisha
Title: IT Administrator

Address: 24424 Neece Avenue
Torrance, CA 90505

EXHIBIT "A"

SCOPE OF SERVICES

In compliance with all terms and conditions of this Agreement, Consultant shall provide the minimum information technology services specified below. Consultant warrants that all work or services will be performed in a competent, professional and satisfactory manner.

1. Desktop Applications Support
   Perform basic support functions including installation of computers, tablets and telephone setup, printers and software installation, and upgrades. Diagnose and resolve desktop application problems; configure computers, tablets, and cell phones for standard applications. Identify and resolve hardware problems performing advance troubleshooting. Provide computer support on applications as deemed appropriate by the Director of Finance. Make recommendations and obtain bids for computer hardware, software, and supply purchases, and other related services as needed. Work closely with any third party hardware/software vendor in regards to technical support and warranty issues.

2. Server Administration Services
   Manage City's computer network infrastructure and associated hardware, software, communications, and operating system necessary for the quality, security, performance, availability, recoverability, and reliability of the system. Ensure scheduled preventive maintenance and back up for equipment is promptly performed; develop back-up and disaster recovery plans and procedural documentation for archive backup.

   Confidentiality of the information is vital. The selected contractor, and any employees assigned to work at the City, will be required to sign and adhere to a confidentiality clause that information in the system must remain confidential under penalty of law. All vendor employees with access to the City network will be required to undergo a fingerprint background check at the contractor's expense.

3. Network Administration Services
   Scope of activity includes all City network equipment including switches, firewalls, routers, hubs, cabling, data circuits, collaboration with phone system vendor, and other security devices. Manage backup and disaster recovery systems. The scope also includes primary installation and maintenance of printers, network copiers/ scanners, group policy, software updates, etc., as deem necessary. Monitor network performance and capacity management services. Maintain city- wide network diagram.

4. Security
   Maintenance of virus/ malware detection and spam reduction programs on City servers, email and all other City computers, laptops, and tablets. Perform security audits as requested and notify City personnel immediately of suspected breaches of security.

Provide record back-up, maintain and retrieval of requested data from City surveillance systems.

Maintain and issue security access key cards for employees to access City facilities.

5. Strategic Planning
   Provide technical leadership for all technology issues. Work closely with City staff to develop long-term IT goals and objectives. Keep City up to date on new technology changes and uses that will enable the City to increase efficiency and reduce costs. Provide support in evaluating computer applications and support City staff with the implementation of new IT projects and solutions as specified by the City. Assist with policy formulation and application in the area of IT.

6. End User Training
   Provide training for various technology as needed. This would normally be for common software or hardware used in a business setting or new equipment installed. This can be at the request of the City or when a need is identified by the vendor.

7. Onsite Support
   Provide dedicated onsite routine support Monday – Thursday from 7:00 a.m. to 4:00 p.m. to address city-wide and/or departmental hardware and software issues. Additional onsite support will be needed on City Council meeting dates (1st and 3rd Monday of each month) and may be needed for special or major projects.

8. Help Desk Support
   End user support must be timely, friendly, and professional. Urgent and emergent support must be available 24/7/365.

9. Computer Inventory and Disposal
   Vendor must provide biannual hardware inventory reporting, including proper and legal electronic disposal of surplus electronic equipment.

10. City Website
    Assist in the maintenance and updating of the City's website through coordination with the website designer and City staff.

11. Telephone System Support
    Provide first-line support for City telephone systems, serving as a liaison between City and telephone service provider, as needed to resolve technical matters. (Note: The telephone equipment is currently being reviewed for system upgrade).

EXHIBIT "B"

SPECIAL REQUIREMENTS

Section 4.1 (c) – Automotive Insurance – A policy of comprehensive automobile liability insurance written on a per occurrence basis shall not be required as Consultant is not required to use an automobile in connection with the services hereunder. However, Consultant understands that automobile insurance and/or financial responsibility is required on any vehicle operated or parked on California roadways. Consultant agrees that s/he will carry evidence of automobile insurance and/or financial responsibility in her/his vehicle at all times and that proof of same must be provided as specified: when requested by law enforcement; when renewing vehicle registration; when the vehicle is involved in a traffic collision. Accordingly, Consultant agrees that if s/he will be driving a vehicle to commute to the classes provided pursuant to the Agreement or other activities in connection therewith, Consultant shall comply with the following:

- Minimum liability insurance requirements for private passenger vehicles (per California Insurance Code Section11580.1b):
    - $15,000 for injury/death to one person;
    - $30,000 for injury/death to more than one person; and
    - $5,000 for damage to property.
- Liability insurance compensates a person other than the policy holder for personal injury or property damage. Comprehensive or collision insurance does not meet vehicle financial responsibility requirements. The following are acceptable types of insurance/financial responsibility:
    - A motor vehicle liability insurance policy;
    - A cash deposit of $35,000 with DMV;
    - A DMV issued self-insurance certificate; or
    - A surety bond for $35,000 from a company licensed to do business in California.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

Consultant shall submit monthly invoices to the City of Lawndale Finance Department indicating the number of hours worked in the calendar month being billed. The Director of Finance will review and approve each invoice prior to submission for payment.

Annual compensation will be as follows:

Year 1: July 1, 2021 – June 30, 2022	$142,800
Year 2: July 1, 2022 – June 30, 2023	$142,800 + CPI
Year 3: July 1, 2023 – June 30, 2024	$142,800 + CPI (Year 2 & 3)
Year 4*: July 1, 2024 – June 30, 2025	$142,800 + CPI (Year 2, 3 & 4)
Year 5*: July 1, 2025 – June 30, 2026	$142,800 + CPI (Year 2, 3, 4 & 5)

*If option to renew an additional one-year period is exercised.

Consumer Price Index (CPI) increase shall be based on the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U), Los Angeles-Long Beach-Anaheim, CA, 12-month percent change from February to February. The rate change may not exceed five percent (5%) in any twelve-month period.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

Consultant shall provide dedicated technically qualified IT Administrator to support the City of Lawndale's information technology support service needs during business hours, Monday through Thursday, 7 a.m. to 4:00 p.m.; City Council meetings (evening of 1st and 3rd Monday of each month) and as needed for special or major projects. Estimated annually hours are as follows:

43 weeks X 32 hours/ week	1,376
9 weeks X 28 hours/ week	252
Annual Maximum Hours	1,628

In addition to onsite support, remote on-call support shall be provided year-around 24 hours day/ 7 days a week to trouble shoot and assist as may be needed by the City.

ATTACHMENT B

FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT FOR INFORMATION TECHNOLOGY SUPPORT SERVICES

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT (the "First Amendment") is made and entered into this 20th day of April, 2026, by and between the CITY OF LAWNDALE, a municipal corporation (herein "City") and Bericom IT & Design, Inc., a corporation (herein "Consultant").

RECITALS

WHEREAS, City and Contractor entered into that certain Agreement entitled "Contract Services Agreement for Information Technology Support Services" (the "Agreement") on or about April 19th, 2021, and

WHEREAS, it is the desire of the City and the Consultant to amend the Agreement as set forth in this First Amendment.

AMENDMENT

NOW, THEREFORE, it is hereby agreed that the Agreement is amended as follows:

1. Section 2.1 of the Agreement, Contract Sum, is amended to read:

For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of eight-hundred sixty five thousand dollars, excluding annual Consumer Price Index increases ($865,000 plus annual Consumer Price Index increases in accordance with *Exhibit "A"*) ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City.

Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2. Section 3.4 of the Agreement entitled "Term", is amended to extend the term of the Contract services date to no later than June 30, 2031.

3. Exhibit C to the Agreement is amended as follows:

SCHEDULE OF COMPENSATION

Consultant shall submit monthly invoices to the City of Lawndale Finance Department indicating the number of hours worked in the calendar month being billed. The Director of Finance will review and approve each invoice prior to submission for payment.

Annual compensation will be as follows:

Year 1: July 1, 2026 – June 30, 2027	$173,000
Year 2: July 1, 2027 – June 30, 2028	$173,000 + CPI
Year 3: July 1, 2028 – June 30, 2029	$173,000 + CPI (Year 2 & 3)
Year 4*: July 1, 2029 – June 30, 2030	$173,000 + CPI (Year 2, 3 & 4)
Year 5*: July 1, 2030 – June 30, 2031	$173,000 + CPI (Year 2, 3, 4 & 5)

*If option to renew an additional one-year period is exercised.

Consumer Price Index (CPI) increase shall be based on the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U), Los Angeles-Long Beach-Anaheim, CA, 12-month percent change from February to February. The rate change may not exceed five percent (5%) in any twelve-month period.

MISCELLANEOUS PROVISIONS

4. Other Terms Unchanged. Subject to the foregoing amendments, the remainder of the terms in the Agreement will remain the same and are hereby ratified.

5. Authority to Execute. Each party represents and warrants that all necessary action has been taken by such party to authorize the undersigned to execute this First Amendment and to bind the parties to the performance of its obligations.

6. Counterparts. 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. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart. The parties hereby expressly agree to the use of electronic signatures, which shall be deemed to have the same effect as an original signature. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission.

7. Severability. If any term, condition or covenant of this First Amendment is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this First Amendment will not be affected and the First Amendment will be read and construed without the invalid, void or unenforceable provision.

[SIGNATURES ON THE FOLLOWING PAGE.]

IN WITNESS WHEREOF, the parties have executed and entered into this Amendment as of the date first written above.

CITY:

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke, Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONSULTANT:
Bericom IT & DESIGN
A Corporation

By: _____
Name: Bekim Berisha
Title: IT Administrator

Address: 24424 Neece Avenue
Torrance, CA 90505

[END OF SIGNATURES]

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Michael Reyes, Municipal Services Director
SUBJECT:	**Update on Dismissed Fireworks Citations for 2024-2025 Illegal Fireworks Suppression Detail**

BACKGROUND

Each year for the past five years, the City has enacted the Illegal Fireworks Suppression Plan to address the illegal firework activity that occurs during the 4th of July holiday. The suppression detail includes bringing in additional deputies during the holiday solely to issue citations to individuals that are in possession of or using illegal fireworks. Every year, several dozen fireworks citations are issued by deputies and the citizens that receive these citations have the option to simply pay the fine or to contest the issued citations.

At the April 6th, City Council meeting Mayor Pullen-Miles and Mayor Pro Tem Cuevas inquired as to how many fireworks citations were contested from the 2025 Illegal Fireworks Suppression Detail. This purpose of this report is to provide City Council with a responsive update.

STAFF REVIEW

Administrative citations are issued to individuals that use or possess illegal fireworks within the City of Lawndale. Only fireworks identified as "Safe and Sane" are permitted to be sold in the City. Use of "Safe and Sane" fireworks in the City is limited to the July 4th holiday, between the hours of noon and midnight. Any use of fireworks that are not classified as "Safe and Sane" as well as use of that type of fireworks outside of the established window of time are considered illegal and subject to a citation and fine. Any person that receives an administrative citation may either pay the fine or challenge that citation. Challenges may be made through the administrative hearing process hosted by the City of Lawndale or through the Los Angeles County Superior Court system. Both of these options may be utilized for any citation issued within the City by Lawndale staff.

During the 2024 Illegal Fireworks Suppression Detail, there were 33 citations issued by deputies for illegal fireworks usage. 10 of the 33 citations were contested via administrative hearing, with 2 of those contested citations being dismissed.

During the 2025 Illegal Fireworks Suppression Detail, there were 33 citations issued by deputies for illegal fireworks usage. 12 of the 33 citations were contested via administrative hearing, with 7 of those contested citations being dismissed.

Additionally, since the enhanced fine schedule was implemented there have been two (2) citations taken to the Los Angeles County Superior Court small claims court. One of the citations filed with the court was issued three years ago on July 4th, 2023, and the second was issued last year on July 4th, 2025. Both of those citations were dismissed by the Los Angeles Superior Court.

LEGAL REVIEW

The City Attorney has reviewed this staff report and approves it to form.

FISCAL IMPACT

There is no fiscal impact as a result of this staff report.

RECOMMENDATION

Staff recommends that the City Council receive and file this report.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 20, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim City Manager

PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: **Quarterly Investment Report for the Quarter Ended March 31, 2026**

BACKGROUND

The attached Quarterly Investment Report for the quarter ended March 31, 2026, is provided to City Council per the City of Lawndale's Investment Policy and State of California's Government Code Section 53646.

STAFF REVIEW

As of March 31, 2026, the City had total cash and investments (cost basis) of $62,260,368 plus $2,054,905 cash with fiscal agent held in a trust for the Lawndale Redevelopment Agency's Tax Allocation Bond 2009 issue, $1,150 in petty cash and $814,656 maintained in two retirement enhancement plans for PARS.

The Federal Reserve has held interest rates steady and has not made any adjustments since December 2025. The next scheduled Federal Reserve meeting is April 29, and currently it is expected that the Fed will not cut rates. The State Local Agency Investment Fund (LAIF) had an interest rate of 4.31% on March 31, 2025, and decreased to 3.82% as of March 31, 2026. Rates going forward are generally expected to remain stable as we continue to experience high inflation rates. Inflation continues to remain high at over 3%. We continue to maintain a majority of cash in LAIF and the City's checking account. For the quarter ended March 31, 2026, the City has remained very liquid with 72.90% of our portfolio in on-demand accounts. The remainder of the portfolio includes 5.53% short-term (maturing in less than one year), 7.57% mid-term (one to three years maturity), and 14% long-term (maturing from three to five years) investments.

The City's investments continue to remain intact and have not been affected by this volatility. We do not expect there to be any significant changes to our investments as we only purchase securities that we know we can hold on to until maturity at which time we will receive the full amount of the principal back from the issuer. As the market continues to change we will keep a close watch and take advantage of any upcoming investments. Cash in bank will be monitored and is expected that more will be used to purchase either bonds or CD's to take advantage of interest to the extent possible. For the current quarter which will ending June 30, 2026 there is one CD that will expire. There was one agency bond that was called on 04/15/2026, which has since been replaced with another agency bond. The goal is to maintain a healthy balance of cash while maximizing returns.

The investment program provides sufficient liquidity to meet six months of estimated expenditures. All investments are in compliance with California state code 503600 and the City of Lawndale Investment policy.

CITY OF LAWNDALE
INVESTMENT REPORT
Summary of Investments
For Quarter Ended March 31, 2026

	Adjusted Cost Basis	Category Total	Percent of Portfolio
On Call Deposits			
Checking Accounts	10,721,827		
FICA CD Fund	2,025,447		
Government Treasury Fund	5,817,780		
LAIF State Pool	26,824,314	45,389,368	72.90%
Short-Term Investments (1 Year or Less)			
Time Deposits FDIC Insured	3,445,000		5.53%
US Government Agency Securities	-	3,445,000	
Medium-Term Investments (1 to 3 Years)			
Time Deposits FDIC Insured	3,711,000		
US Government Agency Securities	1,000,000	4,711,000	7.57%
Long-Term Investments (3 to 5 Years)			
Time Deposits FDIC Insured	2,715,000		
US Government Agency Securities	6,000,000	8,715,000	14.00%
Total Cash and Investments		**62,260,368**	**100.00%**

LEGAL REVIEW

The City Attorney's office has reviewed this staff report and has approved it as to form.

FISCAL IMPACT

Not applicable.

RECOMMENDATION

Staff recommends that the City Council receive and file the Quarterly Investment Report for the quarter ended March 31, 2026.

Attachments

Q3 FY 25-26 Investments.pdf

ATTACHMENT A

CITY OF LAWNDALE
TREASURY REPORT
For Quarter Ended March 31, 2026

Cash		10,721,827
Investments		59,381,768
Cash w/Fiscal Agent		2,054,905
Petty Cash		1,150
Public Agency Retirement Services (PARS)- Retirement Enhancement Plan	801,750	
PARS/ City of Lawndale Excess Benefit Trust - US Bank	12,906	814,656
Total Cash and Investments		**72,974,307**

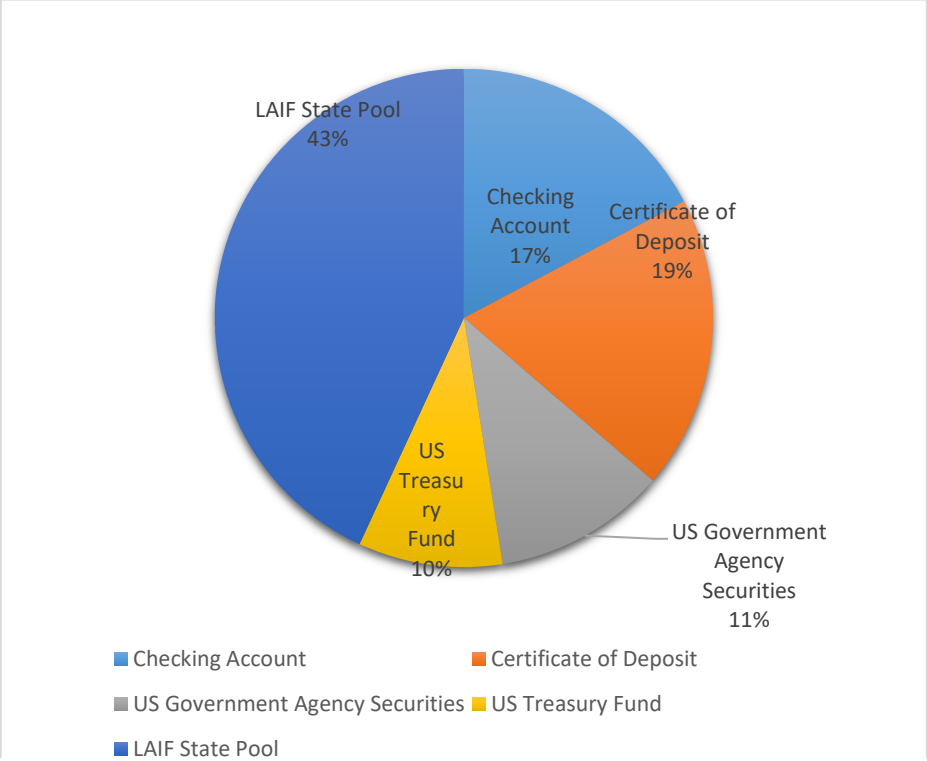
CITY OF LAWNDALE
INVESTMENT REPORT

Portfolio Statistics

For Quarter Ended March 31, 2026

Portfolio Composition

Investment Type	Market Value
Checking Account	10,721,827
Certificate of Deposit	11,871,406
US Government Agency Securities	6,960,390
US Treasury Fund	5,817,780
LAIF State Pool	26,824,314
TOTAL	**62,195,717**



CITY OF LAWNDALE
DETAIL OF INVESTMENTS
For Quarter Ended March 31, 2026

	Par Value	Coupon Rate	Moody's/ S&P Rating	Purchase Date	Maturity/ Called Date	Days to Maturity	Yield to Maturity	Cost Basis	Category total	(memo only) Market Value
On Call Deposits										
Checking Account- Wells Fargo	10,721,827	N/A	N/A		Demand	1	None	10,721,827		10,721,827
FICA Fed Ins Cash Intrafi	2,025,447	N/A	N/A		Demand	1	Varies	2,025,447		2,025,447
First AM Treas OB FD	5,817,780	N/A	N/A		Demand	1	Varies	5,817,780		5,817,780
Local Agency Investment Fund- City of Lawndale	26,822,654	N/A	N/A		Demand	1	4.09%	26,822,654		26,822,654
Local Agency Investment Fund- Lawndale Housing Authority	1,660	N/A	N/A		Demand	1	4.09%	1,660		1,660
On Call Deposits	**45,389,368**								**45,389,368**	**45,389,368**
Short-Term Investments (1 Year or Less)										
Time Deposits:										
Eaglebank	248,000	5.05%	FDIC	6/24	6/25/2026	86	5.05%	248,000		248,647
Customers Bank CD	245,000	4.00%	FDIC	8/24	8/17/2026	139	4.00%	245,000		245,108
Rize FCU CD	249,000	4.15%	FDIC	8/24	8/20/2026	142	4.15%	249,000		249,237
Synchrony Bank Draper UT CD	247,000	0.90%	FDIC	8/21	8/27/2026	149	0.90%	247,000		244,135
Chartway Federal Credit Union	240,000	5.30%	FDIC	8/23	8/28/2026	150	5.30%	240,000		241,392
Florida Cr	240,000	4.10%	FDIC	8/29	8/28/2026	150	4.10%	240,000		240,130
Global Federal Dredit Union	249,000	4.10%	FDIC	8/29	8/28/2026	150	4.10%	249,000		249,134
Medallion Bank UT CD	247,000	0.85%	FDIC	8/21	8/31/2026	153	0.85%	247,000		243,920
UBS Bank USA CD	247,000	0.95%	FDIC	9/21	9/9/2026	162	0.95%	247,000		243,838
Bank of America	245,000	3.95%	FDIC	9/24	9/11/2026	164	3.95%	245,000		244,976
First Fndtn Bank	243,000	5.00%	FDIC	6/24	12/14/2026	258	5.00%	243,000		244,946
Amoco Fed Credit Union	249,000	3.80%	FDIC	12/30	12/30/2026	274	3.80%	249,000		248,833
Austin Telco Fed Cr	249,000	4.30%	FDIC	2/25	2/16/2027	322	4.30%	249,000		249,874
Valley Natl Bk	247,000	4.45%	FDIC	2/24	2/22/2027	328	4.45%	247,000		248,344
	3,445,000							3,445,000		3,442,514
US Government Agency Securities:										
	-							-		-
	-							-		-
Short-Term Investments (1 Year or Less)	**3,445,000**								**3,445,000**	**3,442,514**
Medium-Term Investments (1 to 3 Years)										
Time Deposits:										
Spokane Teachers CR UN CD	248,000	4.75%	FDIC	4/24	4/15/2027	380	4.75%	248,000		250,165
Live Oak Bank	244,000	3.65%	FDIC	10/23	4/28/2027	393	3.65%	244,000		243,380
Wexford Community Credit Union	248,000	4.75%	FDIC	6/24	6/28/2027	454	4.75%	248,000		250,604
First Technology FCU CD	249,000	4.10%	FDIC	8/24	8/20/2027	507	4.10%	249,000		249,717
Colorado federal Savings Bank	245,000	3.70%	FDIC	2/27	8/27/2027	514	3.70%	245,000		244,346
First Merchants Bank	245,000	3.75%	FDIC	9/24	9/10/2027	528	3.75%	245,000		244,424

American Express Natl BK	245,000	3.85%	FDIC	9/24	9/13/2027	531	3.85%	245,000		244,863
Tuscon Fd Cr	249,000	3.65%	FDIC	9/30	9/30/2027	548	3.65%	249,000		248,114
Third Fed Svgs	245,000	3.70%	FDIC	12/19	12/20/2027	629	3.70%	245,000		244,233
Tompkins Community Bank	249,000	3.65%	FDIC	2/27	2/28/2028	699	3.65%	249,000		247,877
Empower Fed Cr Union	248,000	4.75%	FDIC	6/24	6/26/2028	818	4.75%	248,000		252,442
Texas Tr Cr	249,000	3.60%	FDIC	9/30	9/29/2028	913	3.60%	249,000		247,090
American National Bank	249,000	3.55%	FDIC	10/23	10/31/2028	945	3.55%	249,000		246,699
USAlliance Fed CU	249,000	4.15%	FDIC	1/25	1/31/2029	1,037	4.15%	249,000		250,437
Baxter Credit Union	249,000	4.20%	FDIC	2/25	2/22/2029	1,059	4.20%	249,000		250,763
	3,711,000							3,711,000		3,715,154
US Government Agency Securities:										
Federal Home Loan Banks	1,000,000	5.000%	Aa1/AA+	6/24	4/15/2027	380	5.000%	1,000,000		1,000,490
	1,000,000							1,000,000		1,000,490
Medium-Term Investments (1 - 3 Years)	**4,711,000**								**4,711,000**	**4,715,644**
Long-Term Investments (3 to 5 Years)										
Time Deposits:										
Morgan Stanley	245,000	3.95%	FDIC	8/27	8/27/2029	1,245	3.95%	245,000		244,880
BMW Bank	245,000	3.90%	FDIC	8/29	8/29/2029	1,247	3.90%	245,000		244,503
Grand River Bank	249,000	3.60%	FDIC	10/10	10/10/2029	1,289	3.60%	249,000		245,972
United Bankers Bank	249,000	3.50%	FDIC	10/23	10/31/2029	1,310	3.50%	249,000		245,098
Truxton Tr Co Nashville Tenn	249,000	4.10%	FDIC	2/25	2/14/2030	1,416	4.10%	249,000		250,006
Optum Bank Inc	245,000	3.80%	FDIC	3/23	3/25/2030	1,455	3.80%	245,000		243,221
Goldman Sachs	245,000	3.60%	FDIC	9/30	9/30/2030	1,644	3.60%	245,000		240,732
Gulf Coast Bank & Trust	245,000	3.60%	FDIC	10/23	10/29/2030	1,673	3.60%	245,000		240,671
Sallie Mae Bank	245,000	3.85%	FDIC	12/17	12/17/2030	1,722	3.85%	245,000		243,079
Medallion Bank	249,000	3.70%	FDIC	12/23	12/23/2030	1,728	3.70%	249,000		245,454
Sunwest Bank/UT	249,000	3.65%	FDIC	2/27	2/27/2031	1,794	3.65%	249,000		244,675
	2,715,000							2,715,000		2,688,291
US Government Agency Securities:										
Federal Home Loan Banks	1,000,000	4.20%	Aa1/AA+	10/24	10/9/2029	1,288	4.20%	1,000,000		996,480
Federal Home Loan Banks	1,000,000	4.65%	Aa1/AA+	2/25	2/26/2030	1,428	4.65%	1,000,000		999,650
Federal National Mortgage Association	1,000,000	3.90%	Aa1/AA+	1/21	1/21/2031	1,757	3.90%	1,000,000		990,280
Federal Home Loan Mortgage Corporation	1,000,000	4.00%	Aa1/AA+	2/26	2/26/2031	1,793	4.00%	1,000,000		982,360
Federal National Mortgage Association	1,000,000	4.00%	Aa1/AA+	3/24	3/24/2031	1,819	4.00%	1,000,000		995,930
Federal Home Loan Mortgage Corporation	1,000,000	4.25%	Aa1/AA+	3/24	3/24/2031	1,819	4.25%	1,000,000		995,200
	6,000,000							6,000,000		5,959,900
Long-Term Investments (3 to 5 Years)	**8,715,000**								**8,715,000**	**8,648,191**
Total Cash and Investments	**62,260,368**								**62,260,368**	**62,195,717**

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Peter Kann, Community Development Director
SUBJECT:	**Consideration of Award of Contract Services Agreement for Building and Safety Services**

BACKGROUND

On April 20, 1964, the County of Los Angeles and the City formally entered into an agreement for building plan check and inspection services for the enforcement of Building Code, Plumbing Code, and Electrical Code. A copy of the original contract is attached as Exhibit A (Agreement).

In November 2025, executive staff from the County's Department of Public Works informed the City of their intent to terminate the Agreement effective July 1, 2026. They advised that they were providing the City (and other cities in the same situation) with advance notice prior to issuing the contractual written notification, which the City is expected to receive sometime in May 2026, as required to terminate the Agreement.

The County currently charges approximately $35,000-$40,000 a month to provide building plan check and inspection services to ensure that all construction, additions, and remodels comply with the applicable building, structural, electrical, plumbing, and mechanical codes to protect the safety and general welfare of the Lawndale community. In addition, the City spends an additional $10,000 - $11,000 a month for a Community Development Technician through 4 Leaf Inc., to supplement the County personnel and provide timely service.

Highlighted below are the services and personnel contracted for with the County:

- One Combination Building Inspector -
  - 5 hours a day of billable services
  - 6 building inspections per day (note, some inspections could take an hour)
  - Up to 2 hours a day to interface with customers and residents for general inquiries and inspection notes and prepare of daily inspections.
- One Senior Civil Engineering Assistant -
  - Currently working 10 to 20 hours per week to review City projects for structural and building code compliance
  - Currently, the Plan Check Engineer sets aside 4 hours once a week to interface with customers and residents regarding project inquires and general inquiries.
- One Building Official - Assist in the day to day operations for approximately 2 hours of billable charges per week.

On December 1, 2025, the City Council authorized staff to initiate the Request for Proposals (RFP) process to solicit proposals from qualified consultants to provide building and safety services for part time building official, plan check engineers, and combination (structural, electrical, plumbing, mechanical, etc) building inspections.

STAFF REVIEW

In January 2026, the RFP was initiated to obtain proposals from qualified firms to provide the same leave of services and staffing provided by the County. The City received a total of seven (7) proposals from the following private engineering firms:

- 4Leaf, Inc
- BPR Consulting
- Bureau Veritas
- CSG
- Interwest
- Transtech
- Willdan Engineering

While all of the firms are qualified, the City received two proposals (Willdan Engineering and Interwest) that were the most responsive and had structural pricing similar to how the County charges the City for services. This similar pricing structure is expected to keep the cost to replace the County's services fairly similar. For comparison's purposes, a chart is provided below to compare the costs of the County, Willdan, and Interwest.

	Hours/week	Willdan	Interwest	LA County
Plan Checker	20	$3,100.00	$3,300.00	$2,960.00
Building Inspector	20	$2,400.00	$2,900.00	$3,340.00
Building Official	5	$825.00	$900.00	$1,090.00
Liability Insurance (3.5%)		N/A	N/A	$346.85
		$6,325.00	$7,100.00	$7,736.85
Annual Cost		$328,900.00	$369,200.00	$402,316.20

City staff interviewed four of the seven engineering firms (Willdan, Interwest, 4Leaf, and Transtech). Based on the interviews conducted, all of the engineering firms are expected to **improve** the Community Development's backlog of first rounds of structural plan checks and re-submittals. The County's review timeline has increased recently to 6-8 weeks for initial review. This is substantially longer than other jurisdictions not using the County have been seeing recently. Willdan's proposed plan check review time frames are:

- Single Family Residential
  - New construction - 10 business days
  - Addition/Remodel - 5 business days
  - Resubmittals - 5 business days
- Multi-Family Residential
  - New construction - 10 business days
  - Addition/Remodel - 5 business days
- Commercial (tenant improvement) - 10 business days

The City will also utilize the selected professional engineering firm to provide on call engineers, when applicable, to review geotechnical, grading, land surveying, electrical, mechanical, and plumbing plans on as needed basis.

Community Development recommends that the City Council consider approving the Professional Contract Services Agreement with Willdan Engineering. Wildan has over 60 years of nationwide engineering experience in building and safety service. Their experience and expertise, coupled with their proposals shows that they have the ability to fulfill the City's needed building and safety services at the best price.

LEGAL REVIEW

The City Attorney has reviewed and approved this report.

FISCAL IMPACT

In staff's analysis, Willdan's RFP proposal is the least expensive proposal when compared to both the County and other firms.

Fees generated from the review and processing of building permits are expected to cover the City's expense to provide the services. Selection of a private engineering firm is not expected to cause any negative fiscal impact to the City's General Fund.

RECOMMENDATION

Staff recommends that the City Council:

1. Review and discuss the Request for Proposal for full Building and Safety Services to replace the services provided by L.A. County;
2. Approve a Professional Contract Services Agreement between the City of Lawndale and Willdan Engineering for Building and Safety Services, in a form approved by the City Attorney's Office;
3. If necessary, authorize the City Attorney Office to make minor edits based on any direction from the City Council to the Professional Service Agreements; or
4. Provide further direction to staff, if necessary.

Attachments

Exhibit A - LA County Contract.pdf

Exhibit B - Proposals Received.pdf

Attachment C - Draft Service Agreement.pdf

Exhibit A

7819

Reviewed legally

AGREEMENT - BUILDING INSPECTION SERVICES

THIS AGREEMENT, made and entered into this 20th day of April, 1964, between the COUNTY OF LOS ANGELES, a body corporate and politic and a political subdivision of the State of California, hereinafter sometimes referred to as "County", and the CITY OF LAWNDALE, hereinafter sometimes referred to as the "City";

W I T N E S S E T H:

WHEREAS, the City is desirous of procuring services from the County to enable performance within the City of functions performed by the Building and Safety Division of the Department of County Engineer in unincorporated territory; and

WHEREAS, the County through said Department is willing to perform such services on the terms and conditions hereinafter set forth; and

WHEREAS, both parties hereto are authorized to so contract by virtue of the provisions of Section 56-1/2 of the Charter of the County of Los Angeles and Sections 51301, et seq., of the Government Code;

NOW, THEREFORE, it is agreed as follows:

1. County agrees, through its Building and Safety Division of the Department of County Engineer, to perform within the City all functions performed by said Division in the unincorporated territory of the County which are applicable

APPROVED BY BOARD OF SUPERVISORS

NOV 5 1963

GORDON T. Nesvig
Clerk of the Board

to the City. County through its Building and Safety Division may do additional work related to inspection of structures, when requested to do so in writing by City.

2. County agrees to enforce within the City all the provisions of the Building Code, Plumbing Code and Electrical Code of said City and to make all inspections and to issue all permits and orders required in such enforcement. Such enforcement shall include all of the duties prescribed in such ordinances including the determination of those matters placed within the jurisdiction of the Board of Appeals by such ordinances and the furnishing of the evidence necessary in any prosecution under ordinances. In performing such work the officers of the County assigned thereto shall have the powers and duties of Building Inspectors of the City.

3. City agrees to furnish and prepare all maps and ordinances required and to furnish or reimburse the County for necessary quarters, public counter, utilities and janitor service. It is agreed that the County may use the quarters furnished by the City in the administration of the functions of the County Building and Safety Division without a charge being made by the City so long as such additional use does not increase the cost to the City.

4. County agrees to furnish required furniture, equipment and forms necessary for operation. Any equipment or furniture provided by County shall remain the property of the County. The extent and manner of equipping and furnishing are to be determined by the County.

5. County agrees to make reasonable efforts to collect the fees called for in said City ordinances and to account therefor to the City quarterly. County agrees to pay City, within 60 days following each calendar quarter, all of the excess of receipts over County expenditures for services rendered and City agrees to pay County within said 60 days, any deficit between County expenditures for services and total fees collected.

"Expenditures" for services for the purposes of this agreement shall be the entire cost to said County of performing each such function, including direct costs and a prorate of indirect costs. Costs shall include but not be limited to salaries of employees engaged therein, vacation, sick leave, retirement, traveling expenses and overhead. County shall annually determine the hourly rate for services applicable to the next ensuing fiscal year and shall notify City of such rate in writing no later than October 1st of each year.

6. It is further agreed that no employee now employed by the City shall be taken over by the County and that there are no municipal pension rights of any employee of the City to be assumed by the County.

7. This contract shall become effective on April 20th, 1964 and shall continue in full force and effect until June 30, 1964. Unless terminated as provided in (8) hereof, this agreement shall be automatically renewed from year to year for successive one (1) year periods thereafter.

8. This contract may be terminated at the end of any term thereof by City or County giving a written notification of such intention to terminate to the other party before the expiration of the initial period or any succeeding one year period.

This contract may in the sole discretion of the County be sooner terminated at any time that City fails to enact and maintain in full force and effect a Building Code, a Plumbing Code, and an Electrical Code identical in all material respects with the corresponding codes now in force in the County or should City fail to adopt and maintain an ordinance establishing standards for tradesmen plying their trades within said City equal to the standards prescribed by ordinance for tradesmen within the County or in event City refuses to accept as evidence of qualification the County's certificate thereof.

Further, in the sole and exclusive discretion of the County, this contract may be terminated by County if City does not enact amendments to said codes or ordinances corresponding to amendments to parallelling County codes and ordinances adopted by the Board of Supervisors, said City to so adopt within 60 days after being requested to do so by the County. The Building and Safety Division, acting in behalf of the County, may use discretion with respect to recommending parallelling amendments and may waive the requirement of such an enactment by City should such Division deem it appropriate under the circumstances.

Should either party hereto be in default hereunder, the nondefaulting party shall give written notice of such default and should such be not corrected within 30 days after the mailing of notice thereof this contract may be terminated by the nondefaulting party by giving written notice thereof.

IN WITNESS WHEREOF, the said County has by order of its Board of Supervisors caused these presents to be subscribed by the Chairman of said Board, and the seal of said Board to be affixed and attested by the Clerk thereof, and the said City has caused these presents to be subscribed by its Mayor and the seal of said City to be affixed and attested by the Clerk thereof this 20th day of April, 1964.

CITY OF LAWNDALE

By _____
Mayor

ATTEST:

_____
City Clerk

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

ATTEST:

Gordon T. Nesvig, Clerk of the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

HAROLD W. KENNEDY, County Counsel

By _____
Deputy

6/63

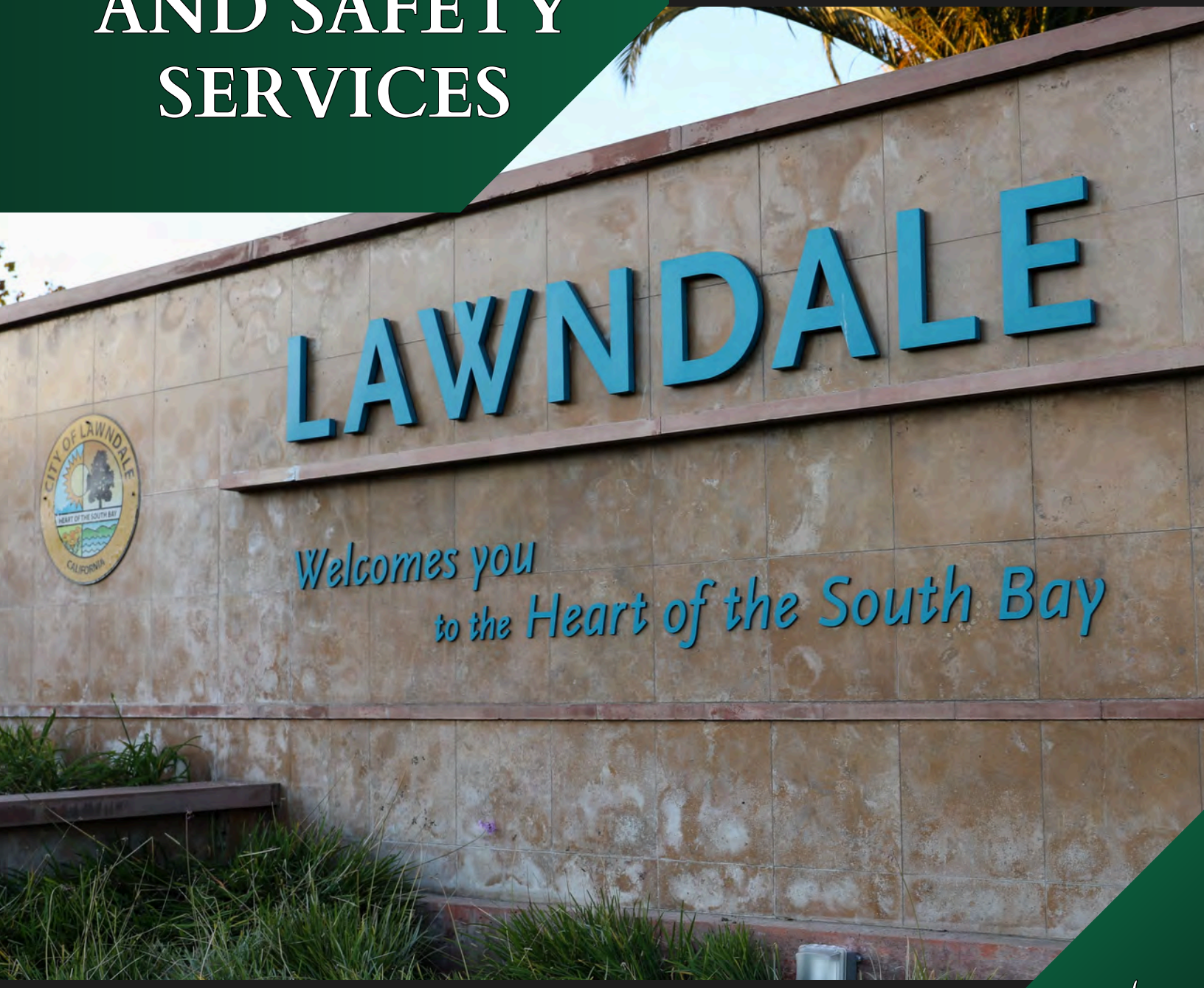
EXHIBIT B
Proposals Received

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE



4LEAF, INC.
4440 VON KARMAN AVE., STE. 300
NEWPORT BEACH, CA 92660
(949) 877-9432

JANUARY 20, 2026

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4LEAF, INC.

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PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE

SECTION 1A

LETTER OF TRANSMITTAL

4LEAF, INC.

City of Lawndale
Office of the City Clerk
14717 Burin Ave.
Lawndale, CA 90260
Attn: Peter Kann, Community Development Director

January 20, 2026

RE: Proposal to Provide Building and Safety Services to the City of Lawndale

4LEAF, Inc. (4LEAF), is pleased to present our proposal to provide Building and Safety Services to the City of Lawndale (City). 4LEAF has provided plan review, inspection, building official, permit technician and other related community development department services to numerous public agencies throughout California for over 25 years. We look forward to the opportunity to provide these services to the City for upcoming projects. 4LEAF is uniquely qualified and is an ideal consultant choice for the following reasons:

☑ Familiar Firm & Local Consultant

4LEAF has been working with the City of Lawndale since 2024 to provide Permit Technician Services. This has allowed us to become familiar with the City processes and procedures. Additionally, 4LEAF has provided Building and Safety services to numerous municipalities throughout Southern California. Our firm is more than capable of handling the requirements of the City. We have the staff necessary to address any needs the City may have in an on-site or remote capacity. Our current and previous clients include, but are not limited to:

- City of Hawthorne
- City of Glendale
- City of Culver City
- City of Gardena
- City of West Hollywood
- City of Hermosa Beach
- City of Anaheim
- City of Norwalk
- City of Santa Clarita
- County of Los Angeles
- County of Orange
- County of San Bernardino

☑ Full-Service Firm

As a full-service firm, 4LEAF can provide Professional Consulting services to aid with heavy project workloads that require additional staff assistance. We provide clients with Plan Review, Inspection, Building Official, Planning, Permitting, Disaster Recovery, and more. We have qualified staff available to serve the City with remote, on-site, part-time, or full-time project needs. 4LEAF will be providing the following services regarding the City's needs:

- **Plan Review:** 4LEAF is an industry leader in Plan Review services and has a team of Civil and Structural Engineers, Accessibility Specialists, Soil/Traffic reports, and Mechanical/Electrical/Plumbing/Fire Plans Examiners available to work on the City's projects. We provide courier services that guarantee less than 24-hour pickup and delivery of all plan reviews performed off-site.
- **Inspection:** We have over 200 inspectors on staff who specialize in Residential, Commercial, Industrial, Energy, Fire, ADA, Solar, and Public Works projects. We have a track record of providing inspectors as-needed for long- or short-term projects, including one day assignments to cover staff training, sick days, vacation days, or spikes in permit activity.
- **Permitting:** 4LEAF's pool of talented professionals includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if needed.

☑ Timeliness of Response

4LEAF is known for quick turnaround times for partial plan reviews, full document plan reviews, and emergency plan reviews. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs. We offer inspection services within one day for periodic and part-time inspections and within two days for full-time and project-specific inspections. Additionally, we can provide emergency response services within 24 hours of notification by the City.

☑ Depth of Resources

Our staff are rigorously trained and industry-certified professionals, covering all facets of community development services. Specialized full-time, part-time, on-site, and remote staff include:

- Licensed Civil & Structural Engineers
- ICC Certified Plans Examiners
- ICC & NFPA Certified Fire Plans Examiners
- ICC Certified Building Inspectors & IOR's
- ICC Certified MEP & Fire Inspectors
- ICC Certified Permit Technicians

☑ Statement of Good Standing

4LEAF affirms our corporation is in good standing with the California Secretary of State.

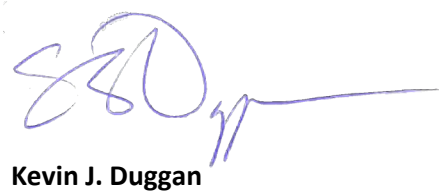
☑ Primary Contact

The main point of contact we will have designated for the City will be Marcus Johnson, CBO. Marcus will serve as primary contact during the period of proposal evaluation as well as throughout the entirety of the contract. He is a valuable team member and skilled Project Manager who will dedicate his time and resources to fulfilling the needs communicated by the City.

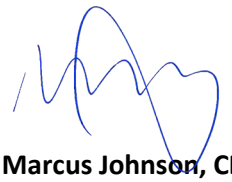
President	Project Manager	4LEAF Local Office
Kevin Duggan Office: (949) 877-9432 Fax: (925) 462-5958 Email: KDuggan@4leafinc.com	Marcus Johnson, CBO Office: (949) 877-9432 Mobile: (909) 996-0511 Email: MJohnson@4leafinc.com	4440 Von Karman Ave, Suite 300 Newport Beach, CA 92660 Office: (949) 877-9432 Website: 4LEAFINC.COM

We appreciate the opportunity to provide our proposal to the City and affirm its validity for 90 days after submission. Additionally, all qualifications within our proposal package are valid for a 36 moths or through the initial agreement term. As President, I reserve the authority to contractually bind the firm and certify that all submitted information is true and correct. If any questions or concerns may arise, please do not hesitate to reach out.

Respectfully submitted,



Kevin J. Duggan
President



Marcus Johnson, CBO
Project Manager / Director of Southern California Operations

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE

SECTION 1B

TECHNICAL PROPOSAL

4LEAF, INC.

SECTION 1B: TECHNICAL PROPOSAL

Background

4LEAF, Inc. (4LEAF) is a California "C" Corporation that was established in 1999 and incorporated in 2001. Our extensive team of engineers and managers are fully equipped with training and experience to provide complete services including code enforcement, plan check, CASp, inspection, permit technician assistance, professional development training, and other related professional and technical services to the City. Our goal is to set the industry standard for excellent customer service, and we have grown to over 400 personnel throughout California, Washington, Nevada, and New England, and we are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

Management Team

Marcus Johnson, CBO
PM / Director of SoCal Operations
Phone: (909) 996-0511
Email: MJohnson@4leafinc.com

Michael Loomis, SE, CBO, CASp, PMP
Director of Structural Engineering
Phone: (831) 620-2305
Email: MLoomis@4leafinc.com

Peter Lim, CBO
Inspection Manager
Phone: (626) 681-6371
Email: PLim@4leafinc.com

Davison Chanda, PE
Supervising Plan Review Engineer
Phone: (949) 274-6966
Email: DChanda@4leafinc.com

Scott Martin, PE
Quality Control Manager
Phone: (559) 348-7101
Email: SMartin@4leafinc.com

Vanessa Mota
Plan Review Coordinator Mgr.
Phone: (949) 877-9432
Email: VMota@4leafinc.com

Office Locations

Newport Beach
4440 Von Karman Suite 300
Newport Beach, CA 92660

San Bernardino
424 E. Vanderbilt Way, Suite A
San Bernardino, CA 92408

San Diego
402 W. Broadway Ste. 400
San Diego, CA 92101

Bay Area (HQ)
2126 Rheem Drive
Pleasanton, CA 94588

Monterey
409 Washington St., Suite 100
Monterey, CA 93940

4LEAF Consulting, LLC
157 E. Warm Springs Rd.
Las Vegas, NV 89119

Santa Rosa
2235 Mercury Way, Ste. 120
Santa Rosa, CA 95407

Arizona
2 N. Central Ave., Suite 1800
Phoenix, AZ 85004

New England
132 Central St., Suite 210
Foxboro, MA 02035

Professionals

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	55+	**Registered Engineers (PE, SE)**	20+
ICC Certified Inspectors & IORs	200+	**ICC Permit Technicians**	45+
Registered Architects	5	**ICC Certified Building Officials**	30+
Code Enforcement Staff (PC832)	85+	**CASp**	15
Construction Managers/Inspectors	40+	**Fire Plans Examiners & Inspectors**	30+

Mission

4LEAF strives to be the best firm by providing our clients with outstanding customer service and first-rate services. We put our philosophy into action by building client relationships and prioritizing the needs of our clients—this has led us to become an industry leader in providing Building & Fire Life Safety Services to both public and private clients. We have worked with municipal departments in the construction, rehabilitation, and repair of public and private buildings and have partnered with design review and preservation boards to determine building improvement criteria and associated project requirements. We have a depth of experience in working with all types of building structures and have performed Inspection and Plan Review services on more than $50 billion dollars in construction throughout the past 25 years.

We have provided plan review and inspection services for thousands of residential projects, tenant improvements, and complex commercial projects including marijuana facilities office campuses, parking garages, hotels/resorts, transportation facilities, city/county-owned buildings, universities, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. In addition, our team has performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

4LEAF has also been an industry leader across numerous other disciplines, such as Code Enforcement and Planning. Our Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and work toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

We have a proven track record of reviewing and inspecting projects of all sizes and complexities including:

Type B Commercial Construction	Refinery Facilities	Laboratories
City/County-Owned Facilities	Site Work	Power & Energy
Large Campuses	Waterfront	Marijuana Facilities
Fire Recovery Services	Multi-Family Projects	Military Projects
Stadiums/Arenas	Healthcare Facilities	Essential Service Facilities
Commercial Office Parks	Transportation Facilities	Detention Facilities

Large Project Experience

4LEAF is uniquely qualified to work on projects of any size. Our team completed the Project Inspections for the entire $6 billion Apple Campus 2 Corporate Headquarters in the City of Cupertino, CA where we comprised a team of Building Inspectors and Permitting Specialists.



4LEAF also provided the Plan Review and Inspection services for the $2.6 billion Wynn Casino Project in the City of Everett, MA; San Jose State University's Interdisciplinary Science Building in the City of San Jose, CA; and the County Office Building III in the County of San Mateo.







We have the resources to deploy staff to any state and as you can see from the limited examples listed above, we have provided services all over the country. Our team is well-equipped and qualified to perform services for any project and in any location. By choosing 4LEAF, you are choosing a company that prides itself on quality work, top-notch customer service, experienced staff, and a multitude of project experience. Please review our scope of services and project examples in the sections that follow to gain more understanding about our firm and how we can help achieve the City's project goals.

Snapshot of Services

Plan Review / Inspection	Permitting	Code Enforcement
• LEED Accredited Professionals • Inspectors of Record • Program Analysis & Studies • Correcting Code Deficiencies • Investigating Complaints • Violation Issuance • Jurisdictional Inspectors • ICC-certified Plan Reviewers • Certified Accessibility Specialists • ICC-certified Building Officials • Building Dept. Services • Expedited Plan Reviews • On- and Off-Site Plan Review • Property Condition Surveys • Industrial, Energy, & Solar	• Over-the-counter reviews • Intake of plans • Routing for plan review • Assignment management • Hosting page turn sessions • Virtual permit technician services • Prepare approval packages • Inspection scheduling • Application Processing • Developing Submittal Forms • Solar Permitting • Property Research • Public interface • Special events permits	• Staff Augmentation Services • Department Assessments • Vendor Enforcement • Blight Enforcement • Substandard Housing • Lead Paint • Tobacco Enforcement • Short Term Rentals • RRP Training • ICC & CACEO Trainings • Rental Housing Programs • Cannabis Enforcement • Business License Enforcement • Parking Enforcement • Zoning

Experience with Local Southern California Municipalities

Commitment to our Southern California Clients

At 4LEAF, we are committed to serving the needs of our Southern California clients, understanding the complex and specific needs of the region. We have made a significant investment in our local presence, implementing three offices located across the region, with a team of over 100 local professionals with the expertise needed to effectively serve the City's specific needs.

List of Familiar Local Agencies

In the past 25 years we have provided Community Development Services, including Building and Planning Department Support, to approximately 500 clients nationwide. Below is a condensed list of our current and previous Southern California clients, with an emphasis on municipalities that reside within Los Angeles County, that we have experience with or are currently performing similar services for:

Condensed List of Southern California Clients	
City of Lawndale	City of Avalon
City of Claremont	City of Compton
City of Culver City	City of Gardena
City of Glendale	City of Hawthorne
City of Hermosa Beach	City of Lancaster
City of West Hollywood	City of Lomita
City of Long Beach	City of Artesia
City of Manhattan Beach	City of Maywood
City of Norwalk	City of Pasadena
City of Malibu	City of San Fernando
City of San Marino	City of Santa Clarita
City of Signal Hill	City of Whittier
County of Los Angeles	County of Riverside
County of Ventura	County of San Bernardino
County of Santa Barbara	County of San Diego

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE



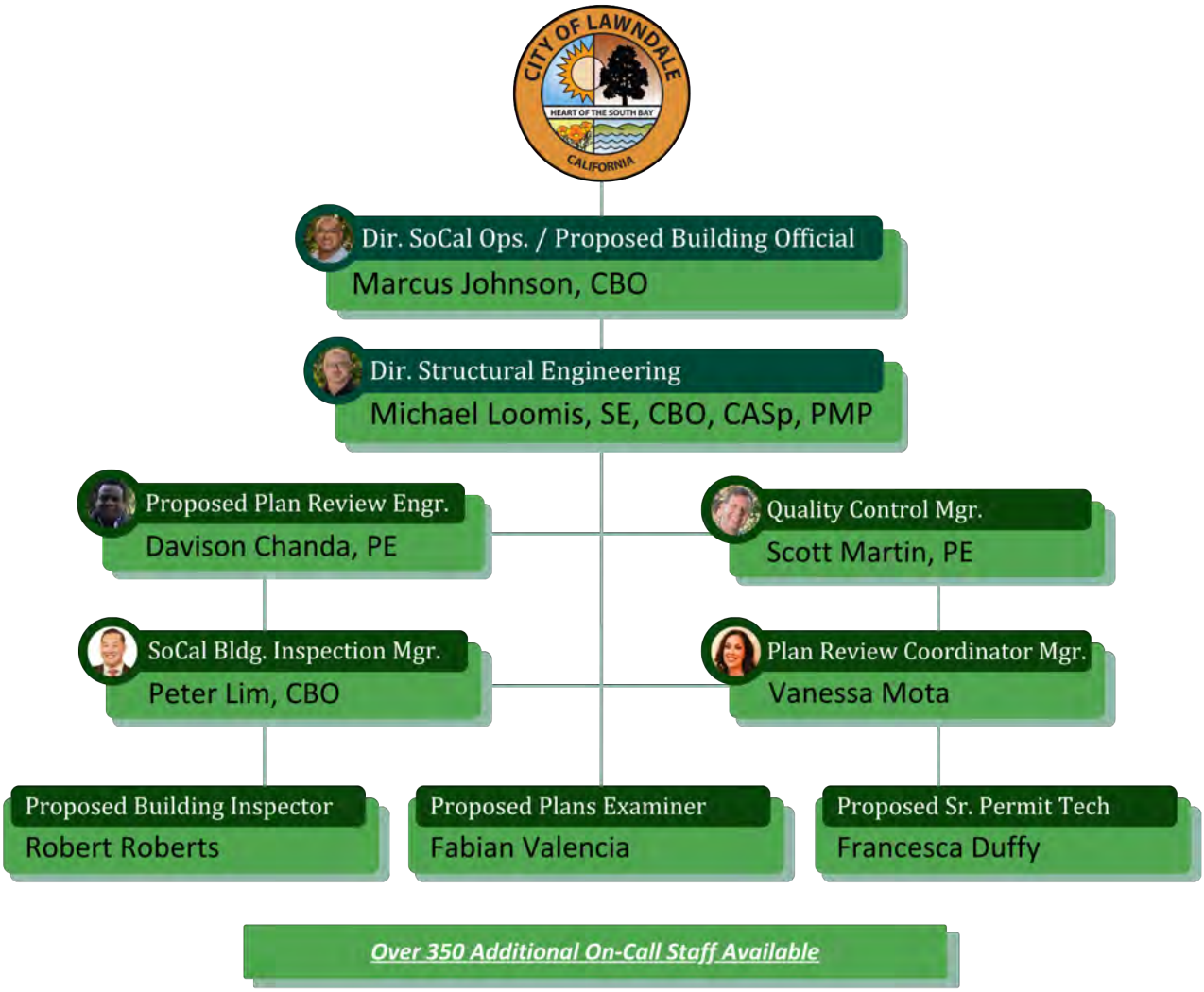
SECTION 1C

PROPOSED TEAM

4LEAF, INC.

SECTION 1C: PROPOSED TEAM

Organizational Chart



Key Personnel – Management Team

Marcus Johnson, CBO – Project Manager / Proposed On-Site Building Official



Marcus is a knowledgeable project manager and inspector with 20+ years of experience. Marcus is responsible for the day-to-day contact with many of 4LEAF's Building & Safety, Engineering, and Construction Management contracts. He manages many of our clients and is responsible for recruiting and placing staff throughout the organization. His experience encompasses the more complex field inspections of building construction, plumbing, mechanical, and electrical installations in residential, commercial, and industrial construction.

Office - (949) 877-9432 | Cell - (909) 996-0511 | Email - MJohnson@4leafinc.com

Michael Loomis, SE, CBO, CASp, PMP – Director of Structural Engineering



With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing systems. He also has a strong background in civil engineering, providing developmental engineering plan review support to various projects. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp). Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience.

Office - (949) 877-9432 | Cell - (831) 620-2305 | Email - MLoomis@4leafinc.com

Davison (David) Chanda, PE – Supv. Plan Review Engr./Proposed On-Site Engr.



David is a Professional Engineer with 13+ years of structural design background with a focus on structural system analysis, design, and preparation of construction documents from inception to completion in accordance with overall project requirements. David's strengths include seismic and wind design analysis, steel design, timber design, reinforced concrete design, prestressed concrete design, foundation design, structural analysis, design of masonry structures, architectural drafting, electrical, mechanical/plumbing systems, and soil dynamics.

Office - (949) 877-9432 | Cell - (949) 274-6966 | Email – DChanda@4leafinc.com

Scott Martin, PE – Quality Control Manager / Senior Plan Review Engineer



Scott has over 27 years of engineering experience and has performed a multitude of plan review for many different project types including commercial structures, residential structures, schools, hospitals, and various municipal reviews for clients throughout the country. Scott's duties include the review of plans submitted to local jurisdictions, creation and submission of plan review letters, and constant communication with all project stakeholders.

Office - (949) 877-9432 | Cell - (559) 348-7101 | Email - SMartin@4leafinc.com

Peter Lim, CBO – SoCal Building Inspection Manager



Peter is a highly experienced ICC Certified Building Official and Building Inspector with over 27 years of experience working in the Building and Safety Department. He has an abundance of experience in Building Department day-to-day operations and an in-depth knowledge of Building Code, making him an asset to any Building and Safety Department. Peter utilizes excellent communication skills and has the unique ability to handle any situation that may arise. Peter can foresee and quickly resolve Building Code issues in the field and on plans, which allows him to effectively maintain excellent relations with staff, property owners, and design professionals.

Office - (949) 877-9432 | Cell - (626) 681-6371 | Email – PLim@4leafinc.com

Vanessa Mota – Plan Review Coordinator Manager



Vanessa is a highly motivated Plan Review Coordinator Manager that demonstrates commitment and teamwork. She is a dedicated professional with strong organizational skills, who is detail-oriented, conscientious and thorough; thrives in a fast-paced, dynamic environment. All while maintaining a positive working relationship with peers, management and customers, in an effort to achieve the highest level of business objectives.

Office - (949) 877-9432 | Email - VMota@4leafinc.com

Key Personnel – Proposed Supporting Staff

Robert Roberts – Proposed On-Site Senior Combination Building Inspector

Robert is a seasoned Building Inspector with more than 40 years of experience in the Building Inspection industry. He applies his knowledge by recommending and implementing related service improvements. He is detail-oriented when preparing and submitting reports, memos, and correspondence on code compliance, plan review, permit issuance, and inspection-related matters associated with resolving building inspection cases. His determined attitude, experience, and top-notch attention to detail make him a quality team member for any project he is assigned.

Fabian Valencia – Proposed On-Site Plans Examiner

Fabian is a detail-oriented and bilingual plans examiner with an applicable management background and experience in various service industries. He is a dynamic communicator who excels in a collaborative environment, meeting deadlines with accuracy and managing various responsibilities. He has a background in private security management, and he is comfortable handling complex issues while leading large teams of people. Fabian is eager to contribute to the success and growth of any team he works with. Fabian's emotional intelligence, professionalism, and organizational skills make him an asset to any department.

Francesca Duffy – Proposed On-Site Senior Permit Technician

Francesca is a highly skilled Senior Permit Technician with over two decades of dedicated experience in municipal building departments and private consultancy. She is a seasoned professional with a deep understanding of the California Building, Electrical, and Plumbing codes. In combination with her extensive background in supervising teams and managing plan checks, providing accurate technical guidance to contractors and homeowners comes natural to her. Her expertise in quality assurance, database management, and professional public service makes her a premier asset to any Building Department or project team.

Resumes

Marcus Johnson, CBO

Project Manager / Director of SoCal Operations / Proposed Building Official

Experience
18+ years

Education
AA, Architectural Technology

Certifications
Safety Assessment Program Certified
ICC Certified Building Official
ICC Building Code Specialist
ICC Permit Specialist
ICC Building Plans Examiner
ICC Permit Technician
ICC Accessibility Inspector/Plans Examiner
ICC Commercial Plumbing Inspector
ICC Residential Plumbing Inspector
ICC Plumbing Inspector
ICC Commercial Building Inspector
ICC Residential Building Inspector
ICC CALGreen Inspector
SAP CA DSW Local Inspector

Professional Affiliations
International Code Council
California Building Officials
County Building Officials Assoc. of CA.
Los Angeles Chapter, ICC
San Diego Chapter, ICC
Sac. Valley Assoc. of Building Officials
Orange Empire Chapter. ICC
Coachella Valley, Chapter ICC

Experience Summary

Marcus is responsible for day-to-day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Code Enforcement, Planning, Construction Management, and Plan Check industries. Marcus manages numerous Building Department clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

Marcus has comprehensive experience as an ICC certified Building Official, senior level inspector and plans examiner. His experience encompasses the more complex plan review and field inspections of building construction, plumbing, mechanical and electrical installations in residential single, multi-family, commercial, and industrial construction. He is extremely knowledgeable of required compliance with applicable building, plumbing, electrical, energy, green, accessibility and mechanical codes along with applicable jurisdictional ordinances, state, and local statutes.

In addition, Marcus has implemented several multi-billion-dollar permitting programs stemming from wildfires in the Western United States including:

- County of Maui Recovery Permit Center: $10 Billion
- Jackson County, OR, Fire Recovery: $1.5 Billion
- Santa Cruz County Fire Recovery: $5 Billion
- Town of Paradise, Paradise Fire Recovery: $9.5 Billion
- Sonoma County Resiliency Permit Center: $5 Billion
- City of Malibu, CA, Fire Recovery: $5 Billion (Planning)

Select Project Experience

4LEAF, Inc.
Director of Southern California Operations / SAP Evaluator
2019 - Present
Marcus is 4LEAF's Director of Southern California Operations. Marcus's responsibilities include day-to-day contact with many of 4LEAF's clients in the Building & Safety, Engineering, and Construction Management industries. He also manages the recruitment and placement of our Building Department staff. Additionally, Marcus uses his extensive knowledge to answer any code-related question from stand and clientele. He ensures that all services provided to our Southern California client exceed standards.

Michael Loomis, SE, CBO, CASp, PMP

Director of Structural Engineering

Experience

28+ years

Education

MS, Structural Engineering, Santa Clara University, 2022

BS, Civil Engineering, , Santa Clara University, 2022

Additional Coursework: Stanford University, San Jose State University, De Anza College, Foothill College, Skyline College, Monterey Peninsula College, CalPoly San Luis Obispo

Registrations

CA & NV Registered Professional Structural Engineer

CA, TX & FL Registered Professional Civil Engineer

NY Registered Professional Engineer

Certifications

ICC Certified Building Official

ICC California Building Plans Examiner

ICC CALGreen Plans Examiner

ICC Accessibility Inspector/Plans Examiner

ICC California Residential Building Inspector

ICC California Commercial Building Inspector

ICC Building Inspector

ICC Plumbing Inspector

ICC CA Residential Plumbing Inspector

ICC CA Commercial Plumbing Inspector

Certified Access Specialist, CASp

SAP Evaluator (CalOES)

Teaching and Accomplishments

"Accessibility in the Public Right-of-Way" CASI Central, Volume #8, Summer 2019

Adjunct Lecturer (Earthquake Engineering, Timber Design, Strength of Materials) Santa Clara University, Department of Civil Engineering 2008 - 2017

Instructor (various topics) CALBO & ICC 2010 - 2021

Experience Summary

With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp).

Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside. Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience. He prides himself on his ability to problem solve and react well under pressure, while maintaining the effectiveness of his team.

Michael is a Registered Professional Structural Engineer in the states of California and Nevada and is a Registered Professional Civil Engineer in California, Texas, and Florida.

Select Professional Experience

4LEAF, Inc.

Director of Structural Engineering

2024 – Present

Michael is 4LEAF's Director of Structural Engineering for 4LEAF. Michael manages a large area of 4LEAF including the Silicon Valley and Monterey Areas and is responsible for the management of 4LEAF's nationwide technical plan reviews. Michael also performs critical commercial reviews on behalf of 4LEAF. In addition, Michael leads the firm in Plan Review recruitment and training to help bolster 4LEAF's team as well as additional contributions to the Building and Safety industry. Michael is a key contributor to our page-turn sessions for complex projects for Cities, Counties, Universities, and other Large Government agencies such as laboratories, when assigned.

Davison (David) Chanda, PE

Supervising Plan Review Engineer / Proposed Plan Review Engineer

Experience
13 + years

Education
M.S. Civil Engineering
CSU Long Beach, CA 2011
B.S. Civil Engineering (Minor in Construction Management)
Cal State Fresno 2007

Licenses/Certifications
Professional Engineer – Civil #83946
ICC, Building Plans Examiner

Affiliations
American Society of Civil Engineers
Structural Engineers Association of Northern California
International Code Council
Foothill Chapter

Experience Summary

David is a registered Engineer with more than 13 years of design background with a focus on structural system analysis, design, and preparation of construction documents from inception to completion in accordance with overall project requirements. David is also experienced with field structural observation to ensure their compliance with approved drawings and is experienced with RFI's and solutions for field conditions.

David's strengths include seismic and wind design analysis, steel design, timber design, reinforced concrete design, prestressed concrete design, foundation design, structural analysis, design of masonry structures, architectural drafting, electrical, mechanical and plumbing systems, and soil dynamics.

Select Professional Experience

4LEAF, Inc.
Senior Plan Review Engineer
2019 - Present
David joined 4LEAF as a Senior Plan Review Engineer and is responsible for the review of commercial and residential structures as well as Quality Control of other 4LEAF Plan Review personnel. Some of his recent assignments include the counties of San Bernardino and Los Angeles, where he leads structural plan reviews and page-turning sessions.

VCA
Senior Plan Check Engineer – Supervisor
2017 - 2019

Bureau Veritas
Plan Check Engineer
2015 - 2017

RADCO
Plan Examiner
2015 - 2015

K.B. Leung and Associates (Structural Engineers)
Staff Engineer
2014 - 2014

City of Rancho Cucamonga
Plans Examiner
2011 - 2012

Scott Martin, PE

Quality Control Manager / Civil, Structural & MEP Plan Review Engineer

Experience
27+ years

Education
B.S., Civil Engineering
University of California, Irvine

Certifications
CA Registered Civil Engineer
License # 59091
NV Registered Civil Engineer
License # 019922
ICC, Building Plans Examiner

Professional Affiliations
ICC – International Code Council
Structural Engineers of Northern California (SEAOC)
ASCE

Experience Summary

Scott has more than 27 years of engineering experience and has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

In addition, Scott is often tasked with the education of building code to applicants. He is instrumental in establishing the new templates for all new clients to establish the municipal preferences for commercial and residential plan check and makes an asset to any team, project, and jurisdiction he is assigned.

Select Professional Experience

4LEAF, Inc.
Quality Control Manager / Senior Plan Review Engineer
2014 - Present
Since 2014, Scott has been 4LEAF's Senior Plan Review Engineer with a focus on Structural review. Scott has worked on a plethora of 4LEAF's largest commercial reviews. Currently, Scott reviewed the Zuckerberg Chen School for the City of East Palo Alto, several large Commercial Projects for the County of San Mateo's Project Development Unit including a $120 Million Medical Office Building, two large County facility buildings, and several large reviews for the University of California, Santa Barbara including the $1.5 Billion Munger Hall Project. In addition, Scott is 4LEAF's Lead Quality Control Plan Review Manager where he is responsible for the final reviews of all outgoing projects. Scott also regularly trains 4LEAF personnel (Engineers and non-structural) on various plan review guidelines and code updates.

In addition, Scott performed many large-scale plan reviews for the City including:

- Workday Campus (6 Stories) - $50M
- Stanford Medical Center (6 Stories) - $32M
- VMWare HTE Tenant Improvement - $25M
- Hilton Hotel and Underground Parking - $18M
- VMWare Parking Structure 2 - $14M
- Stanford Hospital Site Development - $13M
- 260 California (3 Story mixed-use & underground parking) - $10M
- Thermal Vacuum Chamber - $9.7M
- VMWare Parking Structure (4 Levels) - $6.8M
- 4-Story Tenant Improvement for Survey Monkey - $6.1M

Peter Lim, CBO

Southern California Building Inspection Manager

Experience
26+ years

Certifications
Safety Assessment Program Certified
ICC Certified Building Official
ICC Certified Building Plan Examiner
ICC Certified Building Core Specialist
ICC Certified Building Inspector
ICC Certified Combination Dwelling Inspector

Experience Summary

Peter is a highly experienced ICC Certified Building Official and Building Inspector with over 26 years of experience working in the Building and Safety Department. He has a broad experience in Building Department day-to-day operations, and in-depth knowledge of Building Code, making him an asset to any Building and Safety Department. Peter utilizes excellent communication skills and has the unique ability to defuse any situation that may arise.

Peter can foresee and quickly resolve Building Code issues in the field and on plans, which allows him to effectively maintaining excellent relations with staff, property owners, and design professionals.

Select Professional Experience

4LEAF, Inc.
Southern California Building Inspections Manager / SAP Evaluator
2021 - Present
Peter is proficient in providing inspections, evaluations, approving construction of structural systems, and overseeing effective implementation of accessibility requirements. Peter has served in many different capacities including Building Official, Combination Inspector, and Plans Examiner. Peter has excellent communication skills and works well at the Counter with applicants. In addition, Peter can also provide over-the-counter plan check. Some of Peter's assignments from 4LEAF have included the Cities of Rialto, Whittier, Fontana, and Ventura County.

Transtech Engineering, Inc. – Various locations, Southern California
Building Official/Plan Checker
2020 - 2021
Responsible for day-to-day operations for the City of Alhambra and plan check. Supervised and manage Building Inspectors and Permit Technicians. Implemented protocols for electronic plan check submittal and electronic plan check.

J Lee Engineering, Inc.
Building Official/Manager
2019 – 2020

CSG Consultant, Inc.
Building Official/Manager
2017 – 2018

Willdan Engineering
Building Official
2013 – 2017

City of Monterey Park
Interim Building Official
2003 – 2012

City of Baldwin Park
Senior Building Inspector
2001 – 2003

Charles Abbott and Associates
Building Inspector I
1998 – 2001

Vanessa Mota

Plan Review Coordinator Manager

Experience
15+ years

Education
Economic & Social Opportunity, Permit Technician I & II Program

Certifications
Permit Technician I & II Certificate
Computerized Office Specialist

Technical Abilities
Tyler Encode- Permitting Software
Naviline- Permitting Software
Metroscan, Geomedia, Microsoft Office, GIS

Experience Summary

Vanessa is a highly motivated Plan Review Coordinator Manager that demonstrates commitment and teamwork. She is a dedicated professional with strong organizational skills, who is detail-oriented, conscientious and thorough; thrives in a fast-paced, dynamic environment. All while maintaining a positive working relationship with peers, management and customers, in an effort to achieve the highest level of business objectives. Vanessa has a proven ability to adhere to established procedures or implement new ones in order to streamline processes.

Select Professional Experience

4LEAF, Inc.
Plan Review Coordinator Manager
2024 – Present

Vanessa is a dedicated team member who demonstrates natural leadership qualities in her position as Plan Review Coordinator Manager. She helps operate and maintain Building Departments by assisting customers, reviewing applications and plan submittals, collaborating with other departments and agencies, handling fees, and scheduling inspections. Her responsibilities as Permitting Manager include:

- Issuing and tracking permits throughout the course of the permitting process.
- Managing incoming and outgoing calls and obtaining appropriate permits for construction a variety of construction projects.
- Assisting applicants throughout the permit application process by answering questions, addressing concerns, and providing guidance.
- Coordinating and scheduling appointments for project inspections.
- Filing blueprints, permits, drawings, and other physical documents in addition to managing, retrieving, organizing, recording, and preserving data electronically.
- Collaborating with designers to develop handouts and other informational material for clients.
- Examining plans, blueprints, and other documents to verify accuracy and completeness according to the build code and assisting building inspectors.
- Serving as a liaison between the public and community development.

City of Victorville	Contra Costa Sanitary District	City of Wildomar	City of Hollister
Senior Coordinator	**Senior Permit Tech**	**Sr. Development Services Tech**	**Sr. Permit Technician**
2019 – 2024	**2018 – 2019**	**2013 – 2018**	**2009 – 2013**

Fabian Valencia

Proposed Plans Examiner

Experience
18+ years

Certifications
ICC Certified Building Plans Examiner

Education
Professional Degree, Sound Master School of Recording Engineer

Skills
Microsoft Office
Payroll Software

Bilingual
Spanish

Experience Summary

Fabian is a detail-oriented plans examiner with an applicable management background and experience in various service industries. He is a dynamic communicator who excels in a collaborative environment, meeting deadlines with accuracy and managing various responsibilities. He has a background in private security management, and he is comfortable handling complex issues while leading large teams of people. Fabian is eager to contribute to the success and growth of any team he works with. Fabian's emotional intelligence, professionalism, and organizational skills make him an asset to any department. He is also bilingual in Spanish.

Select Professional Experience

4LEAF Inc.
Plans Examiner
2024 – Present

Fabian is a very important part of our Plan Examining Team here at 4LEAF. Some of his responsibilities include:

- Reviewing plans and specifications of residential, commercial, industrial, public, or other major developments to ensure compliance with building codes and ordinances.
- Advising architects, designers, contractors, and developers on code and design requirements.
- Assisting building inspectors on difficult or unusual code requirements.
- Responding to inquiries relating to building and housing regulations (including non- structural, plumbing, mechanical, electrical, and zoning matters).

Professional Security Consultants
Regional Manager
2022 – 2024

- Oversaw the security department at over 20 locations including shopping centers, schools/universities, hospitals, churches, and residences.
- Managed over 100 employees, with a budget of approximately 4,200 weekly hours.
- Established and maintained client relationships with management and ownership of the locations where we provided security services.
- Implemented company policy and procedure to ensure the department ran as outlined.
- Conducted payroll for the department and reconciled in keeping with the assigned budget.

Professional Security Consultants
Director of Security
2009 – 2022

IPC International Corporation
Lead Officer
2008 – 2009

Universal Protection Services
Public Safety Officer
2007 – 2008

Francesca Duffy

Proposed Senior Permit Technician

Experience
42+ years

Education
Diablo Valley College
City College of San Francisco

Skills
Accela
Bluebeam
Quickbooks
Microsoft Office Suite

Experience Summary

Francesca is a highly skilled Senior Permit Technician with over two decades of dedicated experience in municipal building departments and private consultancy. She is a seasoned professional with a deep understanding of the California Building, Electrical, and Plumbing codes. In combination with her extensive background in supervising teams and managing plan checks, providing accurate technical guidance to contractors and homeowners comes natural to her. Her expertise in quality assurance, database management, and professional public service makes her a premier asset to any Building Department or project team.

Select Professional Experience

4LEAF Inc.
Senior Permit Technician
2026 – Present

Francesca is responsible for serving the public at the Building Department counter, providing information and assistance regarding permits and plan submittals. Her duties include but are not limited to:

- Accepting and reviewing building plans for accuracy and completeness prior to plan check.
- Calculating and processing permit fees in accordance with departmental guidelines.
- Maintaining organized filing systems and providing administrative support to department staff.
- Explaining permitting procedures clearly to homeowners, contractors, developers, and architects.
- Operating the Building Department's computerized information system to input/retrieve data.
- Delivering exceptional customer service in a professional and courteous manner to all stakeholders.

City of Walnut Creek, Building Department
Assistant to Chief Building Official, Senior Clerk
2004 – 2016

- Performed non-structural plan check for simple room additions, alterations, doors and windows and other non-engineered "over-the-counter" projects.
- Responded to in-person and phone inquiries regarding code questions. Familiar with California Building, Electrical, Plumbing and Electrical Codes.
- Responded to public inquiries concerning permit status, departmental activities, services, policies and procedures.

Burney Mountain Guest Ranch
Owner / Manager
2003 – 2004

Contra Costa County
Clerk
2002 – 2003

Signature Fruit Company
Product Demand Analyst
1999 – 2002

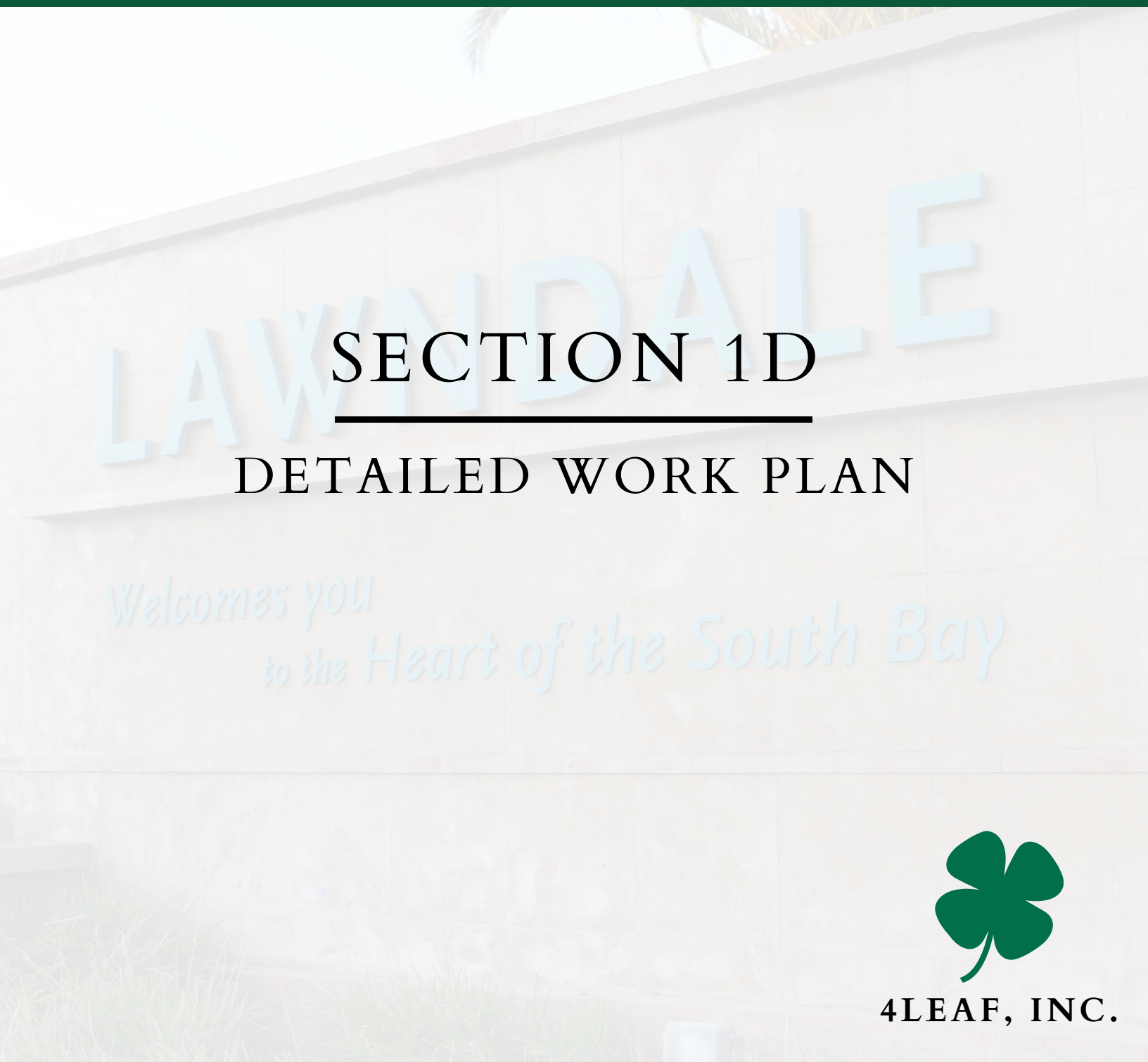
Nestle
Admin Coordinator
1984 – 1997

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE



SECTION 1D

DETAILED WORK PLAN

4LEAF, INC.

SECTION 1D: DETAILED WORK PLAN

Plan Review Services

4LEAF will provide Plan Review for any and all types of structures to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and State and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CASp) compliance, and all other applicable codes / ordinances. We provide these services for project types including Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, and Industrial. **Our team will provide one (1) On-Site/Remote Plan Review Engineer and one (1) On-Site/Remote ICC Certified Plans Examiner to support the City's staffing needs currently provided by LA County.**

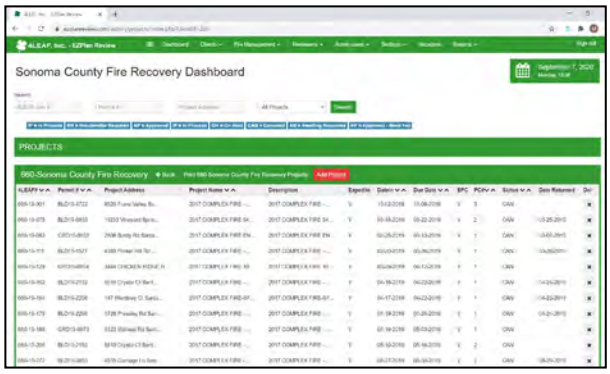
Approach

We understand that the specific building plan review responsibilities will include, but are not limited to:

- Examining plans, drawings, specifications, computations documents, soils reports, and additional data;
- Ascertaining whether projects are in accordance with applicable building and fire codes, and City ordinances, including but not limited to Title 24 and Title 25;
- Performing such reviews as structural, MEP, green building, fire and life safety, grading and drainage;
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, loads, and stability as per the applicable laws;
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations; and masonry;
- Providing additional plan review services as requested by the City;
- Conducting all plan review at the City Department or at a site mutually agreed upon in writing and;
- Supplying all plan review staff with all code books and other basic professional references.

4LEAF's EZPlan Review

EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the off-site plan review process.



QA/QC Review Process

Task 1 – Project Tracking Set-up

The first step of our process will be to set up the project in our system to enable 4LEAF and the City each to track the progress of the review. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

Task 2 - Complete Submittal Review

Upon receiving the plans from the City, 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the City to discuss the deficient documents needed to proceed with our review.

Task 3 - Plan Review Assignment

After the triage process is performed and a complete package is verified, the project will be assigned to the most qualified Plans Examiner and a turnaround time will be established. We will log each application into our database the same day the plans are received to assure that they are routed in a timely manner and to allow for daily project tracking.

Task 4 - Plan Review

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the City with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

Task 5 - Quality Control

Prior to submitting the plan review correction list to the City, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City or as directed by the City. The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

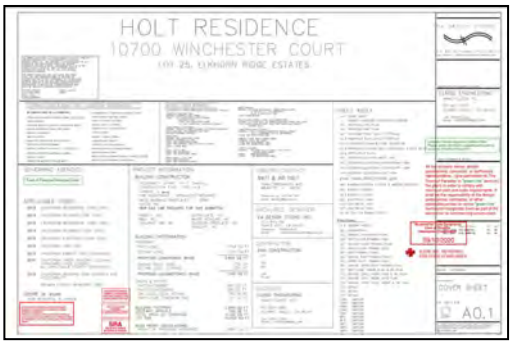
Task 6 - Plan Review Rechecks

Plans received for rechecks will be reviewed for conformance. Our goal is to actively work with the designers to resolve all unresolved issues after our second review. If it appears that there are complicated issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve these concerns.

Task 7 - Project Approval

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the City processing requirements and return them to the City, along with our letter of completion.

Document Control



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

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

On- and Off-Site Review

4LEAF can supply Registered Professional Engineers to the City to work on-site performing structural plan review and non-structural reviews at the jurisdiction's discretion. Our experience includes checking for compliance with structural, life-safety, accessibility, plumbing, mechanical, electrical, fire, and local codes/ordinances.

Off-Site Electronic Plan Review

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time efficiency and a "green" and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to City staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.

Additional Technologies

Having served approximately 500 jurisdictions, 4LEAF and our staff are knowledgeable and have experience working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. Additional technologies include, but are not limited to:

OpenGov energov a tyler civic services solution TRAKiT® Accela e-PlanSoft™ ProjectDox esri

Additional Building Department Services

4LEAF has a proven track record of providing Permit Technician/Counter staff and Building Officials to jurisdictions. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if required. Our staff encompasses the right combination of experience, education, and certifications. **Additionally, as we currently provide Permit Technician Services to the City, we maintain our commitment to providing these services and additional staffing including one (1) ICC Certified Building Official.**

Building Official

The 4LEAF Interim Building Official can provide in-house plan reviews to the City, limiting the amount of projects distributed to outside consultants and helping the City achieve significant cost savings. The Building Official will act as an adjunct staff member to the City and work with City personnel and various departments to perform professional building services including but not limited to plan review, engineering support, permit technician, and building inspection.

Staff qualifications for this role include evaluating and documenting projects for compliance with applicable building standards and housing codes, on- and off-site plan review, staff augmentation, and other building department related tasks. Proposed staff for this role will be appropriately trained and certified for all work.

4LEAF has a proven track record of providing Permit Technician/Counter staff to Building Divisions and Community Development Departments. 4LEAF's provided staff shall review, process, record, coordinate construction projects and serve customers at the public counter, providing information and assistance in written and oral form to the public according to departmental procedures and legal requirements. Our staff encompasses the right combination of experience, education, and certifications.

Understanding



4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Building Department counter. 4LEAF has numerous Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job, including software applications such as Accela, Bluebeam, etc. Typical Permit Technician duties include:

- Accepting plans for plan check
- Verification that plans are accurate and complete
- Calculating permit fees
- Explaining ordinances and procedures to owners, contractors, developers, architects, and general public
- Assisting with preparation of permit applications
- Receiving plans for Planning and Building permits and route to various agencies (if requested)
- Accepting complaints on code violations, process, and record complaints
- Answering phone calls for field and office staff
- Processing inspection requests
- Maintaining files for building permits
- Operating the Building Department's computerized information system
- Inputting a variety of information, including building permits and inspections
- Completing related duties and responsibilities as assigned by Building Official and Senior staff members

Public Assistance

All building permits and plan reviews will be tracked for expeditious processing, considering legal timelines and response time to the Department's requests from applicants, outside agencies, and other City departments. At a minimum, project milestone estimates and dates shall be tracked. In addition, the City will be tracking data regarding workload, processing times and associated costs of the Department's operations. These performance metrics will be used to evaluate 4LEAF's performance. Some enhanced performances are:

- Questionnaires rating our customer service satisfaction
- Report the response time related to the type of call.
- Monitor and report the response time of 4LEAF staff.

Placement Schedule

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

Supplemental Permitting Services – Process Mapping

4LEAF aims to bring departmental processes together by identifying and eliminating obstacles to streamline processes. Our subject-matter experts visit each department within a jurisdiction to conduct an analysis of existing processes, identify how best to streamline separate departmental processes to improve workflow, and provide guidance and recommendations on an improved work plan. 4LEAF implementation staff work both on- and off-site during this process and offer extensive training to existing municipal staff members on the use of a jurisdiction's preferred permitting software.

Inspection Services

4LEAF has a team of more than 200 ICC Certified Building Inspectors, OSHPD/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to work throughout California who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful. **Utilizing our extensive resources and personnel pool we are more than capable of providing the City with one (1) Combination Building Inspector and additional staffing as needed.**

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

Periodic Inspection Services → Available Next Day

4LEAF can fulfill inspection requests immediately upon request including same day. 4LEAF has a wealth of local and available inspectors ready to serve the City. In addition, 4LEAF has a proven track record of providing such services to a number of different building departments.

Part-Time Inspection Services → Available Next Day

4LEAF will provide the City with part-time inspectors upon request. 4LEAF can provide part-time staff within 24 hours of request for any duration of time. 4LEAF's Project Manager will work closely with the department to identify the right personnel and determine the appropriate work schedule.

Full-Time Inspection Services → Available Two Days or Less

4LEAF can provide full-time inspectors upon request. 4LEAF provides this service regularly to many clients throughout Southern California, Northern California, Central Valley, Central Coast, Sacramento Valley, Peninsula/South Bay, East Bay, and North Bay.

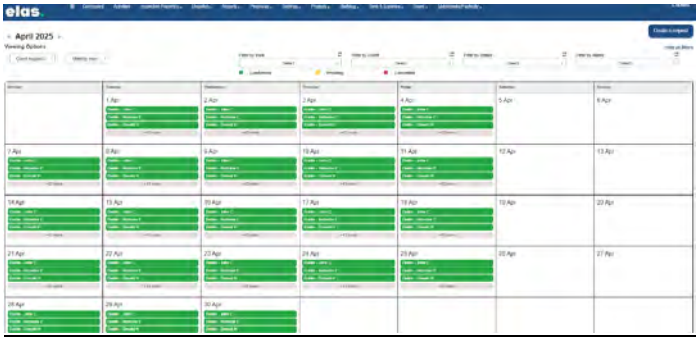
Project Specific Inspection Services → Available Two Days or Less

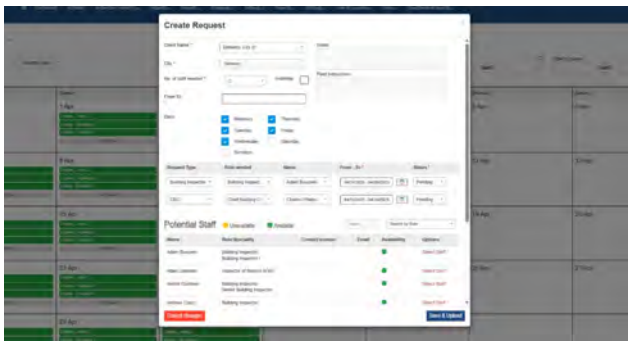
4LEAF is often tasked with providing inspection services to large projects on behalf of municipalities. 4LEAF currently handles large-scale projects for such clients as the City of Palo Alto, City of Cupertino, etc. These projects are developer funded into a separate City account which is distributed to 4LEAF using a separate invoice and contract number. This is particularly helpful to fast paced projects looking for continuous inspection services over a short period of time (i.e. 6 - 36 Months).

Inspection Technology

4LEAF has extensive experience working with various inspection reporting technologies, including **elas**.™ and GoFormz which 4LEAF used this for all scopes of the Apple 2 Campus **(~$8 Billion)**, and for the Encore Boston Harbor Casino **(~$2.6 Billion)**, San Mateo County Project Development Unit **(~$1.1 Billion)**, and at San Jose State University **(~$1 Billion)**. Innovative technology allows every piece of information collected on a project to be accessible by all staff as every inspection report is stored securely and safely in the cloud. The information can be accessed through a user's web account where any inspection report can be viewed, and reports can be ran using stored project data. With inspection technology, 4LEAF inspectors are able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to reports to show the items inspected. By means of an iPad, inspectors sign reports using a mobile signature block and attached pictures of the item inspected.

elas.™ Page View



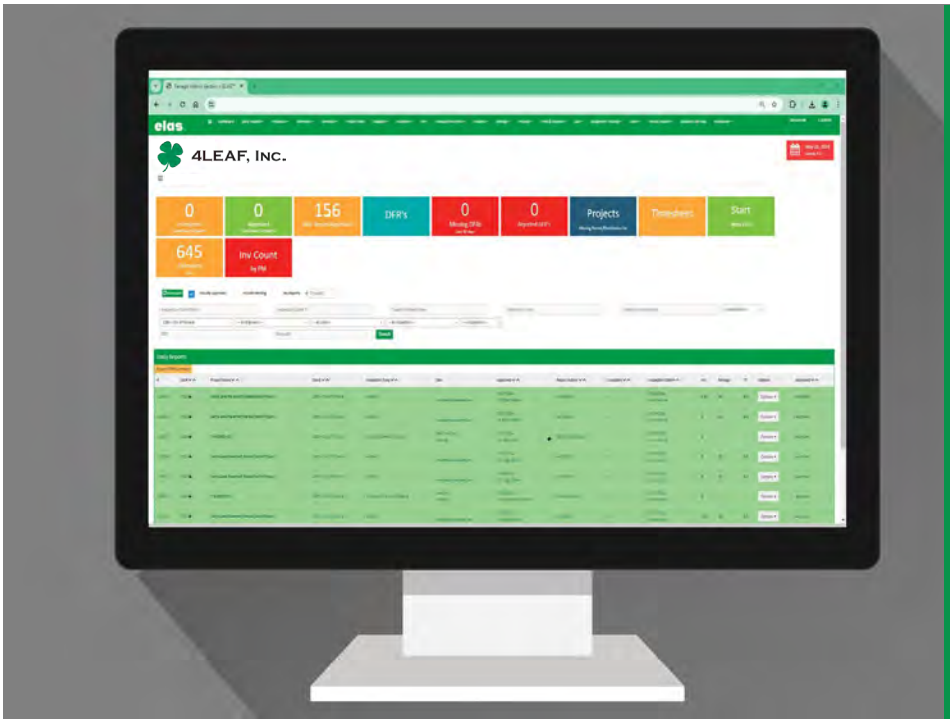


Advanced Technologies Through Elas.™

Our team's proprietary **elas.™** platform is a key tool supporting efficient and accurate field documentation and reporting for this project. **elas™** will be used by our team to streamline the management of inspection data, daily reports, plan review documentation, code compliance, and more.

elas.™ will integrate seamlessly with City's required platforms allowing inspection logs, plan review comments, and CBO certifications to be **efficiently shared and tracked**. This ensures that all team members across the City are working from the same, up-to-date information set.

elas.™ offers a secure Client Portal for designated City personnel, allowing 24/7 access to project records and real-time updates. This transparency supports timely communication and coordinates action across the full project team. **elas.™** enhances collaboration, improves data accuracy, and ensures that all documentation complies with the City's digital and project-specific requirements.



FEATURES OF ELAS™

- **Efficient Dispatch Coordination**
- **Customized and Comprehensive Report Preparation**
- **Ability to Download Reports**
- **Secure Web-Based Document Management**
- **Billed-to-Budget Reports**
- **Summary Invoices**

STEP 1	» Establish minimum advance notice requirement with the City.
STEP 2	» Each service request is promptly logged into **elas.™**
STEP 3	» Collaboration between Dispatch Team and Project Team to allocate resources and qualified personnel
STEP 4	» 4LEAF personnel are notified of their assignments through **elas.™**

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE

SECTION 2

SUBCONSULTANT LIST

4LEAF, INC.

SECTION 2: SUBCONSULTANT LIST

4LEAF does not require the assistance of subconsultants to complete any of the work detailed in the City's RFP. We are more than capable of completing all work and staffing requirements as outlined in the City's RFP.

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE

SECTION 3

COST PROPOSAL

4LEAF, INC.

SECTION 3: COST PROPOSAL / SCHEDULE OF RATES

FY2026-2027 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF LAWNDALE

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Plan Review Percentage: 65% *(Inclusive of all disciplines except Fire and Civil which are billed on an hourly basis)* **Hourly Plan Review**: $150 Non-Structural Review $165 Structural Review	Fee includes: ➢ Initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks. ➢ Shipping, courier, and electronic service.

Building

Chief Building Official	$170/hour
Structural Plan Review Engineer	$165/hour
Non-Structural Plans Examiner	$150/hour
Certified Access Specialist (CASp) Inspector/Plans Examiner	$170/hour
Senior Combination Building Inspector (Building Inspector III)	$135/hour
Commercial Building Inspector (Building Inspector II)	$120/hour
Residential Building Inspector (Building Inspector I)	$105/hour
Permit Manager	$105/hour
Senior Permit Technician	$95/hour
Permit Technician	$80/hour
Clerk/Administrator	$55/hour
Supervising Inspector of Record	$165/hour
Inspector of Record	$145/hour
DSA Class 1 / OSHPD A Inspector	$170/hour
DSA Class 2 / OSHPD B Inspector	$140/hour
DSA Class 3 / OSHPD C Inspector	$100/hour
Hourly overtime charge per inspector	1.5 x hourly rate
elas software	$50 per user

Project Management

Project Manager	$185/hour
Principal-in-Charge	$275/hour

BASIS OF CHARGES

- Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.
- All invoicing will be submitted monthly.
- All invoices will include a 3% administrative fee.
- Cancellation of Building Inspection services within 24 hours of scheduled inspection will incur a minimum 2-hour charge.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
    - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
    - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- These above rates reflect the FY2026-2027 contract period. 4LEAF assumes a 3% escalation for FY2027-2028, FY2028-2029, upon market conditions.
- Overtime and Premium time will be charged as follows:
    - *Regular time (work begun after 5AM or before 4PM)* — *1 x hourly rate*
    - *Nighttime (work begun after 4PM or before 5AM)* — *1.125 x hourly rate*
    - *Overtime (over 8-hour M-F or Saturdays)* — *1.5 x hourly rate*
    - *Overtime (over 8 hours Sat or 1st 8-hour Sun)* — *2 x hourly rate*
    - *Overtime (over 8 hours Sun or Holidays)* — *3 x hourly rate*
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE

SECTION 4

CLIENT REFERENCE LIST

4LEAF, INC.

SECTION 4: CLIENT REFERENCES

City of Avalon

On-Call Building & Safety Building Official, Plan Review, Permit Inspection, and Emergency Response

4LEAF is currently performing Building Official On-Call Plan Check and Inspection for the City of Avalon for a NTE contract amount of $300,000. Since 2024, 4LEAF has provided onsite building official, inspector, front counter services on project types that include structural, civil, building, electrical, mechanical, plumbing, fire protection, energy (Title 24, accessibility, green building, LEED, Historical, Floodplain, WUI, and Title 25).

Plan Review



Our plan review scope includes reviewing plans for compliance with the current editions of the California codes, development approvals, and other applicable local, State, and Federal regulations. Additional responsibilities include providing a detailed list of deficiencies, making recommendations for approval, and resolving issues regarding reviewed plans. 4LEAF plan review staff assigned to the County shall be ICC-certified and professional engineers shall be licensed by the State of California. Additionally, we have a dedicated CASp plans examiner available for disabled access review. 4LEAF performs partial or emergency reviews over the counter and within 48-hours, with residential remodels and additions over the counter within 5 working days. Full Document Plan Reviews are completed within 10 working days and rechecks are completed within 5 working days.

Inspection

4LEAF provides certified and qualified inspectors to perform building code inspections in accordance with the current editions of the California Codes, pertinent local, State, and Federal regulations, and other rules and regulations. Additional responsibilities include reviewing the permit package to verify that on-site conditions are consistent with the County's records for development approvals, performing inspections of existing buildings for violations of building codes and ordinances as adopted by the County, researching properties for prior approvals and information regarding violations, etc.

Special Projects

These projects may include the preparation of engineered plan details, conducting training of a variety of code-related topics, performing Building Official duties, providing front counter services, etc.

Agency Name: City of Avalon
Client Contact: Jocelyn Francis, Assistant City Manager
Client Telephone: (310) 510-0220 x127
Client Email: jfrancis@cityofavalon.gov
Project Dates: 2024 – Present

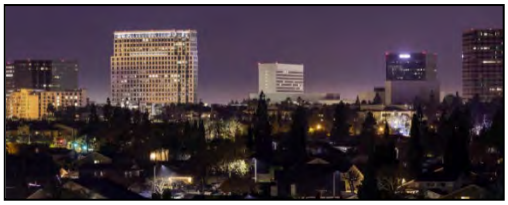
City of Costa Mesa

Fire & Building Plan Review, Inspection, Permit Technician, Engineering and Fire Prevention

4LEAF is currently providing On-Call Building, Engineering, Planning, and Fire Plan Check, Inspection, and related services, and has recently added Fire Prevention Services to the scope of work we are providing to the City. We provide on- and off-site plan reviews for all building codes, including fire code plan checks, architectural, structural, plumbing, mechanical and electrical plan checks. 4LEAF currently staffs six positions, including three Permit Technicians, two Inspectors, and one part-time Plans Examiner and ensures that all project deadlines are delivered as per the City's contract.

Services include:

- Checking for compliance with all applicable codes adopted by the City, including, but not limited to California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Solar Energy Code, and any applicable adopted local amendments, State of California codes or regulations.
- Confirming building use, occupancy, and type of construction, and reviewing construction of buildings and structures to determine satisfaction of safety requirements.
- Coordinating building permit requirements and interface with City Departments and other agencies, including but not limited to the Public Works Department, Planning Division, the Costa Mesa Fire Department and County of San Bernadino as needed.
- Enforcing conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
- Providing special inspections by qualified inspectors and conducting investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
- Preparing inspection logs, notice of violations and other documents of building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.
- Receiving, processing, and issuing building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications. Input information into the City's computer tracking system.



Agency Name: City of Costa Mesa
Client Contact: Silvia Kennerson, Senior Management Analyst
Client Telephone: (714) 754-5023
Client Email: silvia.kennerson@costamesaca.gov
Project Dates: 2020 – Present

County of Los Angeles

Civil & Building Plan Review, Inspection, and On-Call Staff Augmentation Services

4LEAF has provided Los Angeles County with inspection services that consist of combination building inspection services, code enforcement/property rehabilitation services, and business license clearances. Combination building inspection services were provided during the construction phase of various private and County improvement projects.



4LEAF has provided the County with inspection services that consist of combination building inspection services, code enforcement/property rehabilitation services, and business license clearances. Combination building inspection services were provided during the construction phase of various private and County improvement projects. Code enforcement/property rehabilitation services were performed through inspection of properties, filing notices, and complaints against violators of County building laws, documenting, and preparing violation cases for the District Attorney's office and/or County Counsel, testifying in court, and public nuisance abatement utilizing specified County procedures and policies. Business license clearances were conducted on an on-call basis. Personnel were required to inspect and report to sites located throughout Los Angeles County. Personnel were also expected to review electronic/digital plans and documents as directed by the County.

Staff Requested by the County include:

- Permit Technician
- Building Inspector
- Building Inspector + CASp
- Building Inspector (Public Works)
- Senior Building Inspector
- Senior Building Inspector + CASp
- Senior Engineer (Public Works)
- Property Rehabilitation / Code Enforcement Inspector
- Document Control Specialist
- Mainframe Programmer

Agency Name: Los Angeles County Public Works
Client Contact: Justin Soo Hoo, PE, County Engineer
Client Telephone: (626) 485-5100
Client Email: JSooHoo@DPW.LACounty.gov
Project Dates: 2019 – 2024

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE

SECTION 5

EXCEPTIONS TO AGREEMENT

4LEAF, INC.

SECTION 5: EXCEPTIONS TO AGREEMENT

4LEAF has reviewed the City of Lawndale's Agreement for Contract Services and confirms that it takes no exceptions, modifications, or requested changes to the Agreement as presented.

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES

TO THE

CITY OF LAWNDALE

APPENDIX

REQUIRED DOCUMENTS STATEMENT

4LEAF, INC.

REQUIRED DOCUMENTS STATEMENT

4LEAF acknowledges the City of Lawndale's requirement for submission of applicable affidavits, certifications, and compliance documents. Upon request and in accordance with the City's established procurement requirements, 4LEAF will timely complete and submit all required documents applicable to this proposal and any resulting agreement.

Prepared By:
BPR Consulting Group
2930 Inland Empire Boulevard #116
Ontario, CA 91764

Proposal to Provide
Building Safety Services



Prepared For:
City of Lawndale
14717 Burin Ave
Lawndale, CA 90260

January 20, 2026

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APPENDIX

Key Personnel Resumes

LETTER OF TRANSMITTAL

January 20, 2026

Mr. Peter Kann
Community Development Director
City of Lawndale
14717 Burin Ave.
Lawndale, CA 90260

RE: Proposal to Provide Building Safety Division Services | RFQ #23-021

Dear Mr. Kann,

BPR appreciates this opportunity to present our proposal in response to the City of Lawndale's RFP for Building Safety Services. We understand that the City of Lawndale seeks an experienced and qualified firm to assume responsibility for the operation and management oversight of the City's Building and Safety services, and to provide the range of expertise needed to perform the normal day-to-day operational functions including Building Division Administration, Building Plan Check, Building Inspection and Building Counter Operations. We also understand the City has contracted with the County of Los Angeles Department of Public Works – Building and Safety Division for these services since 1964 and thus is seeking a firm experienced in the transition process to ensure a smooth and seamless changeover to a new provider. ***Not only has BPR provided these same services to many Southern California municipalities with highly experienced and qualified staff, BPR provides a thoughtful, customized approach to the provision of building safety services based on specific local knowledge, a deep understanding of the successful transition process, and a commitment to consistency, dependability and client satisfaction***.

As our proposal will demonstrate, our talented staff of Plans Examiners, Building Inspectors, Permit Technicians, Licensed Engineers, and CASp experts have extensive experience providing building division services similar to those being requested by the City of Lawndale. BPR's staff members have previous experience providing these services for numerous public agencies throughout the State of California including the southern California Cities of Gardena, Redondo Beach, Bell Gardens, Maywood, El Monte, Anaheim, Ontario, Pomona, Fontana, Claremont, Rancho Cucamonga, Eastvale, Murrieta, Garden Grove, Laguna Beach and Corona, and the Counties of Los Angeles, Riverside, San Bernardino, and San Diego, to name just a few.

BPR's staff of over 110 well-qualified and experienced building safety personnel provide high quality, thorough plan review, inspection, permit technician and building department administration services

for our clients and their permit applicants. Unlike the large national firms, BPR's services are focused on supporting California communities in the delivery of high-quality building department services, tailored to your community's specific needs, with the goal of exceeding your expectations by:

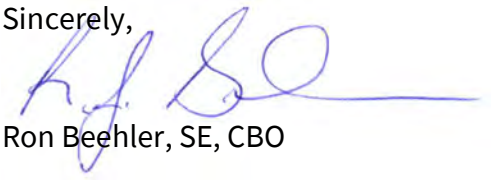
- Ensuring the **seamless transition** of building and safety services from LA County to BPR
- Providing a **dedicated team** of **qualified and experienced personnel** to serve the City of Lawndale who have the ability to communicate effectively, work collaboratively, and provide superior plan review, inspection, permit technician, administration and counter services.
- Providing a **high level of customer service** for internal and external customers.
- Balancing the need to ensure conformance to standards and regulations with the need for **predictability, uniformity, and efficiency**.
- Providing services in a **consistent, timely and dependable** manner.

The carefully selected team proposed to serve the City of Lawndale are all appropriately licensed in the State of California and/or ICC-certified and are experienced and well-versed in providing the requested services in support of Southern California building departments, primarily in the Los Angeles County and San Gabriel Valley areas. All licenses and certifications will be continuously maintained for a minimum of 36 months, and for any period of the time that the initial agreement may be extended. We will not be utilizing any subcontractors to perform any of the requested services.

Ron Beehler, SE, CBO will be the primary point of contact through the proposal and agreement process. As a principal of BPR Consulting Group, Ron is authorized to bind the firm to all commitments made in our proposal. Roger Peterson, SE, will serve as Project Manager and be the liaison between the City and BPR once services commence. Our proposal remains firm for 90 days following the due date of this submittal, January 20, 2026.

Please feel free to contact me if you have any questions concerning our qualifications or the services we provide. I attest that all information submitted within this proposal is true and correct. I can be reached at rbeehler@bpr-grp.com or **916.204.3178**. Thank you for taking the time to review our qualifications. We look forward to the opportunity to work with the City of Lawndale.

Sincerely,



Ron Beehler, SE, CBO

BPR CONSULTING GROUP
PO Box 2404 (Corporate address)
Granite Bay, CA 95746
rbeehler@bpr-grp.com
cell: 916.204.3178

TECHNICAL PROPOSAL



a. FIRM PROFILE

BPR Consulting Group was founded with the sole focus of providing thorough and efficient plan review, building inspection, permit technician, building official and building department administration services on behalf of California communities. Our leadership team has been working together for ***over 20 years*** and collectively possesses ***more than 100 years of experience*** providing building safety services to cities, counties, state agencies and other municipal agencies throughout California and the western United States. Our focus is to support California building departments in a professional manner by providing efficient, accurate and professional building safety services for the communities we serve. We have extensive experience providing all aspects of building safety services and presently provide building services similar to those requested by the City of Lawndale to multiple California Building Departments.

Our Building Safety Division consists of **over 110 employees** and includes the following: California licensed structural, civil, mechanical, electrical and fire protection engineers; Certified Access Specialist (CASp) professionals; ICC-certified building officials, plans examiners, inspectors, permit technicians, and highly experienced administrative personnel.

Building department services we provide to municipalities and agencies include:

- Building safety plan review services
- Building inspection services
- Building department support services
- Building Official services
- CASp plan review and inspection services
- Fire prevention plan review and inspection services
- Building department management services
- Civil plan review and inspection services
- Planning services

HEADQUARTERS:
BPR Consulting Group
P.O. Box 2404
Granite Bay, CA, 95746

FORM OF ORGANIZATION:
Limited Liability Corporation

SOUTHERN CALIFORNIA (LOCAL OFFICE):
2930 Inland Empire Blvd. #116
Ontario, CA 91764

NORTHERN CALIFORNIA OFFICE:
2130 Professional Dr. #150
Roseville, CA 95661

CENTRAL CALIFORNIA OFFICE:
1027 Central Place
Madera, CA 93637

BUSINESS HOURS (all locations):
M-F, 7:30AM – 5PM;
Weekends/After Hours as Needed

b. FINANCIAL CONDITION

BPR Consulting Group is financially sound, and we maintain adequate cash reserves to meet the ongoing business needs of our firm. Additionally, BPR has no outstanding debt and neither BPR nor any of its principals have ever filed for bankruptcy. BPR does not have any performance-related litigation, contract defaults, planned office closures, impending mergers, bankruptcies or other conditions related to the financial health of the company.



c. SIMILAR EXPERIENCE

Seamlessly integrating municipal service professionals in support of public agencies is BPR Consulting Group's sole purpose and the basis on which we were founded. We have extensive experience providing all aspects of building safety services in support of building departments, including building official, plan review, building inspection, permit technician, building department management, and office suport and permitting services.

BUILDING PLAN CHECK

Below you will find a small sampling of local projects for which BPR's staff have provided ***plan check services*** similar to those being requested by the City of Lawndale.

CITY OF GARDENA

Crenshaw 5-Story Apartment Complex



BPR's staff provided **complete building department plan review services** for this new 5-story, 203,055 s.f. apartment complex which sits atop a 3-story podium. The mixed-use podium structure is Construction Type I-A and fully fire sprinklered, and the apartment units above the podium are Type III-A Construction and are fully fire sprinklered. This is the first use of podium style construction within the City of Gardena. ***BPR Staff****: Roger Peterson, Andrew Burke, Kevin Brenton, Mark Berg*

Industrial Warehouse



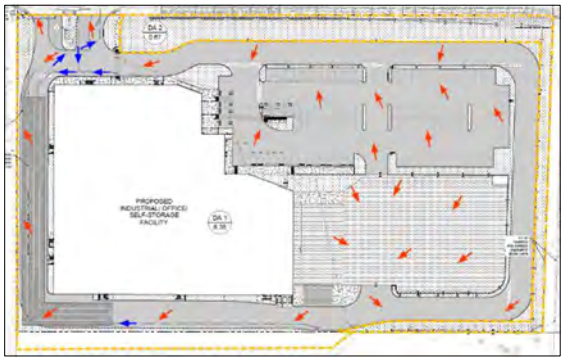
BPR's staff provided **complete building plan review services** for The OMP Gardena Industrial Center project consisting of a new 190,860 s.f. one story office and warehouse building, along with associated site improvements. The proposed building is Type IIIB Construction with Occupancy Groups S-1 and B and is fully fire-sprinklered. Site improvements include landscaping, parking lots with accessible parking and paths of travel, signage, retaining walls, concrete ramps, exterior stairs, accessible curb ramps, trash enclosures, screen walls and detention pond. ***BPR Staff****: Roger Peterson, Andrew Burke, Kevin Brenton, Mark Berg*

Community Aquatics and Senior Center Project



BPR provided **building and grading plan review services** for this Senior and Aquatics Center Building which consists of a two-story building for the senior center and a single-story pool equipment building. Included in this project is a new pool structure building for the community. The buildings utilized Type VB Construction with Occupancy Groups A-3, B and S-1. The building is fully fire sprinklered. Site improvements include landscaping, parking lots with accessible parking and paths of travel, signage, BBQ and picnic area, trash enclosure and perimeter fencing. ***BPR Staff:*** *Kevin Brenton, Andrew Burke, Jack Istik*

On-Site Improvement Plans – Self Storage Building

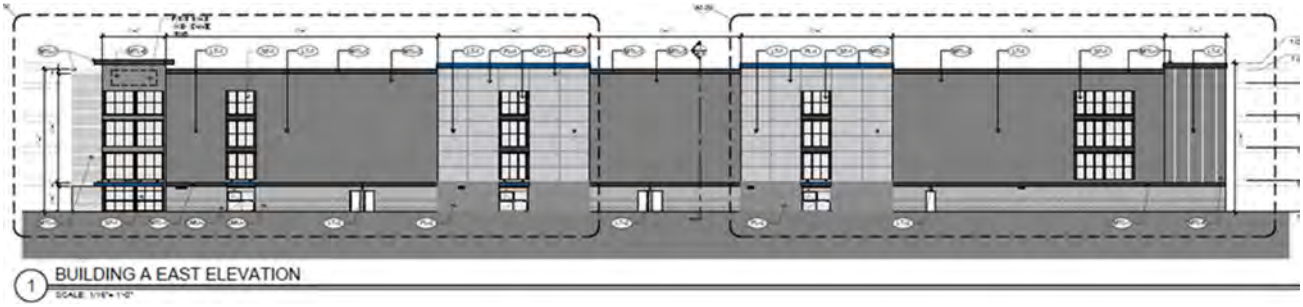


BPR has provided civil review of numerous on-site improvements plans for the City of Gardena. Typical of these services is the review for a new self-storage building. BPR provided **on-site civil improvement plan review** for the project, located on a 284,253 s.f. lot, which includes one new concrete tilt-up and steel stud framed building using podium style construction. On-site civil plan review included grading, paving fences, site light, storm drains, erosion control, irrigation and wet utility improvements. ***BPR Staff:*** *Roger Peterson, Jingpei Zang, Andrew Burke, Kevin Brenton, Mark Berg, Jack Istik*

CITY OF BELL GARDENS

New Self Storage Buildings

BPR provided **complete plan review services** for this new, 126,316 s.f., four-story self-storage facility. Located on a 1.45-acre site, the project utilizes Type II-B Construction with Occupancy Groups S-1 and B. The building is fully fire sprinklered. The building houses 922 individual storage units of varying sizes. ***BPR Staff:*** *Andrew Burke, Kevin Brenton, Charles Nganga, Maxwell Weninger*



Bell Garden Cottages



BPR provided **complete building and grading plan review services** for this new condominium complex featuring (7) three-story buildings and a total of 48 market-rate residential units on a 2.47-acre site. The townhomes range from 1,338 s.f. for a two-bedroom unit up to 1,743 s.f. for three- and four-bedroom units. The project includes 121 parking spaces including two spaces per unit in an enclosed multi-level parking structure. The project includes a community open space, shade structure and BBQ grills. The townhomes utilize Type VB Construction with Occupancy Groups R-3 and U. ***BPR Staff:*** *Andrew Burke, Jingpei Zhang, Charles Nganga, Denise Reese, Tom Trimberger, Jack Istik*

CITY OF EL MONTE

Esperanza Village Affordable Multi-Family and Senior Housing



BPR provided **complete building and landscape plan review** services for this new, two-building affordable housing project. Building 1 is a 100,383 s.f., three-story, 102-unit multi-family building with an interior courtyard which includes a children's play area. Building 2 is an 81,466 s.f., three-story, 100-unit senior housing building, also with an interior courtyard. Both buildings utilize Type V-A Construction with Occupancy Groups R-2, A-3, B and S-2. Both buildings are 100% affordable. Both buildings include ground floor amenities and surface parking. ***BPR Staff:*** *Charles Nganga, Andrew Burke, Denise Reese, Markos Seven, Jack Istik*

In-N-Out Restaurant



BPR provided **complete building plan review services** for this new 5,010 s.f. restaurant. The project included an 867 s.f. outdoor seating patio and 1,124 s.f. Drive-thru Canopy along with a trash enclosure and site improvements. Plan review services included the review of the building's life safety, structural, mechanical/plumbing/electrical, energy, CALGreen, accessibility and site accessibility, aspects of the project. ***BPR Staff:*** *Charles Nganga, Andrew Burke, Denise Reese, Markos Seven, Jack Istik*

SFD Addition and New ADU

BPR provided **complete building plan review services** for this 1,902 s.f. Single Family Dwelling (SFD) addition and 800 s.f. new Accessory Dwelling Unit (ADU). The buildings utilized Type V-B Construction, with Occupancy Groups R-3, U, and N. The SFD addition added three bedrooms, four bathrooms, two powder rooms, a second living area and a single car garage. The ADU features two bedrooms, two baths, living/ kitchen area, and an attached two-car garage. ***BPR Staff:*** *Colin Grimm, Arron Mauldin*

CITY OF ONTARIO

New Fire Station Building



BPR Consulting Group provided **complete building department plan review services** for a new 27,835 s.f. Fire Station Building in the City of Ontario. This mixed occupancy building included Occupancy Types B, S-2, and R-2. This new two-story, fire sprinklered building utilized Type V-B Construction and included staff living quarters, office functions, apparatus bays, and extensive site improvements including grading, paving, underground utilities, and landscaping. ***BPR Staff:*** *Andrew Burke, Elena Hartsough, Kevin Brenton, Bill Rodgers*

New Multi Family Complex



BPR Consulting Group provided **complete building department plan review** services for this new 48-unit multi-family apartment complex located in the City of Ontario. This project consisted of four two-story, sprinklered buildings with stucco exteriors and concrete tile roofing. The building's structural systems utilized platform framing with prefabricated roof and floor trusses, panelized horizontal floor and roof diaphragms, with wood shear walls. The buildings were of Occupancy Group R2 and utilized Type V-B Construction with a total area of 12,690 s.f. per building. Plan review services included review of all on-site improvements. ***BPR Staff****: Elena Hartsough, Andrew Burke, Kevin Brenton*

Emporia Place



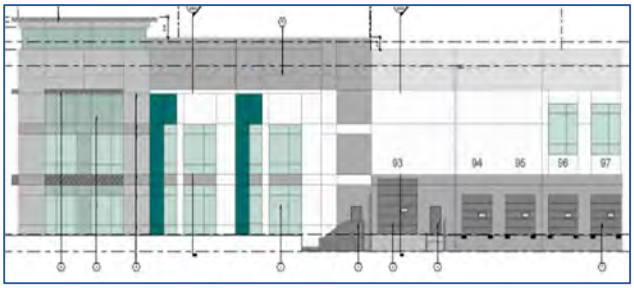
BPR Consulting Group provided **complete building department plan review** services for this new multi-phased residential complex. The project included the construction of (2) three-level residential buildings of Occupancy Group R-2 and one community building of Occupancy Group A-3. The new three-level residential buildings utilize Type V-A Construction and are fully fire sprinklered with a total building area of 58,698 s.f. The 1,921 s.f. Community Building utilizes Type V-B Construction. The building's structural systems utilized platform framing with prefabricated roof and floor trusses, panelized horizontal floor and roof diaphragms, with wood shear walls. All buildings included stucco exteriors with lap siding accents and concrete tile roofing. Plan review services included review of all on-site improvements. ***BPR Staff****: Denise Reese, Rick Mauldin, Elena Hartsough*

Raising Cane Restaurant



BPR Consulting Group provided **complete building department plan review services** for this new fast service restaurant located in the City of Ontario. This fully fire sprinklered 3,449 s.f. building is Occupancy Group A-2 with Type V-B Construction. This fully accessible building included exterior site improvements, a dining area, sales counter, restrooms, storage areas, and commercial kitchen with grease hood, fire suppression system, and make up air units. Plan review services included review of all on-site improvements. ***BPR Staff****: Bill Rodgers, Rick Mauldin, Tammie Rikard*

New Industrial Shell Building and Site Work



BPR Consulting Group provided **complete plan review services** for this 1,048,152 s.f. concrete tilt-up speculative industrial shell building. In addition to building plans, work included review of plans for site walls, fences, sight lighting, pump room and trash enclosure. Construction Type is III-B with Occupancy Group S-1. The building is fully fire sprinklered. The proposed shell building included multiple truck docks and restroom facilities and was designed to accommodate high-pile storage for one or multiple future tenants. ***BPR Staff:*** *Andrew Burke, Elena Hartsough, Kevin Brenton, Bill Rodgers*

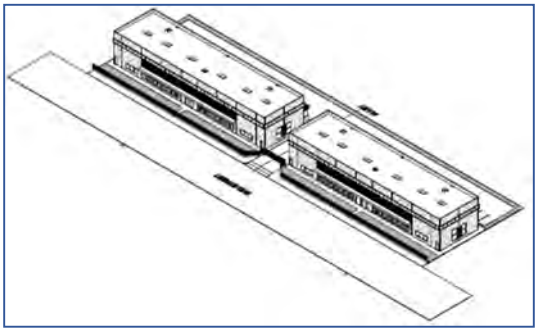
CITY OF POMONA

Holt & Main Apartments



BPR provided **complete plan review services** for this six-story, 160-unit, multi-family apartment complex – a 100% restricted affordable public housing project. The three-building complex consists of five levels of residential apartments over a single-level podium (3-hour separation) containing office/common areas and an enclosed at-grade parking garage in the lower podium. Type IIIA Construction was utilized for the upper-level apartments and Type IA Construction was utilized for the lower-level podium. The project included Occupancy Groups R-2, B, and S-2. ***BPR Staff:*** *Andrew Burke, Denise Reese, Charles Nganga, Jingpei Zhang, Kevin Brenton*

Pomona Industrial Complex



BPR provided **complete plan review services** for this new two-building industrial complex. Services included building safety and on-site civil improvement plan reviews. The buildings are each 9,652 s.f., one-story structures. The buildings utilizes Type V-B Construction with Occupancy Groups S-1 and B. Both buildings are fully fire sprinklered and designed for a Special Wind Region with 110 mph wind speeds. ***BPR Staff:*** *Andrew Burke, Denise Reese, Charles Nganga, Jingpei Zhang, Kevin Brenton.*

COUNTY OF LOS ANGELES

New Commercial Building

BPR provided **structural and non-structural building plan review** for this new single story commercial building. The 3,987 s.f. building includes two separate tenant spaces for restaurant use, with exterior terrace sitting area, and a trash/utility room. The building utilizes Type V-A Construction, with Occupancy Group A2. ***BPR Staff:*** *Martha Diaz, Kyle Hansen, Medhat Henen, Bill Rodgers*



New Detached 2-Story ADU and Attached JADU

BPR provided **structural and non-structural building plan review** for these two additions to an existing property - a new detached two-story Accessory Dwelling Unit (ADU) and an attached one-story Junior Accessory Dwelling Unit (JADU). The two-story ADU features three bedrooms, two baths, and a kitchen/dining/living area. The one-story JADU features one bedroom, one bath, and a kitchen/dining/living area. Both units utilize Type V-B Construction with Occupancy Group R-2. ***BPR Staff:*** *Martha Diaz, Kyle Hansen, Medhat Henen, Bill Rodgers*



2-Story Fire Rebuild

In the aftermath of the Eaton Fire, BPR has assisted the County of Los Angeles with plan review of hundreds of plans to fully or partially rebuild fire damaged homes, ADUs, and commercial businesses. All plan review services were provided on an expedited basis. BPR provided both structural and non-structural review of the rebuild plans for this 4,650 s.f. home which included four bedrooms, 3 bathrooms, an 801 s.f. attached garage/basement, and a 590 s.f. outdoor covered patio. The home utilizes Type VB Construction with Occupancy Groups R-3 and U. The home has automatic fire sprinklers. ***BPR Staff:*** *Martha Diaz, Kyle Hansen, Medhat Henen, Bill Rodgers*



CITY OF RANCHO CUCAMONGA

Bridgepoint Building

BPR provided **complete building and fire plan review services** for the partial renovation of an approximately 1,422,500 s.f. building. The building consists of a single-story office/warehouse building plus a mezzanine. The scope of work included the remodel of 55,689 s.f., within the existing building consisting of office space, conference space,



gym/locker room, plus shipping and receiving areas. Plan review services included review of all on-site improvements. The building utilizes Type III-B Construction and includes Occupancy Groups B, A-2, A-3 and S1. The building is a fully fire sprinklered building. ***BPR Staff:*** *Denise Reese, Elena Hartsough, Kevin Brenton, Jingpei Zhang, Mark Berg*

New Warehouse Buildings

BPR provided **complete building and fire plan review services** for two new warehouse buildings adjacent to one another on a 5.38-acre site. Each building consists of a single story plus a mezzanine. Building 1 is 62,474 s.f. including a 3,000 s.f. mezzanine and Building 2 is 20,762 s.f. including a 1,500 s.f. mezzanine. Both buildings utilize Type III-B Construction and include Occupancy Groups B and S1. Both buildings are fully fire-sprinklered. The mezzanines in each building contain office space, break room, conference space and restrooms**.** ***BPR Staff:*** *Andrew Burke, Charles Nganga, Kevin Brenton, Jingpei Zhang, Mark Berg*



Foothill and Grove Mixed Use

BPR provided **complete building and fire plan review services** for this new, private mixed-use development featuring four (4) 4-story residential apartment buildings of Type V-A Construction with Occupancy Groups R-2 and U. These fully fire-sprinklered buildings consist of studio, one-, two- and three-bedroom dwelling units totaling 308 units. Also included is a 2-story clubhouse building of Type A3 Construction with Occupancy Group B, a 1-story pool equipment building, a 1-story maintenance building, and a 2-story retail building. Total area of all buildings is 429,670 s.f. Plan review services included review of all on-site improvements. ***BPR Staff:*** *Elena Hartsough, Andrew Burke, Jingpei Zhang, Kevin Brenton, Charles Nganga, Denise Reese*



Alexan Victorian Garden

BPR provided **complete building and fire plan review services** for this six-building, 654,233 s.f., 385-unit planned community designed to accommodate 4,287 occupants. This multi-family project features a four-story wrap building consisting of 385 units that range from studios to two bedrooms. The project includes two amenity buildings that provide a fitness center, club room, business center, and leasing/mail/parcel office. The site also provides generous outdoor open space and amenities, seven separate courtyards and two pool areas. Plan review services included review of all on-site improvements. ***BPR Staff:*** *Elena Hartsough, Denise Reese, Charles Nganga, Jingpei Zhang, Kevin Brenton*



COUNTY OF SAN DIEGO

2 Story SFD with Attached Garage



BPR Consulting Group provided plan review services on behalf of the County of San Diego for a proposed single-family residence for a custom home builder. The approximately 2,051 square-foot, two-story, fully fire- sprinklered residence included an 840 s.f. first floor, an 804 s.f. second floor, a 384 s.f. attached garage with a 33 s.f. covered entry. The project utilized Type V-B Construction with Occupancy Groups R-3 and U. BPR performed multidisciplinary code compliance plan review of the building's life safety, wildland-urban interface, electrical, mechanical, plumbing, accessibility, energy, CALGreen, and structural plans in accordance with the California Building Standards Code as amended by the County of San Diego.

Detached ADU

BPR Consulting Group provided plan review services on behalf of the County of San Diego for a new detached ADU. The approximately 1,200 square-foot, single-story, non-sprinklered structure utilized Type V-B Construction with Occupancy Group R-3. BPR performed multidisciplinary code compliance review of building life safety, electrical, mechanical, plumbing, accessibility, energy, CALGreen, and structural plans in accordance with the California Building Standards Code as amended by the County of San Diego.

BUILDING INSPECTION, BUIDLING OFFICIAL, PERMIT TECHNICIAN SERVICES

Below you will find a small sampling of local projects for which BPR's staff have provided ***building inspection, permit technician and/or building official services*** similar to those being requested by the City of Lawndale.

CITY OF GARDENA

BPR provides **on-site building official**, **plan review**, **building inspection**, **building department management and permit technician** services for the City of Gardena. BPR implemented building inspection services to eliminate a three-week inspection backlog. We added inspection staff to eliminate the inspection backlog then reduced staff to a level necessary to meet daily inspection service requirements. BPR provides all building official, building department management and plan review services to support the building department. Building inspection staff is utilized to meet the inspection demands of the department.

CITY OF BELL GARDENS

BPR provides building department services to the City of Bell Gardens including **on-site building official, plan review, building inspection and permit technician services**, utilizing BPR's appropriately licensed, certified and experienced building safety staff. Through BPR's services, the City maintains efficient permitting services for the benefit of the community.

CITY OF MAYWOOD

BPR provides full-service building department services to the City of Maywood including **on-site building official, plan review**, **building inspection**, **and permit technician, services.** BPR provides services for the community utilizing appropriately qualified licensed and certified building safety staff. Through BPR's services, the City maintains efficient plan review and inspection services for the benefit of the community for all ongoing construction projects and permit center needs.

CITY OF POMONA

BPR staff provides **plan review, building inspection**, **permit technician and permit technician training services** to the City. BPR provides services for the community utilizing appropriately qualified, licensed, and certified plans examination, senior building inspection, and permit technician staff. Through BPR's services, the City is able to maintain efficient services for all ongoing permit center needs.

CITY OF EL MONTE

Following a very successful transition, BPR provides all **building inspection services**, **in-house plan review services, out-sourced plan review services and permit technician services** for the City of El Monte. BPR provides all inspection services for the City utilizing multiple full-time and ICC certified building inspectors. All in-house and counter plan reviews are performed by BPR's experienced and well qualified in-house plans examiner. All permit technician services for the City are performed by BPR utilizing three full-time ICC certified permit technicians.

CITY OF CLAREMONT

BPR provides building department services to the City of Claremont including **plan review, building inspection** and **permit technician** services utilizing BPR's appropriately licensed, certified and experienced building safety staff. Through BPR's services, the City maintains efficient plan review, building inspection, and permitting services for the benefit of the community.

CITY OF ONTARIO

BPR staff provides on-site **plan review**, **building inspection** and **permit technician** services to the City. BPR provides services for the community utilizing appropriately qualified and certified plan review, permit technician and inspection staff. BPR presently provides multiple highly qualified and ICC certified inspection staff to support the city's inspection needs and multiple ICC Certified permit technicians to support the city's permitting services. BPR provides on-site and off-site plan review services for all types of projects including residential, multi-family, commercial and industrial projects including CASp plan review and plan review of on-site improvements and associated grading.

d. PROPOSED TEAM

KEY PERSONNEL

BPR has extensive experience transitioning building department services from other consultants and other public agencies. Our belief is that the transition of services from one firm or agency to the next should be seamless and unapparent to the department's customers. To this end, Project Manager **Roger Peterson, SE**, will lead our effort to implement and adhere to our proven methodical transition process which takes a number of aspects into consideration, including the sensitivities of all parties involved. In a respectful and meticulous manner, BPR will quickly learn Lawndale's current regulations, protocols and routines. We will bring proven building department best practices to all aspects of the services we provide and embrace the opportunity to look for ways to increase the level of service provided by the City to its constituents. This will include evaluation of any systems that may need updating, participation in routine internal and external meetings, project management services, project submittal and inspection scheduling reviews, web-site information review and updates, and any open/outstanding community issues. This is further illustrated in the table below:

BUILDING AND SAFETY TRANSITION PLAN CHECKLIST		
✓	**Systems to Update:**	• Computer log-ons • City email accounts
✓	**Routine Internal Meetings:**	• Staff meetings • Department meetings • Daily, weekly, monthly meetings
✓	**Routine External Meetings:**	• Resident communications • Developer communications
✓	**Project Management:**	• Status of current projects • Accounting of projects with outstanding fees • Location of ALL project files (have all files been transferred from existing consultant to City?) • Monitoring performance of current projects • New projects
✓	**Significant Open Issues:**	• Residents' concern areas • Staff concern areas • City Council concern areas • Development Community concern areas
✓	**Other Areas:**	• Strategic planning • Future funding/budgets of projects • Action item lists
✓	**Review:**	• Online and hard-copy information documents • Status of outreach efforts for innovative permitting programs • Opportunities for streamlining processes using technology



Ron Beehler, SE, CBO will provide as-needed, on and off-site Building Official/Office Management services. Ron is a California licensed civil and structural engineer with many years' experience providing building official and building department management services in support of multiple California communities. Ron will utilize this experience to the benefit of the City of Lawndale providing reasonable building code interpretations and effective department management services. Extremely knowledgeable, rational and sought-after, Ron will provide superior communication, guidance, a consistent approach and quality assurance for the City of Lawndale's building department.

Building inspectors play a vital role in insuring safe buildings are being approved in the field and that the construction that is approved in in compliance with approved project plans, conditions of approval, state building codes and municipal code requirements. We have selected **Marc Coco, ICC** who is an experienced and well qualified building inspector to serve the City of Lawndale. Mark understands the importance of and the responsibilities associated the building inspections he performs. Always personable and friendly, Mark excels at interacting with contractors, permit applicants, homeowners and agency staff, communicating clearly and establishing a helpful, respectful rapor. Mark is knowledgeable of approved and modern methods, materials, tools and safety used in building inspection and the most current building and fire standards. He is also familiar with most of the common scheduling and tracking systems utilized by building departments and will quickly adapt to your systems and requirements.

At the counter on Tuesday mornings and remotely otherwise, **Martha Diaz, PE, ICC** will perform and/or coordinate all plan review services. A licensed civil engineer and ICC approved plans examiner with 18 years of experience, Martha will provide over the counter plan review and plan approval for minor projects , including architectural and structural plans. For larger projects, Martha will perform remote plan review and coordiante with other BPR plans examination staff as necessary to provide all required reviews. Customers at the counter, as well as City staff, will find Martha competent, efficient and personable.

Knowledgeable and personable permit technicians are the first impression the public gets of your building department, and they play a critical role as to how your department's services are perceived. BPR proposes the services of **Sherry Weiner, ICC** to provide permit technician services as needed. Sherry brings a positive, collaborative approach to the permit technician roleand over two years experience as an ICC-certified permit technician in nearby southern California communities. Sherry is able to convey proper information to permit applicants, properly calculate permit fees, properly route plans to various departments for review, track approvals, manage a database and correctlyand accuratly issue permits. Sherry is committed to excellent customer service, maintaining a smooth flow of permit documents throughout departments, and maintaining accurate and up-to-date records.

ORGANIZATION CHART

The organization chart below illustrates the BPR team and the Key Personnel assigned to serve the City of Lawndale, designated in bold text and with '**'. **Ron Beehler, SE, CBO** will serve as BPR's Principal in Charge and Building Official. **Roger Peterson, SE**, will serve as Project Manager for all services and sucessfully coordinate the transparent transition of services from the county to the City. **Mark Coco, ICC** will serve as Building Inspector, **Martha Diaz, PE, ICC** will serve as Plan Check Engineer, and **Sherry Weiner, ICC** will serve as as needed Permit Technician. Understanding that key personnel may occasionally be temporarily unavaiable due to illness, vacation, or other unforseen circumstances, and committed to providing the City of Lawndale with consistent, dependable service, we have designated a qualified, specific backup for each key person, also designated in bold text and with '*'. Key Personnel will be available to the extent proposed for the duration of the required services. No person designated as 'key' will be removed or replaced without the prior written concurrence of the City.



BRIEF BIOGRAPHIES

On the following pages we provide brief biographies of key personnel and backup personnel assigned to Lawndale, and the licenses and certifications held by the full team. One-page resumes for key and backup personnel are provided in the Appendix.

Ron Beehler, SE, CBO

BUILDING OFFICIAL | PRINCIPAL-IN-CHARGE



Ron is licensed as a Civil and Structural Engineer in California and Nevada, certified by the International Code Council as a Building Official, Plans Examiner and Building Inspector. Ron is uniquely qualified to evaluate and manage all building department services. He utilizes experience gained through more than 35 years of hands-on experience performing life safety, accessibility and structural plan reviews to successfully manage building departments, building department services and high-profile projects on behalf of public agencies throughout California. Ron's experience includes establishing and coordinating on-site building department services for large multi-building projects and unique fast paced development projects. His background includes the position of Chief Building Official with the City of Sacramento directing a staff of 120 engineers, plan reviewers and building inspectors, Chief of Engineering Design and Construction for the California National Guard and Senior Structural Engineer with the Office of Statewide Health Planning and Development (OSHPD). Ron has served as Chief Building Official for multiple California public agencies including interim assignments. Ron recently served as Chairman of CALBO's Structural Committee. **Years of Experience**: 37

Roger Peterson, SE

PROJECT MANAGER | PRINCIPAL



Roger is a California licensed Civil and Structural Engineer, and an experienced building safety professional with over 35 years of experience in structural design, building plan review and plan review management. Roger has managed plan review services for all types of building structures including single and multi-story steel, and concrete-framed buildings, as well as structures utilizing timber, and masonry framing systems. Roger utilizes his detailed code knowledge, extensive design experience and on-site construction project experience to ensure accurate, thorough, and timely plan review services on behalf of municipal client agencies. **Years of Experience**: 37

Mark Berg, CBO, MCP, ICC

BACKUP BUILDING OFFICIAL

Mark is an ICC Certified Building Official, Fire Code Official, Plans Examiner, Building Inspector, and Master Code Professional with 35 years of experience performing life-safety, architectural, mechanical, plumbing, electrical, and fire reviews in residential, multi-family and commercial projects. Mark has successfully guided department staff with inspection and plan review of all phases of complex construction projects. He is experienced utilizing building department permit tracking software and managing and performing all common building department responsibilities, including plan review, multi-discipline inspections, plan review and inspection scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance. Mark also possesses exceptional skills in complaint resolution, problem solving, damage assessment, and team building. **Years of Experience**: 35

Martha Diaz, PE, ICC — COUNTER PLAN REVIEW

Martha is a California Licensed Civil Engineer with over 17 years of experience providing structural and architectural plan review services for public agencies. Her background includes residential and commercial projects, with expertise in reviewing plans, calculations, and soils reports for building code compliance. Martha has worked extensively with homeowners, architects, contractors, and design professionals to support efficient project delivery. She brings a thorough, code-focused approach and strong customer service skills to every plan review assignment. **Years of Experience:** 18

Homayoun Hamedani, PE — BACKUP COUNTER PLAN REVIEW

Homayoun is a California Licensed Civil Engineer with over 25 years of experience in structural engineering, including design, project management, and plan review services. His background includes residential hillside and high-end custom homes, as well as commercial projects such as restaurants, theaters, department stores, retail buildings, parking structures, and concrete podium construction. He has extensive expertise in lateral force resisting systems, foundation design, concrete and steel structures, and shoring systems. Homayoun is highly effective at ensuring compliance with all applicable building codes, ordinances, and agency requirements. **Years of Experience:** 25

Mark Coco, ICC — BUILDING INSPECTION

Mark is an ICC Certified Combination Building Inspector with a strong background in residential and commercial construction. He performs inspections across a variety of systems including roofing, electrical, mechanical, and plumbing, ensuring compliance with building codes and safety standards. With hands-on experience in home remodeling and special inspections, Mark is well-versed in construction practices such as framing, drywall, tile, hardware installation, and finish work. He also brings experience in strategic planning, reporting, and team collaboration to support efficient inspection processes. **Years of Experience: 7**

Frank Mendoza, ICC — BACKUP BUILDING INSPECTION

Frank is an ICC Certified building inspector with over 25 years of experience in residential and commercial construction, including tenant improvements. He inspects and evaluates projects involving metal stud framing, drywall installation, and wood frame construction. Frank is a proficient communicator, fluent in Spanish, who effectively collaborates with contractors, city officials, and team members. He demonstrates strong problem-solving abilities, attention to detail, and time management skills, and is committed to maintaining safety and code compliance on every project. **Years of Experience: 25**

Sherry Weiner, ICC — PERMIT TECHNICIAN

Sherry is an ICC certified Permit Technician with strong organizational and customer service skills. She is experienced in the use of online permitting software as well as standard software such as Microsoft Office, Excel, Bluebeam, E360 and Central Square. Knowledgeable, personable and efficient, Sherry is an asset to any team. **Years of Experience:** 2

Sean Ollet BACKUP PERMIT TECHNICIAN

Sean is a Permit Technician recognized for strong productivity, excellent customer service, and a collaborative team-oriented approach. He supports permitting processes by maintaining attention to detail, assisting with plan intake, and facilitating clear communication between applicants, colleagues, and management. Sean is reliable, adaptable, and committed to contributing to the efficiency and success of permitting operations. **Years of Experience:** 4

The table below illustrates the licenses and qualifications held by the entire team available to serve the City of Lawndale. Key Personnel are denoted in bold text with ** or *.

LICENSES AND CERTIFICATIONS

Name	Current Licenses and Certifications	License/Cert. Number(s)	Expiration Date
Ron Beehler, SE, CBO, ICC ***Principal-in-Charge*****	**CA Registered Professional Civil Engineer** **CA Registered Professional Structural Engineer** **NV Registered Professional Civil Engineer** **NV Registered Professional Structural Engineer** **CABO Certified Building Official** **ICC Certified Building Official** **ICC Building Code Specialist** **ICC Building Plans Examiner** **ICC Building Inspector**	**39404** **3632** **019992** **019992** **1492** **801789** **801789** **801789** **801789**	**12/31/2027** **12/31/2027** **12/31/2026** **12/31/2026** **---** **05/11/2027** **05/11/2027** **05/11/2027** **05/11/2027**
Roger Peterson, SE ***Principal Project Manager*****	**CA Registered Professional Civil Engineer** **CA Registered Professional Structural Engineer** **ID Registered Professional Civil Engineer** **ID Registered Professional Structural Engineer** **Cal OES Safety Assessment Program (SAP)**	**46096** **3846** **P-8225** **P-8225**	**12/31/2026** **12/31/2026** **06/30/2026** **06/30/2026**
Mark Berg, ICC, MCP, CBO ***Building Official****	**ICC Accessibility Inspector/Plans Examiner** **ICC Certified Building Code Official** **ICC Building Code Specialist** **ICC Building Inspector** **ICC Building Plans Examiner** **ICC Certified Building Official** **ICC Certified Fire Code Official** **ICC Certified Fire Marshal** **ICC Combo Dwelling Inspector - Uniform Codes** **ICC Combination Inspector - Legacy** **ICC Electrical Inspector** **ICC Fire Code Specialist** **ICC Fire Inspector I** **ICC Fire Inspector II** **ICC Fire Plans Examiner** **ICC Master Code Professional** **ICC Mechanical Inspector UMC** **ICC Permit Specialist** **ICC Permit Technician**	**859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362** **859362**	**12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028** **12/11/2028**

	ICC Plumbing Inspector UPC **ICC Residential Combination Inspector** **ICC Residential Energy Inspector/Plans Examiner** **ICC Residential Plans Examiner** **Cal OES Safety Assessment Program (SAP)**	**859362** **859362** **859362** **859362**	**12/11/2028** **12/11/2028** **12/11/2028** **04/08/2027**
Martha Diaz, PE** ***Plan Review Engineer***	**CA Registered Professional Civil Engineer** **ICC Residential Plans Examiner**	**81154** **8723293**	 **05/05/2027**
Homayoun Hamedani, PE* ***Plan Review Engineer***	**CA Registered Professional Civil Engineer**	**71050**	**06/30/2027**
Bill Rodgers, SE *Principal* *Plan Review Manager*	CA Registered Professional Structural Engineer CA Registered Professional Civil Engineer NV Registered Professional Civil Engineer NV Registered Professional Structural Engineer ICC Residential Plans Examiner	4198 50673 18427 18427 10085086	09/30/2027 09/30/2027 12/31/2027 12/31/2027 8/31/2028
Elena Hartsough, SE *Structural Engineer*	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer Cal OES Safety Assessment Program (SAP)	67675 5538	06/30/2027 06/30/2027
Charles Nganga, SE *Structural Engineer*	CA Registered Professional Civil Engineer CA Registered Structural Engineer ICC Residential Plans Examiner Cal OES Safety Assessment Program (SAP)	85710 6913 8325618	09/30/2026 09/30/2026 01/07/2028
Kyle Hansen, PE *Plan Review Engineer*	CA Registered Professional Civil Engineer ICC Residential Plans Examiner Cal OES Safety Assessment Program (SAP)	91071 10626871	03/31/2026 09/16/2028
Peter Simonsen, PE *Plan Review Engineer*	CA Registered Professional Civil Engineer	92616	09/30/2027
Medhat Henen, PE, MCP, ICC, CASp *Plan Review Engineer*	CA Registered Professional Civil Engineer Certified Access Specialist ICC Prestressed Concrete Special Inspector ICC Structural Masonry Special Inspector ICC Commercial Building Inspector ICC Reinforced Concrete Special Inspector ICC Residential Building Inspector ICC Building Plans Examiner ICC Spray-applied Fireproofing Special Inspector ICC Structural Steel and Bolting Special Inspector ICC Structural Welding Special Inspector ICC Building Inspector ICC Master of Special Inspection ICC CALGreen Inspector/Plans Examiner ICC Accessibility Inspector/Plans Examiner ICC Mechanical Plans Examiner ICC Commercial Mechanical Inspector ICC Residential Energy Inspector/Plans Examiner ICC Fire Plans Examiner ICC Commercial Electrical Inspector ICC Electrical Plans Examiner	88526 CASp -980 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116 8406116	03/31/2026 08/04/2027 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026 3/29/2026

	ICC Certified Sustainability Professional	8406116	3/29/2026
	ICC Commercial Plumbing Inspector	8406116	3/29/2026
	ICC Commercial Combination Inspector	8406116	3/29/2026
	ICC Master Code Professional	8406116	3/29/2026
	ICC Certified Building Official	8406116	3/29/2026
	ICC Building Code Specialist	8406116	3/29/2026
Valentina Olivieri *Structural Plans Examiner*	ICC Residential Plans Examiner	10316172	In Progress
	California EIT Certification	---	In Progress
Colin Grimm, EIT *Structural Plans Examiner*	California EIT Certification	---	Passed
Robert Badmagharian, EIT, ICC *Structural Plans Examiner*	California EIT Certification	---	Passed
	ICC Building Plans Examiner	8292891	07/03/2028
	ICC Accessibility Inspector/Plans Examiner	8292891	07/03/2028
	ICC Residential Mechanical Inspector	8292891	07/03/2028
	ICC Residential Building Inspector	8292891	07/03/2028
	ICC Permit Technician	8292891	07/03/2028
	ICC / AACE Code Enforcement Officer	8292891	07/03/2028
	ICC Zoning Inspector	8292891	07/03/2028
	ICC Residential Plumbing Inspector	8292891	07/03/2028
	ICC Residential Energy Inspector / Plans Examiner	8292891	07/03/2028
	ICC CALGreen Plans Examiner	8292891	07/03/2028
	ICC Residential Plans Examiner	8292891	07/03/2028
	ICC Property Maintenance and Housing Inspector	8292891	07/03/2028
	ICC Certified Building Official	8292891	02/20/2030
	ICC Housing and Zoning Code Specialist	8292891	02/20/2030
	ICC Permit Specialist	8292891	02/20/2030
	ICC Certified Fire Marshal	8292891	02/20/2030
	ICC / AACE Code Enforcement Administrator	8292891	01/06/2028
Denise Reese, CBO, ICC *Plans Examiner*	ICC CALGreen Inspector	8096275	04/23/2028
	ICC California Building Plans Examiner	8096275	04/23/2028
	ICC Permit Technician	8096275	04/23/2028
	ICC Certified Building Official	8096275	04/23/2028
	ICC Permit Specialist	8096275	04/23/2028
	Cal OES Safety Assessment Program (SAP)		
Thomas Trimberger, ME, ICC, CBO *Mechanical Engineer*	CA Registered Mechanical Engineer	26359	06/30/2028
	ICC Mechanical Inspector UMC	866408	05/16/2028
	ICC Building Plans Examiner	866408	05/16/2028
	ICC Plumbing Plans Examiner	866408	05/16/2028
	ICC Plumbing Inspector UPC	866408	05/16/2028
	ICC Mechanical Plans Examiner	866408	05/16/2028
	ICC Plumbing Inspector	866408	05/16/2028
	ICC Mechanical Inspector	866408	05/16/2028
	ICC Mechanical Code Official	866408	05/16/2028
	ICC Certified Building Official	866408	12/20/2028
	ICC Plumbing Code Official	866408	05/16/2028
	ICC Plumbing Code Specialist	866408	05/16/2028
		866408	05/16/2028

	ICC Mechanical Code Specialist Cal OES Safety Assessment Program (SAP)		
Jingpei Zhang, EE *Electrical Engineer*	CA Registered Professional Electrical Engineer NCCER HVAC Level IV Certification NCCER Plumbing Level IV Certification NCCER Building Maintenance Level III Cert. NCCER Carpentry Level IV Certification NCCER Solar Photovoltaic Level I Certification NCCER Wind Power Level I Certification NCCER Green Technology Level I Certification NCCER Weatherization Technician Level I Cert.	16243 --- --- --- --- --- --- --- 	12/31/2026 n/a n/a n/a n/a n/a n/a n/a n/a
Maxwell Weninger, EIT, ICC *Plans Examiner*	ICC Electrical Plans Examiner California EIT Certification	10142701 -----	02/05/2027 Passed
Andrew Burke, CASp, ICC *Certified Access Specialist* *Plan Review Engineer*	Certified Access Specialist ICC Permit Technician ICC Commercial Building Inspector ICC Residential Plumbing Inspector ICC Residential Electrical Inspector ICC Residential Mechanical Inspector ICC Building Plans Examiner ICC Residential Plans Examiner ICC Residential Building Inspector ICC Residential Combination Inspector ICC Building Inspector	CASp-710 8250398 8250398 8250398 8250398 8250398 8250398 8250398 8250398 8250398 8250398	08/12/2028 09/17/2028 09/17/2028 09/17/2028 09/17/2028 09/17/2028 09/17/2028 09/17/2028 09/17/2028 09/17/2028 09/17/2028
Kevin Brenton, ICC, CASp *Plans Examiner* *Building Inspector*	ICC Commercial Plumbing Inspector ICC Residential Plumbing Inspector ICC Commercial Building Inspector ICC Residential Building Inspector ICC Commercial Electrical Inspector ICC Residential Electrical Inspector ICC Commercial Mechanical Inspector ICC Building Inspector ICC Electrical Inspector ICC Plumbing Inspector ICC Commercial Combination Inspector ICC Building Plans Examiner ICC Certified Building Official ICC Building Code Specialist Certified Access Specialist (CASp) Licensed General Contractor Journeyman Electrician, 2002	8259529 8259529 8259529 8259529 8259529 8259529 8259529 8259529 8259529 8259529 8259529 8259529 8259529 8259529 CASp-964 B-88891 	04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 04/11/2028 08/04/2027
Gabriela Scott, ICC *Plans Examiner*	ICC California Building Plans Examiner ICC Building Inspector ICC Building Plans Examiner ICC California Commercial Building Inspector ICC California Residential Building Inspector	1132495 1132495 1132495 1132495 1132495	09/01/2026 09/01/2026 09/01/2026 09/01/2026 09/01/2026

	ICC Accessibility Inspector/Plans Examiner Cal OES Safety Assessment Program (SAP)	1132495	10/17/2028
Sharon Vanderpool, ICC *Plans Examiner*	ICC Building Plans Examiner ICC Residential Plans Examiner ICC Residential Building Inspector ICC Plumbing Plans Examiner	8789037 8789037 8789037 8789037	07/03/2028 07/03/2028 07/03/2028 07/03/2028
Tammie Rikard, ICC *Plans Examiner*	ICC Building Inspector	5104615	10/26/2027
Markos Seven, ICC *Engineering Plans Examiner*	ICC Electrical Plans Examiner ICC Mechanical Plans Examiner ICC Plumbing Plans Examiner	10275760 10275760 10275760	10/20/2026 03/22/2027 11/02/2027
Rick Mauldin, CASp, ICC *Certified Access Specialist* *Plans Examiner*	Certified Access Specialist ICC Commercial Mechanical Inspector ICC Combination Inspector ICC Residential Mechanical Inspector ICC Commercial Electrical Inspector ICC California Combination Inspector ICC Commercial Plumbing Inspector ICC Residential Electrical Inspector ICC Building Plans Examiner ICC California Commercial Building Inspector ICC Electrical Inspector ICC Accessibility Inspector/Plans Examiner ICC California Commercial Plumbing Inspector ICC California Residential Electrical Inspector ICC Commercial Building Inspector ICC Mechanical Inspector ICC California Residential Building Inspector ICC California Residential Plumbing Inspector ICC Plumbing Inspector ICC California Commercial Mechanical Inspector ICC Residential Plumbing Inspector ICC California Building Plans Examiner ICC California Residential Mechanical Inspector ICC Building Inspector ICC Residential Building Inspector ICC California Commercial Electrical Inspector ICC California Commercial Combination Inspector ICC California Residential Combination Inspector ICC Residential Combination Inspector ICC Commercial Combination Inspector IAMPO UMC Res./Comm. Mechanical Inspector IAMPO UMC Res./Comm. Plumbing Inspector	CASp-710 1064528 MI90805 PI98661	08/07/2026 07/14/2027 09/16/2027 09/16/2027
Alicia Ventura, ICC *Permit Technician* *Plans Examiner*	ICC Permit Technician ICC Residential Plans Examiner	9560759 9560759	09/12/2027 03/25/2026

Rick Walters, CASp, LEED, CBO, ICC *Building Inspector*	Certified Access Specialist	CASp-439	08/02/2027
	ICC Certified Building Official	1061008	01/29/2026
	ICC Building Code Official	1061008	01/29/2026
	ICC Building Code Specialist	1061008	01/29/2026
	ICC Combination Inspector	1061008	01/29/2026
	ICC CA Residential Plumbing Inspector	1061008	01/29/2026
	ICC CA Commercial Building Inspector	1061008	01/29/2026
	ICC Mechanical Inspector	1061008	01/29/2026
	ICC CA Residential Mechanical Inspector	1061008	01/29/2026
	ICC CA Combination Inspector	1061008	01/29/2026
	ICC CA Residential Electrical Inspector	1061008	01/29/2026
	ICC Mechanical Inspector UMC	1061008	01/29/2026
	ICC CA Commercial Plumbing Inspector	1061008	01/29/2026
	ICC Building Plans Examiner	1061008	01/29/2026
	ICC Electrical Inspector	1061008	01/29/2026
	ICC Plumbing Inspector UPC	1061008	01/29/2026
	ICC CA Building Plans Examiner	1061008	01/29/2026
	ICC Combination Inspector – Legacy	1061008	01/29/2026
	ICC Plumbing Inspector	1061008	01/29/2026
	ICC CA Commercial Electrical Inspector	1061008	01/29/2026
	ICC CA Commercial Mechanical Inspector	1061008	01/29/2026
	ICC CA Residential Building Inspector	1061008	01/29/2026
	ICC Building Inspector	1061008	01/29/2026
	ICC CA Commercial Combination Inspector	1061008	01/29/2026
	ICC CA Residential Combination Inspector	1061008	01/29/2026
	ICC Commercial Combination Inspector	1061008	01/29/2026
	CA LEED Certified LEED AP BD+C	10436985	---
	IAPMO Certified Plumbing Inspector	030666	---
	IAPMO Certified Mechanical Inspector	090146	---
Jonathan Rubalcava, ICC *Plans Examiner* *Permit Technician*	ICC California Building Plans Examiner	8950469	01/08/2026
	ICC California Residential Electrical Inspector	8950469	10/22/2026
Arron Mauldin, ICC *Plans Examiner*	ICC Residential Plans Examiner	9316273	10/12/2028
Bradley Chung, EIT *Plans Examiner*	California EIT Certification	185217	Passed
Brandon Griffin, ICC *Plans Examiner*	ICC Residential Building Inspector	8906401	06/24/2029
	ICC Residential Mechanical Inspector	8906401	06/24/2029
	ICC Commercial Building Inspector	8906401	06/24/2029
	ICC Building Inspector	8906401	06/24/2029
	ICC Residential Plans Examiner	8906401	06/24/2029
	ICC Building Plans Examiner	8906401	03/28/2027
	ICC Legal Module	8906401	07/08/2026
	ICC Management Module	8906401	07/09/2026
	ICC Building Codes and Standards	8906401	09/13/2026
	ICC Certified Building Official	8906401	03/14/2028
	ICC Building Code Specialist	8906401	03/14/2028
	Certified Access Specialist	CASp-1096	11/13/2026

Jack Istik, PE *Civil Engineer*	CA Registered Professional Civil Engineer	26558	03/31/2026
Don Ctibor, PE, QSD *Civil Engineer*	CA Registered Professional Civil Engineer CA Qualified SWPPP Developer (QSD) ERA RRP Certification (NAT-F115845 & R139176) General Engineering Contractor General Building Contractor DSA Engineer of Record	76392 24244 744754 744754	12/31/2026
Mark Coco, ICC** ***Building Inspector***	**ICC California Commercial Mechanical Inspector** **ICC California Commercial Building Inspector** **ICC California Commercial Plumbing Inspector** **ICC California Residential Plumbing Inspector** **ICC California Residential Mechanical Inspector**	**10546153** **10546153** **10546153** **10546153** **10546153**	**09/17/2028** **03/03/2028** **07/01/2028** **08/21/2028** **09/23/2028**
Francis (Frank) Mendoza, ICC*	**ICC Commercial Building Inspector** **ICC Residential Building Inspector** **ICC Building Inspector** **ICC California Commercial Building Inspector** **ICC California Residential Building Inspector**	**8455639** **8455639** **8455639** **8455639** **8455639**	**05/05/2027** **05/05/2027** **05/05/2027** **05/05/2027** **05/05/2027**
Mark Berg, ICC, MCP, CBO *Plans Examiner* *Building Official*	ICC Accessibility Inspector/Plans Examiner ICC Certified Building Code Official ICC Building Code Specialist ICC Building Inspector ICC Building Plans Examiner ICC Certified Building Official ICC Certified Fire Code Official ICC Certified Fire Marshal ICC Combo Dwelling Inspector - Uniform Codes ICC Combination Inspector - Legacy ICC Electrical Inspector ICC Fire Code Specialist ICC Fire Inspector I ICC Fire Inspector II ICC Fire Plans Examiner ICC Master Code Professional ICC Mechanical Inspector UMC ICC Permit Specialist ICC Permit Technician ICC Plumbing Inspector UPC ICC Residential Combination Inspector ICC Residential Energy Inspector/Plans Examiner ICC Residential Plans Examiner Cal OES Safety Assessment Program (SAP)	859362 859362	12/11/2028 04/08/2027
Todd Morris, ICC *Building Inspector* Plans Examiner	ICC Building Plans Examiner ICC Building Inspector ICC California Building Plans Examiner ICC Certified Building Official ICC California Commercial Building Inspector	883990 883990 883990 883990 883990	06/30/2028 06/30/2028 06/30/2028 06/30/2028 06/30/2028

	ICC CALGreen Inspector	883990	06/30/2028
	ICC Certified Building Code Official	883990	06/30/2028
	ICC CALGreen Plans Examiner	883990	06/30/2028
	ICC California Residential Building Inspector	883990	06/30/2028
	ICC Electrical Plans Examiner	883990	06/30/2028
	ICC Building Code Specialist	883990	06/30/2028
	ICC CALGreen Inspector/Plans Examiner	883990	06/30/2028
Mark Meyers, CBO, ICC *Plans Examiner* *Building Official* *Building Inspector*	ICC Certified Building Official	8005399	04/21/2027
	ICC Building Inspector	8005399	04/21/2027
	ICC Building Plans Examiner	8005399	04/21/2027
	ICC Plumbing Inspector	8005399	04/21/2027
	ICC Building Code Specialist	8005399	04/21/2027
	ICC Plumbing Inspector UPC	8005399	04/21/2027
Jim Campo, CBO, ICC *Building Inspector*	ICC Residential Building Inspector	8245536	01/28/2029
	Certified Building Official	8245536	01/28/2029
	CA Residential Electrical Inspector	8245536	01/28/2029
	CA Commercial Electrical Inspector	8245536	01/28/2029
	Cal OES Safety Assessment Program (SAP)		
Tim Scott, CBO, ICC *Building Inspector*	ICC Certified Building Official	5087217	07/13/2027
	ICC Building Code Specialist	5087217	07/13/2027
	ICC California Building Plans Examiner	5087217	07/13/2027
	ICC California Residential Combination Inspector	5087217	07/13/2027
	ICC California Residential Building Inspector	5087217	07/13/2027
	ICC California Residential Electrical Inspector	5087217	07/13/2027
	ICC California Residential Plumbing Inspector	5087217	07/13/2027
	ICC California Residential Mechanical Inspector	5087217	07/13/2027
	ICC California Commercial Building Inspector	5087217	07/13/2027
	ICC California Commercial Plumbing Inspector	5087217	07/13/2027
	ICC California Commercial Mechanical Inspector	5087217	07/13/2027
	ICC Accessibility Inspector/Plans Examiner	5087217	07/13/2027
	ICC Plumbing Inspector	5087217	07/13/2027
	ICC Building Inspector	5087217	07/13/2027
	ICC Mechanical Inspector	5087217	07/13/2027
	ICC Mechanical Inspector UMC	5087217	07/13/2027
	ICC Building Plans Examiner	5087217	07/13/2027
	ICC Plumbing Inspector UPC	5087217	07/13/2027
Jeremy Abshire, ICC *Building Inspector*	ICC Residential Electrical Inspector	8488816	06/20/2028
	ICC CA Residential Building Inspector	8488816	10/08/2026
	ICC California Residential Mechanical Inspector	848816	11/07/2026
	CA Licensed Contractor	304319	---
Christian Cieslewicz, ICC *Building Inspector*	ICC Building Inspector	5211393	07/30/2028
	ICC Residential Plumbing Inspector	5211393	07/30/2028
	ICC Residential Mechanical Inspector	5211393	07/30/2028
	FEMA Certified Disaster Housing Inspector/Parr Inspections		
	ASHI Certified Home Inspector		

	PC 832 Certification POST Control Cal OES Safety Assessment Program (SAP)		
Christopher Mendoza, ICC *Building Inspector*	ICC Residential Building Inspector ICC Residential Plumbing Inspector	10198008 10198008	06/16/2025 05/05/2026
Joshua Lopez, ICC *Building Inspector*	ICC Commercial Building Inspector ICC Residential Building Inspector ICC Building Inspector	10226146 10226146 10226146	10/17/2026 09/28/2027 09/29/2027
Kevin Sparks, ICC *Building Inspector*	ICC Accessibility Inspector/Plans Examiner ICC CALGreen Inspector ICC Commercial Building Inspector ICC Building Plans Examiner ICC California Residential Building Inspector ICC California Residential Electrical Inspector ICC California Residential Mechanical Inspector ICC California Residential Plumbing Inspector ICC California Commercial Building Inspector ICC California Building Plans Examiner ICC California Residential Combination Inspector ICC Building Inspector ICC California Commercial Electrical Inspector ICC California Commercial Plumbing Inspector ICC California Commercial Mechanical Inspector ICC California Combination Inspector ICC California Commercial Combination Inspector ICC Commercial Energy Plans Examiner ICC Residential Energy Inspector/Plans Examiner ICC Residential Plans Examiner ICC Property Maintenance and Housing Inspector ICC Fire Plans Examiner ICC Fire Inspector I ICC Commercial Electrical Inspector ICC Commercial Mechanical Inspector ICC Commercial Plumbing Inspector ICC Master Code Professional ICC Certified Sustainability Professional ICC Certified Building Official ICC Building Code Specialist ICC Mechanical Inspector ICC Electrical Inspector ICC Plumbing Inspector ICC Permit Specialist ICC Combination Inspector ICC Commercial Combination Inspector ICC Zoning Inspector ICC Housing and Zoning Code Specialist ICC Residential Building Inspector ICC/AACE Code Enforcement Officer	5313437 5313437	05/24/2026 04/28/2028 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026 05/24/2026

	ICC/AACE Code Enforcement Administrator ICC Structural Steel and Bolting Special Inspector ICC Structural Welding Special Inspector ICC California UST Inspector ICC Commercial Energy Inspector	5313437 5313437 5313437 5313437 5313437	05/24/2026 05/24/2026 05/24/2026 12/05/2026 03/12/2026
David Martinez, ICC *Building Inspector*	ICC Residential Building Inspector ICC Residential Electrical Inspector ICC Residential Plumbing Inspector ICC Residential Mechanical Inspector ICC Residential Combination Inspector Commercial Building Inspector Building Inspector Residential Plans Examiner Commercial Electrical Inspector Electrical Inspector Commercial Plumbing Inspector Plumbing Inspector	10300249 10300249 10300249 10300249 10300249 10300249 10300249 10300249 10300249 10300249 10300249 10300249	04/09/2027 03/09/2028 05/31/2028 07/01/2028 07/02/2028 10/14/2028 10/15/2028 11/08/2028 12/01/2028 12/02/2028 12/14/2028 12/15/2028
Luis Gonzalez, ICC *Building Inspector*	ICC Residential Building Inspector	10346788	11/13/2026
Sherry Weiner, ICC** ***Permit Technician***	ICC Permit Technician	10361735	06/04/2027
Samantha Barker, ICC *Permit Technician*	ICC Permit Technician	10138242	12/18/2027
Brandy Fleak *Permit Technician*	ICC Permit Technician	9800253	07/24/2028
Karen Moffatt, ICC *Permit Technician* *Building Inspector*	ICC Permit Technician ICC Residential Building Inspector	9896349 9896349	10/23/2027 10/23/2027
Victoria Karpuk, ICC *Permit Technician*	ICC Permit Technician	10518234	03/04/2028
Stacy Barker, ICC *Permit Technician*	ICC Permit Technician	8821141	12/09/2026
Nancy Meyers, ICC *Permit Technician*	ICC Permit Technician	10110674	10/13/2027



STAFF DEVELOPMENT AND TRAINING



All of our staff maintain appropriate certifications or professional licenses for the services they provide. We ensure our staff is properly trained and require ongoing training for our staff equal or greater than that required by California Health and Safety Code Section 18949.29. We continually encourage our staff to obtain additional certifications and support ongoing training and education for our staff.

Many opportunities for continuing education for building safety professionals are offered by multiple providers throughout the state and hosted by a variety of providers including California Building Officials, local ICC Chapters, AIA, County Building Officials Association of CA, and others. In addition to participating in these opportunities, **BPR's staff members have developed and presented training classes on behalf of many of these professional organizations on building code-related topics including:**

- Chapter 16 Training on Structural Topics
- CBC Chapter 10, Means of Egress in the 2022 CBC
- CBC Load Path Fundamentals
- CBC Requirements for Wood Framed Building Design
- CBC Requirements for Horizontal Diaphragm and Shear-Wall Design
- Structural and Non-Structural CRC Requirements
- Overview of Wind Load Changes to the CBC
- CRC Wall Bracing Requirements
- Load Path Systems for Building Structures
- Structural Welding and Structural Bolting
- Overview of CPC and CMC Requirements for Building Systems
- Anchorage of Nonstructural Building Components Per ASCE-7
- Simplified Structural Design
- Plan Check 1 and 2
- SAP Training

Additionally, many of our staff members are active members of local professional organizations including local ICC Chapters and have served as officers and in other leadership capacities. Our Principal in Charge, Ron Beehler SE, CBO, recently served as the Chairman of CALBO's Structural Committee.

CODE QUIZ

BPR's proposed Principal-in-Charge, Ron Beehler, has authored the well-received monthly Code Quiz for over nine years for multiple California ICC Chapters. The Code Quiz has become an education component of monthly ICC Chapter meetings throughout California. BPR is now the sponsor of the Code Quiz and uses the quiz as an internal training element for our staff. Current year Code Quizzes may be found on our website, www.BPR-GRP.com

e. DETAILED WORK PLAN

From the RFP, we understand, and are able to provide the following scope of work. We understand this scope may be modified through negotiations and/or by written addendum issued by the City.

1. BUILDING DIVISION ADMINISTRATION

a. BPR will provide an ICC certified Building Official. The Building Official will be responsible for the daily administration of the Building Division activities, and will perform the following services, including but not limited to:

   i. Function as the Building Official as set forth in the California Building Code, in other City adopted building codes and ordinances, and as specified in Federal and State law.

   ii. Issue Certificates of Use and Occupancy for building and structures.

   iii. Manage, coordinate, and oversee the building permit and plan check, building inspection, building counter services so that they function as one building and safety organization.

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

   v. Make determinations on the approval and use of alternative materials and methods of construction.

   vi. Make final interpretations concerning the application of building and safety codes.

   vii. Monitor the collection of building plan check, inspection, and permit fees and other building activity level indicators, submit monthly activity reports to the City based on this information, and notify the City of any staffing changes necessary to maintain the performance standards.

   viii. Perform all other administrative building and safety related duties, including developing and implementing office policies and procedures and assuring that files and plans are secured, organized and kept up to date.

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

   x. Ensure all building-related activity is entered into the City's permit tracking system in an accurate, complete and timely manner.

b. Assist the City's Community Development Department to update the uniform building and

safety, and fire codes, including any local amendments, in accordance with the schedules established by the State of California:

c. Within the first thirty days of the Agreement, BPR's designated Building Official will assemble and review all existing City policies, ordinances and conditions pertaining to Building Division operations and document any areas of insufficient, incomplete or missing information. Based on this review, the BPR will develop a timetable for the preparation or revision of policies, ordinances and conditions and present a report to the Community Development Director for consideration.

2. BUILDING DIVISION ADMINISTRATION

a. BPR will Provide an ICC Certified Plans Examiner to be available at the Building Division Counter from 7:00 a.m. to 11:30 a.m., on Tuesdays, except City designated holidays, to:

   i. Manage, coordinate and oversee the building permit and plan check, building inspection, and building counter processes in the absence of the Building Official.

   ii. Perform over-the-counter plan checks.

   iii. Answer technical questions from the public, including inquiries regarding building and safety codes and regulations.

   iv. Perform building plan checks.

   v. Assist in more difficult inspections, in addition to other duties as assigned.

b. BPR's plans examiners will perform architectural, structural, plumbing, mechanical and electrical plan check review for buildings and structures for compliance with applicable Federal and State laws, building and safety codes, City ordinances, and acceptable engineering practices. Plans not checked by BPR at the City's offices will be plan checked at the BPR's local office in Ontario, CA.

c. BPR's plans examiners will confirm building use, occupancy, and type of construction, and review construction of buildings and structures to determine satisfaction of safety requirements.

d. BPR's plans examiners will check for compliance with all applicable codes adopted by the City, including, but not limited to: Uniform Housing Code, California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Swimming Pool Code, Uniform Solar Energy Code, and Sign, Tent, and Relocated Building Codes and any applicable adopted local amendment, State of California codes or regulations.

e. BPR's plans examiners will review and approve building/structural revisions to plans required during construction.

f. BPR's plans examiners will calculate building permit and plan check fees and review permit issuance.

g. BPR's staff will coordinate building permit requirements and interface with City Departments

and other agencies, including but not limited to the Public Works Department, Planning Division, the Los Angeles County Fire Department and the Environmental Health Department of the County of Los Angeles. This also includes Building Division review, comment and provision of "conditions of approval" for site plans and building plans as part of discretionary planning applications.

h. BPR's plans examination staff will provide expedited plan check when requested by the City.

3. BUILDING INSPECTION SERVICES

a. BPR will provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharge and Elimination System Permit (NPDES) requirements.

b. BPR's inspectors will inspect buildings and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.

c. BPR's inspectors will inspect for compliance with conditions of approval set forth by the City's Community Development Department, Planning Commission, and/or City Council.

d. BPR's inspectors will coordinate with various City and County agencies and departments, including but not limited to the Los Angeles County Fire Department, Environmental Health Department of the County of Los Angeles and other governmental agencies providing services, and/or having jurisdiction over any aspect of a development project in order to obtain compliance with the above building and safety codes and regulations.

e. BPR's inspectors will enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.

f. BPR's inspectors will, during inspections, issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.

g. BPR will provide all vehicles, fuel, maintenance and other equipment necessary for field personnel to carry out building permit inspections and duties.

h. BPR's inspectors will verify that required special inspections are performed by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.

i. BPR's inspectors will input daily inspection information into the City's computer permit tracking system.

4. BUILDING COUNTER OPERATIONS

a. BPR's staff will receive, process and issue building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications and input information into city's computer tracking system.

b. BPR's permit technicians will monitor and track the status of building permit applications and

plan checks for expiration and develop a process to notify applicants prior to the expiration of their building permits.

c. BPR's staff will keep daily logs of building permit and inspection activities. Submit monthly, quarterly and annual reports of Consultant's activities to the City. The reports will include, but not be limited to, the fees collected, the staffing levels provided, the staff hours expended, the number of permits issued, the number of inspections (by type) made, and other financial, operational, and statistical information pertinent to the Building Plan Check and Inspection services process.

d. BPR's staff will provide public information regarding building permit applications, plan check and inspection services and related matters.

e. BPR's staff will identify and collect all required fees for building permit applications and other Building Division services. Facilitate the collection of fees from other department and/or agencies that are due and payable prior to or concurrent with the issuance of a building permit.

f. BPR's staff will establish, maintain and update all forms in compliance with City requirements, regulations, adopted standards, State or other laws and ordinances necessary for the operation of the Building Division, including "hand-out" sheets which explain building permit application processing procedures identified as being provided by the City.

g. All approval stamps, applications, forms and other documents used in providing Building and Safety Services to the City shall be identified with the City Seal and other identification indicating that the approval stamps, applications, and documents are from the City of Lawndale. All of the stamps, applications, forms, and other documents or supplies shall be the property of the City. Costs for the provision of these processing tools and supplies shall be the responsibility of the City.

5. PERFORMANCE STANDARDS & MONITORING

The founders of BPR have worked hard to develop a reputation for providing high quality and professional services on behalf of our clients. Our commitment to maintaining high standards has allowed BPR the ability to attract highly qualified and experienced personnel and is a testament to the BPR's strong reputation for industry knowledge, competence and integrity. BPR takes very seriously our commitment to providing superior performance and unparalleled customer service.

a. BPR will provide monitoring information to the City that shows achievement of the performance standards and that personnel are providing helpful and courteous service to customers.

b. BPR recognizes the targets established in the City's Performance Standards and will adhere to these measures in the performance of its services to the City.

c. BPR will provide services which meet or exceed the City's expected turn-around times for plan check and inspection services.

Standard Plan Review Completion Timeframes

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

Project Type	Maximum Turn Around Time (Work Days)	
	Initial Submittal	Backcheck Reviews
Residential (Single Family)		
New Construction	10	5
Addition	5	5
Remodel	5	5
Residential Solar	3	3
Non-Residential		
New Construction	10	5
Minor Remodel, Renovation, and Additions	5	5
Major Remodels and Tenant Improvements	10	5
Large, Complex Commercial or Residential Multi-Family Projects	15	5
Other		
Routine and simple structures (e.g. reroofs, patio covers, fences/walls)	Over the Counter	n/a

6. INSPECTION SERVICES

a. At all times, BPR inspectors will conduct themselves in a courteous and professional manner.

b. All building inspections requested by 4:00 p.m. on a working day will be conducted on the next working day with an a.m. / p.m. commitment and a (2) hour window. BPR building inspectors will utilize the phone to coordinate and narrow inspection times with applicants.

7. COUNTER SERVICES AS REQUESTED

a. BPR's permit technicians will provide service and support for the building counter a minimum of ten (10) hours per working day. The building counter will be open to the public and sufficiently staffed from the hours of 7:00 A.M. to 6:00 P.M., Monday through Thursday, excluding City holidays.

b. BPR's permit technicians will keep written information regarding building permit application, plan check, and inspection process updates.

c. BPR's permit technicians will answer the building counter phone when not with a customer at the counter and return telephone calls within two hours. Respond to all email inquiries within one working day.

d. On an as needed basis, BPR' staff will assist the City in providing or updating any Building Division information on the City's website.

PROJECT APPROACH

On the following pages we present a detailed description of BPR's ability, qualifications and approach to providing the requested services.

PLAN REVIEW



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

Plans examiners will provide comprehensive plan review services to the city and review submitted project documents for compliance with all applicable Federal, State and local codes and ordinances. Disciplines will include, and are not limited to civil, building, plumbing, electrical, mechanical, green building, energy conservation, geotechnical, structural and CASp. Our plan review staff are experienced utilizing the California Existing and Historic Building Codes where project parameters allow their use.

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

Architectural

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

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

Structural

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

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

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

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

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

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

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

Mechanical, Plumbing & Electrical

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

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

Energy Compliance



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

Green Building Standards

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

LEED

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

Access Compliance & CASp Review



All BPR CASp-certified plan review and inspection professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our staff are experts in the industry, maintaining appropriate certifications demonstrating their expertise, and are experienced providing services for building departments in a seamless manner balanced and in coordination with our client's expectations and needs. We work collaboratively with our clients to address accessibility plan review and inspection related issues as efficiently as possible.

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

Flood Zones

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

OSHPD 2, 3 & 5

BPR Consulting Group's staff of plans examiners and building inspectors have extensive experience providing plan review and inspection services for OSHPD 2, 3 and 5 projects. BPR staff members have sucessfully plan reviewed many OSHPD3 hemodyalisys centers, outpatient surgery centers, hyperbolic chamber wound care facilities, and acute psychiatric facilities. BPR maintains an OSHPD certified inspectors on staff specifically to provide inspection services for OSHPD 2, 3, and 5 projects during construction. Our staff is well versed with the OSHPD 2, 3 and 5 requirements included in the California Building Code. Our inspection staff has recent experience providing inspection services for hemodialysis, outpatient surgery, hyperbolic chamber, medical clinics and acute psychiatric facilities.

Customer Service | Responsiveness



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

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

On-Site Consultant Services & Meeting Attendance

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

Electronic Document Review



BPR's staff are thoroughly experienced providing electronic plan review and will perform electronic plan reviews as requested by the City using a format that is acceptable to the City. BPR will comply with the City's established policies and procedures for electronic plan reviews. BPR maintains an efficient cloud-based, electronic-document, submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **ShareFile** system to allow permit applicants and client staff the ability to upload construction documents for our plan review services. We are also able to use **Dropbox** to share and collaborate with the City.

Transporting Plans

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

Communicating Plan Review Results

Plan review comments, when necessary, will be type-written and refer to specific details, drawing or supporting document, and reference applicable code sections. BPR will provide a clear, concise, and thorough plan review letter itemized by specific discipline such as life safety, accessibility, structural, plumbing, mechanical, etc., that can be utilized by clients, designers, contractors, and owners to understand the noted deficiencies and make necessary corrections to the project documents. At the completion of each plan review cycle, BPR Consulting Group will return a copy of the plan review comment list to the designated applicant and project representative. If requested, we will coordinate plan review re-checks directly with the designated project applicant. Upon completion of the plan review process, we will return completed plan review documents, in either hard copy or electronic format as needed, bearing BPR's plan review stamps and ready for final approval and permit issuance by the jurisdiction.

BUILDING INSPECTION SERVICES

BPR inspection staff will perform inspection services to verify that the work of construction is in conformance with the approved project construction documents as well as identifying issues of non-compliance with applicable building codes. Our field inspection services will include inspection of all portions of projects including project sites as applicable. Our building inspectors will write legible and understandable correction notices and field reports, and will be available to answer in-person, emailed, or telephone inquiries. All inspection personnel assigned will be ICC and/or CASp certified as required.

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



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

Inspector Qualifications & Certifications:. All BPR inspectors are ICC-certified, with many maintaining CASp certification. In addition, BPR employs OSHPD certified inspectors available for inspection of OSHPD designated facilities. Qualified inspectors having experience with inspection of new, existing and historical buildings/sites, building code enforcement, will be assigned as appropriate.

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

BUILDING OFFICIAL SERVICES

BPR staff have provided Building Official services for many California communities. Our Building Official staff possess experience and are knowledgeable of the laws and regulations associated with building department operations and will use this experience and knowledge to promote efficient services for your department. BPR provides full-time or part-time, on-site Building Official services as required. We also can provide on call, as needed remote Building Official services and/or Building Official services directly in support of specific major development projects within your community. Our Building Officials are keenly aware of the importance an efficient and predictable building department has for the economic vitality of the communities we serve.

PERMIT TECHNICIAN SERVICES

BPR Consulting Group maintains a staff of ICC Certified permit technicians available to serve your community. We understand the importance of the permit technician position. As the first contact by residents and builders alike, the first impression provided by our permit technicians sets the stage for the overall permitting experience. Our permit technicians are knowledgeable of state laws associated with issuance of building permits, have experience with multiple databases utilized by building departments and will quickly learn the unique project routing and approval process used by your department. Additionally, our permit technicians, with minimal training, will use your adopted fee schedules to ensure that plan review and building permit related fees are properly assessed. At the completion of the plan review process, required approvals, from other departments both within and outside the city, will be verified prior to issuance of building permits.



QUALITY CONTROL / SCHEDULE CONTROL



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

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

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

REQUIRED SECTIONS AND DOCUMENTS



SECTION 1

COMPANY CERTIFICATION & PERSONNEL VERIFICATION

January 20, 2026

RE: City of Lawndale, California
Request for Proposal No. 23-021

BPR
CONSULTING GROUP

COMPANY CERTIFICATION

Ron Beehler, SE, CBO, an owner and principal of BPR Consulting Group, is authorized to bind the firm to all commitments made in our proposal.

Name: Ron Beehler, SE, CBO
Title: Principal
Address: 2930 Inland Empire Boulevard, #116
Ontario, CA 91764
Phone (cell) : 916.204.3178
Email : rbeehler@bpr-grp.com

BPR

SECTION 3

COST PROPOSAL

FIXED FEE PLAN REVIEW SERVICES	
Initial Plan Review and Two Back Check Reviews	62% Plan Review Fees Collected by the City
Plan Review Beyond the Third Review	As Per Hourly Rates Below
Expedited Plan Review (fixed fee or hourly)	150% of the standard fee or rate
HOURLY SERVICES	
Revisions / Deferred Submittals	As Per Hourly Rates Below
Inspection Services	As Per Hourly Rates Below
Permit Technician / Administrative Services	As Per Hourly Rates Below
SCHEDULE OF HOURLY BILLING RATES	
ICC Certified Building Official	$175
Licensed Plan Review Engineer or Architect (structural, civil, electrical, mechanical, fire protection)	165
Engineering Plans Examiner	150
ICC Certified Plans Examiner	140
CASp Plans Examiner or Inspector	145
ICC Certified Inspector	100 – 125*
Permit Technician	70 – 80*
Permit Technician Trainee/ Building Department Support Staff	55

** Based on experience and qualifications*

- **Shipping:** There is no charge for courier or shipping services for plan reviews conducted off site.
- **Overtime:** Inspection services and other hourly services provided within City offices in excess of eight hours per day, nights, and weekends will be charged at 140% of the billing rates indicated above.
- **Mileage Expenses**: Mileage utilized while performing inspection services will be charged at the current Internal Revenue Service (IRS) vehicle mileage rates plus 20%.
- **Minimum Daily Charge**: There will be a minimum 4-hour daily charge for all on-site building official and plan review services. There will be an 8-hour daily charge for all on-site building inspection, permit technician and support services provided within City offices.
- **Cost Escalation:** On each anniversary of the contract start date, BPR will increase hourly rates based on the change of the non-seasonally adjusted CPI for the applicable region.
- **Hourly Rates:** All hourly rates include salaries, benefits, workers compensation insurance and miscellaneous office expenses.
- **Past Due Invoices:** All invoices not paid within 45 days from the submission date of the invoice will be assessed 8% of the outstanding balance monthly.

SECTION 4

CLIENT REFERENCE LIST

City of Gardena | **Greg Tsujiuchi, Community Development Director**
1700 West 162nd Street, Gardena, CA 90247 | 310.217.9526 | GTsujiuchi@cityofgardena.org

Services Provided:

- **Building Official**, **in-house** and **out-sourced plan review, building inspection and permit technician services.** BPR presently provides most of the city's building department services under contract. All new buildings and major tenant improvements and remodel projects are reviewed in our offices in electronic format utilizing Bluebeam. The majority of the daily requested building inspections are performed by BPR's inspection staff.

City of El Monte | Mike Petarra, CBO, Chief Building Official
11333 Valley Blvd, El Monte, CA 91731 | 626.580.2013 | mpetarra@elmonteca.gov

Services Provided:

- BPR Consulting Group presently provides **full building department services** for the City of El Monte including in-house plan review, building inspection, building official and permit technician services as well as remote plan review services. *Dates of Service*: May 2025-present.

City of Ontario | James Caro, Building Official
303 East B Street, Ontario, CA 91764 | 909.395.2172 | JCaro@ontarioca.gov

Services Provided:

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

City of Claremont | Joe Caro, Building Official
207 Harvard Avenue, Claremont, CA 91711 | 909.399.5477 | JCaro@claremontca.gov

Services Provided:

- BPR provides building department services to the City of Claremont including **plan review, building inspection, code enforcement, and permit technician services** utilizing BPR's appropriately licensed, certified and experienced building safety staff. Through BPR's services, the City maintains efficient plan review, building inspection, and permitting services for the benefit of the community.

SECTION 5

MODIFICATION, CHANGES OR EXCEPTIONS TO THE CITY AGREEMENT FOR CONTRACTED SERVICES

BPR will accept the City of Lawndale's Agreement for Contract Services without modification, changes or exceptions.



APPENDIX

KEY STAFF RESUMES



RON BEEHLER, SE, CBO

PRINCIPAL-IN-CHARGE

Ron utilizes experience gained through more than 40 years of hands-on experience performing life safety, accessibility, and structural plan reviews to successfully manage building departments, building department services and high-profile building projects on behalf of public agencies throughout California. His experience includes establishing and coordinating on-site building department services for large, multi-building projects and unique, fast-paced development projects. Ron has served as Chief Building Official for multiple California public agencies including interim assignments. He has also provided building department assessments on behalf of municipal clients to identify inefficiencies and implement best practice improvements.

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

Ron is dedicated to maintaining his knowledge of California building codes, laws and regulations related to building department operations. He frequently lectures and presents classes on technical topics on behalf of professional organizations including CALBO and multiple International Code Council Chapters throughout California and other western states. He presently serves as Chairman for the CALBO Structural Committee.

PROFESSIONAL HISTORY

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

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

Director, Building Safety Services | Consulting Firm | 2006 – 2021
Chief Building Official | City of Sacramento | 2003 – 2006
| Building Inspection Division | City of Sacramento | 2002 – 2003
Regional Compliance Officer, Senior Structural Engineer | CA State Office of Statewide Health Planning & Development | 1998 – 2002
Chief of Facilities Engineering | California National Guard | 1991 – 1998
Associate Structural Engineer | CA State Office of Statewide Health Planning & Development | 1987 – 1991
Associate Engineer Architect | Sacramento County Building Department | 1983 – 1987

EDUCATION

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

PROFESSIONAL LICENSES & CERTIFICATIONS

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

International Code Council - 801789

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

PROFESSIONAL AFFILIATIONS

- San Joaquin ICC Chapter of Building Officials – Past President
- Napa Solano ICC Chapter – Past President
- Sacramento Valley Association of Building Officials – Multiple Term Board of Directors Member
- CALBO Building and Fire Advisory Committee – Appointed Member
- CALBO Structural Committee – Appointed Member. Chair, 2023

ROGER PETERSON, SE

PROJECT MANAGAGER | STRUCTURAL ENGINEER

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

BPR CONSULTING GROUP

EDUCATION

- BS, Civil Engineering, University of Wyoming

PROFESSIONAL LICENSE & CERTIFICATIONS

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

PROFESSIONAL AFFILIATIONS:

- Structural Engineers Association of Northern California (SEAONC)

PROFESSIONAL HISTORY

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

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

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

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

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

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

Project Engineer | Power Engineers, Inc. | 1999 - 1999
Project Engineer | Office Manager | R2H Engineering, Inc. | 1998 - 1999
Project Engineer | Rutherford & Chekene | 1995 - 1998
Design Engineer | Project Engineer | DES Engineers & Architects | 1995 - 1997

PROJECT EXPERIENCE

Project Manager | Structural Engineer | Hollywood Park | Inglewood, CA | 2018 – 2021
Project Manager | Structural Engineer | Nasa Ames Research Center | Moffett Field, CA | 2018
Project Manager | Structural Engineer | Monterey Park Hotel & Residence | Monterey Park, CA | 2017 – 2021
Project Manager |Structural Engineer | Hatchet Ridge Wind Farm | Shasta County, CA | 2009 - 2010

MARK BERG, CBO, MCP, ICC

BUILDING OFFICIAL | MASTER CODE PROFESSIONAL

Mark is an ICC Certified Building Official, Plans Examiner, Building Inspector, and Master Code Professional with 35 years of experience performing life-safety, architectural, mechanical, plumbing, electrical, and structural reviews in residential, multi-family and commercial projects. Mark has successfully guided department staff with inspection and plan review of all phases of complex construction projects. He is experienced utilizing building department permit tracking software and managing all common building department responsibilities, including plan review, multi-discipline inspections, plan review and inspection scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance. Mark also possesses exceptional skills in complaint resolution, problem solving, damage assessment and team building.

PROFESSIONAL HISTORY

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

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

Building Official | City of Redlands | 2015-2017

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

Building Official | City of Norco | 2006-2011

Building Division Manager | County of Riverside | 2001-2006

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

PROFESSIONAL AFFILIATIONS

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

EDUCATION

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

PROFESSIONAL LICENSES & CERTIFICATIONS

International Code Council - 859362

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

MARTHA DIAZ, PE

PLAN REVIEW ENGINEER

Martha is a California Licensed Civil Engineer with 19 years of experience providing structural and architectural plan review services for public agencies. Her background includes residential and commercial projects, with expertise in reviewing plans, calculations, and soils reports for building code compliance. Martha has worked extensively with homeowners, architects, contractors, and design professionals to support efficient project delivery. She brings a thorough, code-focused approach and strong customer service skills to every plan review assignment.

EDUCATION

- Bachelor of Science, Civil Engineering, California State University, Long Beach, CA

PROFESSIONAL LICENSES & CERTIFICATIONS

- CA Civil Engineer CE-81154

International Code Council, 8723293

- ICC Residential Plans Examiner

PROFESSIONAL HISTORY

Structural Plans Examiner | BPR Consulting Group | 2025 - Present

Martha provides structural plan review for residential projects, including master plans, custom homes, and remodels.

Engineer | Consulting Firm | 2022 – 2025

Martha reviewed residential structural and architectural plans, calculations, and soils reports to ensure compliance with applicable building codes and standards. She collaborated with engineers, architects, and contractors to resolve plan review comments and maintain accuracy throughout the permitting process.

Engineer | City of Santa Clarita, Building & Safety Division | 2017 – 2021

Martha reviewed residential structural and architectural plans, calculations, and soils reports for building code compliance on projects ranging from single-family dwellings to commercial tenant improvements. She assisted homeowners, architects, contractors, designers, and engineers in completing their construction projects efficiently and in accordance with applicable codes and regulations.

Forensic Engineer I | Donan Engineering, Inc | 2015 - 2016

Martha conducted forensic investigations of buildings and structural components to determine the causes of failure or damage. She interviewed homeowners and gathered field data as part of the evaluation process, applying the scientific method to develop accurate findings. As the engineer of record, she prepared and submitted detailed forensic reports and collaborated with clients, engineers, and homeowners to review conclusions and discuss recommended next steps.

Structural Engineering Associate II | City of Los Angeles, Department of Building & Safety | 2007 - 2015

Martha reviewed architectural plans, commissioning documents, landscape plans, and testing data to ensure compliance with the Los Angeles Green Building Code. She also evaluated structural and architectural plans, calculations, and soils reports for both residential and commercial projects to verify compliance with building and zoning codes. In addition, she assisted in preparing documentation required for plan review and state submittals, supporting efficient and accurate project approvals.

HOMAYOUN HAMEDANI, PE

PLAN REVIEW ENGINEER

Homayoun is a California Licensed Civil Engineer with extensive experience in the analysis, design, and review of structural systems for a wide range of residential and commercial projects. His background includes hillside and high-end custom homes, retail and restaurant spaces, parking structures, and concrete podium buildings. Homayoun brings strong technical expertise, meticulous attention to detail, and a practical understanding of California building codes and seismic requirements. He is known for his thorough approach, sound engineering judgment, and commitment to delivering reliable, code-compliant solutions.

EDUCATION

- BS, Civil Engineering, University of Science & Technology, Tehran, Iran
- Diploma in Computer Assisted Drafting and Design, International Academy of Design, Toronto, Canada

PROFESSIONAL LICENSES & CERTIFICATIONS

- CA Civil Engineer CE-71050
- Licensed Professional Engineer, Ontario, Canada

PROFESSIONAL HISTORY

Structural Plans Examiner / Plan Review Engineer | BPR Consulting Group | 2025 – Present

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

Senior Project Engineer / Manager | Tildin Engineering | 2013 – 2025

Homayoun designed and planned multiple new and remodeled commercial projects, including theaters, department stores, and tenant improvement developments. He reviewed and revised shop drawings submitted by steel contractors to verify structural connections, welding requirements, and detailing in accordance with approved structural drawings and project specifications.

Project Engineer / Manager | AQX Engineers Inc. | 2012 – 2013

Homayoun managed the design and planning of diverse residential and commercial projects, overseeing site visits, addressing field inquiries, and ensuring proper coordination with contractors. He led the engineering and drafting team on multiple high-end custom homes and participated in technical meetings to define project scope and facilitate collaboration between the design engineer and architect.

Structural Engineer | Jacobs | 2009 - 2011

Homayoun provided seismic and wind evaluation analysis for existing airport control towers and associated base buildings, developing design and construction documents to implement required seismic and wind mitigation measures. His evaluations were performed in accordance with current code provisions for both new and existing structures, incorporating updated seismic and wind loads. He conducted multiple site visits to perform surveys and gather essential design information. In addition, Homayoun performed property assessments for several existing medical centers in Southern California.

Project Designer | Delta Engineers Inc. | 2004 - 2006

Project Designer / Engineer | Radian Communication Services Corp. | 1998 - 2004

MARK COCO, ICC

BUILDING INSPECTOR

Mark is an ICC Certified Building Inspector with 7 years of experience and a strong background in residential and commercial construction. He performs inspections across a variety of systems including roofing, electrical, mechanical, and plumbing, ensuring compliance with building codes and safety standards. With hands-on experience in home remodeling and special inspections, Mark is well-versed in construction practices such as framing, drywall, tile, hardware installation, and finish work. He also brings experience in strategic planning, reporting, and team collaboration to support efficient inspection processes.

EDUCATION

- Bachelor of Science in Strategic Communications, Liberty University

PROFESSIONAL LICENSES & CERTIFICATIONS

International Code Council, 10546153

- ICC California Commercial Building Inspector
- ICC California Commercial Plumbing Inspector

PROFESSIONAL HISTORY

Building Inspector | BPR Consulting Group | 2025- Present

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

Inspector Trainee | City of La Habra | 2025

Mark shadowed both a City Building Inspector and a Senior City Building Inspector to gain hands-on experience and learn industry best practices. He conducted 10 to 24 residential inspections per day, focusing on roofing, electrical, mechanical, and plumbing systems. Mark assisted in the reporting, planning, and organization of inspections to improve operational efficiency and collaborated with team members to ensure full compliance with local building codes and regulations.

Owner | Coco Special Inspections | 2025

Mark conducted special inspections on commercial development projects, focusing on elements such as shear walls, epoxy installations, hardware, and floor and roof sheathing. He ensured that these components were installed according to plans and applicable codes, and collaborated with site personnel to document and communicate findings as needed to support quality assurance and compliance efforts.

Director of Marketing | Maximus Law | 2024 - 2025

Mark led strategic marketing initiatives and managed a diverse team to support overall business growth. He focused on optimizing budgets to improve campaign performance and maximize impact. By leveraging a blend of paid and organic search strategies, along with social media campaigns, he successfully increased brand engagement and strengthened the company's digital presence. His leadership fostered collaboration and delivered meaningful results across multiple marketing channels.

Laborer | Coco Construction | 2018 - 2024

Mark worked in residential home remodels, contributing to a variety of projects including bathroom, kitchen, and bedroom renovations. He performed a wide range of construction tasks, including wood framing, drywall installation, tile setting, grouting, concrete work, roofing, and finish work such as painting, plumbing, demolition, and site clean-up. He also handled installations of windows, doors, light fixtures, and ductwork, consistently ensuring quality craftsmanship and attention to detail throughout each phase of the remodeling process.

FRANK MENDOZA, ICC

SENIOR BUILDING INSPECTOR

Frank is an ICC Certified building inspector with over 25 years of experience in residential and commercial construction, including tenant improvements. He inspects and evaluates projects involving metal stud framing, drywall installation, and wood frame construction. Frank is a proficient communicator, fluent in Spanish, who effectively collaborates with contractors, city officials, and team members. He demonstrates strong problem-solving abilities, attention to detail, and time management skills, and is committed to maintaining safety and code compliance on every project.

EDUCATION

- Bachelor of Arts in History, Pre-law, Whittier College, Whittier, CA

PROFESSIONAL LICENSE & CERTIFICATIONS

International Code Council, 8455639

- ICC Commercial Building Inspector
- ICC Residential Building Inspector
- ICC Building Inspector

PROFESSIONAL HISTORY

Senior Building Inspector | BPR Consulting Group | 2025 - Present
Frank provides building inspection services to BPR's Southern California clients. Inspections include both commercial and residential construction.

Building Inspector II | Consulting Firm | 2021 – 2025
Frank performed residential and commercial building inspections to ensure compliance with city codes and regulations. He inspected various aspects of buildings and structures, including multi-family units and notable sites such as So-Fi Stadium, Santa Ana, Lake Elsinore, Anaheim, Hesperia, Los Angeles City, and Monrovia. He collected data and photo documentation to identify risks and highlight quality construction practices. Frank provided training for clients' field and trade personnel on the Quality Built reporting system and service deliverables. He accurately accounted for contact time and conducted field-related deliverables per contract requirements, submitting synchronized data, photos, and required reports. He assisted with customer service resolution and documentation throughout projects. He managed all phases of construction projects, from planning to completion, including commercial construction, multi-family custom home projects, and restaurant and tenant improvements. Frank carefully coordinated plans, permits, subcontractors, and materials to ensure projects ran efficiently, and he oversaw subcontractors' adherence to quality standards. He obtained notices of completion and compliance certifications from construction administrators and efficiently recorded and rejected incorrect material deliveries. Additionally, Frank completed all daily and field reports, safety checks, and receipts, managed proposed change order requests, and consistently provided remarkable customer service.

Building Inspector | Koury Engineering | 2017 – 2020

Journeyman Carpenter | Meza Custom Works | 2011 - 2014

Metal Stud Carpenter | Journeyman | 2001 - 2010

SHERRY WIENER, ICC

PERMIT TECHNICIAN

Sherry is a detail-oriented Permit Technician with experience supporting municipal permitting operations for residential and commercial projects. She brings strong organizational and positive customer service skills, with a proven ability to manage over-the-counter and online permits, perform cashiering and administrative assistant functions, and maintain accurate records across multiple systems. Proficient in Microsoft Office, Excel, Bluebeam, E360, and Central Square, she supports compliance through effective data tracking, reporting, and reconciliation. Known as a reliable team player, Sherry can manage multiple projects simultaneously with a high level of accuracy. Her working knowledge of building, planning, zoning, and code administration procedures makes her a dependable asset in fast-paced, public-facing environments.

BPR CONSULTING GROUP

EDUCATION

- High School Diploma, San Benito High School, Hollister, CA

CERTIFICATIONS

International Code Council, 10361735

- ICC Permit Technician

PROFESSIONAL HISTORY

Permit Technician | BPR Consulting Group | 2026 - Present

Primary responsibilities include providing permit technician services to Southern California municipal clients and customer assistance to permit applicants.

Permit Technician | City of Dana Point | 2024 - 2025

Sherry served as a Permit Technician providing administrative, technical, and customer service support for municipal permitting operations. She processed over the counter and online permits and invoices through Etrakit, assisted the public in person, by phone, and via email, prepared Excel reports, maintained permit and plan records using OnBase, and reconciled data between E360 and Central Square. Her duties included processing expired plan checks, contractor changes, special inspector licenses, permit revisions and cancellations, assisting with ArcGIS addressing updates, compiling and uploading plan documents to the County Assessor's Office as a liaison, and performing cashiering, call routing, and financial reporting functions. She also conducted research, supported special projects, and demonstrated working knowledge of code administration, enforcement, planning, building, zoning, and municipal government procedures.

SEAN OLLET

PERMIT TECHNICIAN

Sean is a Permit Technician recognized for strong productivity, excellent customer service, and a collaborative team-oriented approach. He supports permitting processes by maintaining attention to detail, assisting with plan intake, and facilitating clear communication between applicants, colleagues, and management. Sean is reliable, adaptable, and committed to contributing to the efficiency and success of permitting operations.

EDUCATION

- Bachelor of Organizational Leadership, California Baptist University, Riverside, CA

PROFESSIONAL HISTORY

Permit Technician | BPR Consulting Group | 2025- Present

Primary responsibilities include providing permit technician services to Southern California municipal clients and customer assistance to permit applicants.

Project Engineer | 4G Development and Consulting, Inc | 2022 – 2024

Sean collaborated with city and county planners across California on multiple development projects, guiding them from initial planning through successful construction completion. He effectively coordinated architectural and engineering design decisions to ensure compliance with local regulations, streamlining permitting approvals and supporting smooth project execution. Sean reviewed architectural and engineering drawings throughout all review cycles, securing the necessary legal and regulatory approvals from local government agencies. He developed comprehensive site investigation reports by conducting in-depth research, gathering essential site data, and ensuring regulatory compliance, providing critical insights for construction decision-making. Sean implemented efficient tracking methods and maintained detailed project update spreadsheets, enhancing oversight across multiple construction projects and ensuring milestones were met on time. He also led weekly project update meetings with design teams and clients, utilizing Microsoft Teams to foster transparent communication, alignment, and client satisfaction. Sean was trained in project management tools including Microsoft Outlook, Smartsheets, Microsoft Excel, Google Docs, Adobe PDF X-Change, and OneDrive.



RESPONSE TO REQUEST FOR PROPOSAL FOR CITY OF LAWNDALE

BUILDING AND SAFETY SERVICES
RFP NO. 23-021

January 20, 2026

Submitted to
Peter Kann, Community Development Director
City of Lawndale
Office of the City Clerk
14717 Burin Ave
Lawndale, CA 90260
E. pkann@lawndale.ca.gov

CONTACT REGARDING THIS PROPOSAL
Craig Baptista, Vice President – West, Plan Check & Inspection
Bureau Veritas North America, Inc.
220 Technology Drive, Suite 100
Irvine, CA 92618
P. 916.514.4516 | C. 916.291.9151
E.craig.baptista@bureauveritas.com



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REQUIRED PROPOSAL SECTIONS AND DOCUMENTS

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Letter of Transmittal

January 20, 2026

Peter Kann, Community Development Director
14717 Burin Ave
Lawndale, CA 90260
Email : pkann@lawndale.ca.gov

RE: Request for Proposals for Building and Safety Services RFP No. 23-021

Dear Mr. Kann,

On behalf of Bureau Veritas North America Inc. (BV), we are pleased to present our proposal highlighting our qualifications to continue to provide Building and Safety Services for the City of Lawndale (the City).

Our proposal submission will emphasize our expertise and capacity to deliver on the scope of work requested in the City's RFP. The City will receive BV's utmost attention and provisions of services of the very highest caliber. BV's strong local, regional and state presence has allowed us to assist nearly 200 jurisdictions throughout California since 1975. The City will benefit from local staff that understand the unique needs of the area's diverse communities. Our proposal will highlight our experience providing similar services for other cities, counties, and building departments.

Bureau Veritas North America, Inc. is a Delaware corporation founded in 2003, with over 4,000 employees and over 200 offices. It is a wholly owned subsidiary of Bureau Veritas Holdings, Inc. (a Delaware corporation – founded in 1988), which in turn is a wholly owned subsidiary of Bureau Veritas S.A. (BVSA) (founded in 1828) a company publicly traded on the Euronext. BVSA has one shareholder owning greater than five percent (5%), Wendel Investissement S.A. Bureau Veritas is in good standing with the California Secretary of State.

We have the breadth and depth of resources, skills, and expertise needed to provide excellent deliverables. As a unique, single source consulting firm; building plan check and inspection services are some of our core service areas. We have a clear understanding of the scope of work to be performed under the City's request and we are well versed in the local, state, and federal codes and requirements. We offer optimal solutions to deliver quality services:

- Unparalleled plan review, permit technician, and inspection services by licensed and certified professionals
- Proven experience and local presence in serving Southern California jurisdictions
- Depth of resources to maximize flexibility and deliver quality services
- Established relationships to ensure timely reviews, transparency and responsiveness
- Electronic reviews, web-based document control, and best practices to consistently meet turnaround schedules
- Close collaboration and frequent communication with our clients and applicants to ensure project success

A unique feature of Bureau Veritas is that the whole company is subject to the high standards of the ISO 9001:2015 Quality Management System. This system is applied to our entire operation and periodic audits certify the company continues to be in full compliance. This assures our clients that wherever our services are provided, they will be accurately prepared and the deliverables will be received in a timely manner. We possess the staff continuity, depth of resources, and proven track record for reliable, responsive service and timely reviews and our experience and expertise in providing these services to public jurisdictions make it the right choice for the City's needs.

Bureau Veritas North America
Shaping A World of Trust
220 Technology Drive, Suite 100
Irvine, CA 92618

Tel: 949.860.4800
www.bvna.com

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Letter of Transmittal

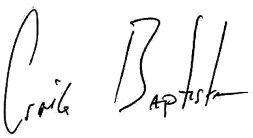
This proposal will remain valid for at least 90 days from submittal and the qualifications are valid for a minimum of 36 months. All information submitted with this proposal is true and correct. We acknowledge there were no addendum released for this RFP.

BV will not be utilizing any sub-consultants to perform any of the services within the RFP.

Services will be managed from our office in Irvine and augmented by six additional California offices. **Craig Baptista, M.B.A., Vice President - West, Plan Check & Inspection** will be the main contact for this proposal and has the full authority to bind the company to the contract and authorized to negotiate on behalf of the firm. His contact information can be found below.

BV looks forward to building a successful, professional relationship with the City by augmenting the department's staff, promoting transparency in our work, improving efficiencies, and exceeding your expectations.

Sincerely,



Craig Baptista, M.B.A.
Vice President – West, Plan Check & Inspection
P : 916-514-4516 | E : craig.baptista@bureauveritas.com

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

FIRM BACKGROUND

Bureau Veritas is a multinational corporation with a history which includes over 198 years of providing worldwide regulatory compliance service to industry and governmental agencies. Founded in 1828, Bureau Veritas is a global leader in quality assurance, health, safety, and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations and with over 82,000 employees, the firm has unparalleled resources to manage projects requiring a broad range of expertise across vast geographies. With operations in 140 countries and all continents, Bureau Veritas draws on the synergies between its local teams and dedicated technical centers throughout the world. Our firm is consistent in our approach in giving clients a close-knit presence found in smaller firms while possessing the support of a national firm.

Many of the firm's staff have been public agency employees or augmented public agency personnel who know and understand government processes. Consequently, BV is ready to step in immediately at whatever level the City requires and bring one integrated source to meet its needs.

The firm has provided conceptual design review, plan review (building. mechanical, electrical, plumbing, civil and structural engineering; as well as fire, access compliance, historical codes, environmental health, retail food, public swimming pool, spa and architectural design services) and inspection services for more than 500 municipalities throughout the United States for more than four decades. BV has an extensive background in building services. The firm's range of experience in this unique arena covers literally every key area of service defining a building department in today's industry. The firm is skilled at helping existing building departments augment or refine their current level of client service or capable of crafting a department from the ground up.

Stability, Capacity, and Resources

BV is in good financial standing and committed to the provision of services of the very highest quality. The firm has the capacity to seamlessly augment its staffing and resources, if needed, to ensure a project is appropriately supported and effectively fulfilled. The firm's more than 300 professionals in the Western U.S. Region make it possible to have highly qualified plans examiners and inspectors available expeditiously for virtually any project.

The firm will provide all necessary resources, materials, equipment, tools, and technology to its staff. Each office has a substantial library which is continually updated with the most current code books and reference materials. BV professionals are capable of handling the scope of services requested from the City.

Knowledge and Expertise

BV and our proposed, locally-based staff for this contract have a long-established history working for the nearby municipalities to perform in-house and outside plan review, inspections, civil, other building department, and fire and health services. Consequently, we can leverage a breadth of code compliance and permit processing expertise to meet the needs of the City, and offer highly qualified engineers and ICC certified staff who are in close proximity and can quickly respond to the City's needs.

Active Participation and Proficiency in the Code Industry

As demonstrated through our ICC Certifications, BV's staff is proficient in the application of the International Family of Codes. Additionally, the team is proficient in the application of the California Building and Fire Codes, National Electrical Code, NFPA codes, Green Building Program/Energy Code, Accessibility Standards, and Registered Sanitarian Code. Our staff has participated in the development of the codes on the local and national level. The staff attends code development hearings at the ICC meetings and are active members of national and regional professional associations.

Training

As an ICC-preferred provider, Bureau Veritas stands at the forefront of the building construction and safety industry, embodying the principles and goals set forth by the ICC Preferred Provider Program. Recognizing the complexity of the industry and the diverse expertise required, ICC forged partnerships with reputable training providers, enabling the delivery of comprehensive training in various fields such as science, technology, construction materials, legal, management, and more. The program aims to create an easily accessible network of extensive training opportunities, offering quality education on specialty topics and building products beyond ICC's core programs. Bureau Veritas benefits from this program by connecting with ICC's vast membership base, exposing its services to a broad audience, and participating in the ICC Chapter Education Benefit Program. Our commitment to training excellence aligns seamlessly with the program's objectives, allowing us to provide valuable, diverse, and high quality education to industry professionals seeking to renew their ICC credentials. BV can provide Code training for City staff including graphic handout materials upon request.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

WHY CHOOSE US?

- Unparalleled Complete Building Safety, Code Consulting Expertise for both on-site and off-site work
- Best Practices and State-of-the-Art Processes to Consistently Meet Turnaround Schedules
- Project Management and Staff Augmentation Expertise
- We Put the Right People to Work for You
- Collaborative and Solution Oriented Philosophy and Culture

UNPARALLELED EXPERTISE

- Proven Track Record Nationally (500+ Agencies)
- Building and Fire Life Safety Consulting to Nearly 200 Agencies in California
- Regional, Local Expertise and Coastal Community Work
- Key Staff That Have Helped Establish and Implement the Latest Codes

DEPTH OF RESOURCES & PROXIMITY TO MEET PEAK WORKLOADS

- 200+ Offices Throughout the United States with 7 in the State of California
- Registered Engineers and ICC-Certified Staff Dedicated to Code Compliance with Extensive Plan Check Expertise and Experience

BEST PRACTICES AND STATE-OF-THE-ART PROCESSES

- First U.S. Firm to Achieve IAS Certification for Third Party Accreditation (Plano, TX)
- Comprehensive, Formalized Plan Check Procedures
- Award-Winning Web-Based Project Tracking and Controls
- Electronic Plan Check to Save Time, Money and Paper – A **GREEN** solution
- 99% Success Rate in Meeting Review Turnaround Schedules



1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

ORGANIZATION CHART

BV has assembled a team of experts who are equipped to facilitate the provision of exemplary deliverables associated with **Building and Safety Services** to the City. Each individual brings a wealth of knowledge unmatched by any other company and has been specifically chosen for their experienced in performing the required scope of work detailed in the request as well as their extensive list of certifications and licenses. Resumes have been provided on the following pages. Personnel names and positions which have been highlighted in blue are the firm's proposed key personnel for the City of Lawndale. **Building and Safety Division Manager, Trang Huynh, P.E., C.B.O., and Operations Manager, Armil Allahyarian, P.E.,** will be the primary points of contact for the City and overseeing the delivery of all services. No designated key personnel shall be removed or replaced without the prior written concurrence of the City. T**rang Huynh, P.E., C.B.O.**, will be the primary Building Official for the contract term.

Management Team

Craig Baptista, MBA
Vice President - West, Plan Check & Inspection

Trang Huynh, P.E., C.B.O.
Building and Safety Division Manager

Armil Allahyarian, P.E.
Regional Operations Manager / Project Manager

Primary Project Team

Building Official
Trang Huynh, P.E., C.B.O. (Primary)
James Waters, C.B.O. (Secondary)
Robert Chang, P.E., C.B.O.

Plan Review Engineers
Robert Chang, P.E.
Henry Hadidi, S.E., PhD
Trang Huynh, P.E., C.B.O.
Armil Allahyarian, P.E.
Sunai Kim, S.E., PhD
Michael Hill, S.E.
Troy Schmidt, SE
Boniface Simbwa, P.E.
Moe Heivand, P.E.
Ali Soheili, P.E. (Mechanical)
Cristian Son, P.E. (Electrical)
Richard Henrikson, P.E. (Mechanical/Plumbing)

Civil/Grading
Orland Obtera, E.I.T.
Matthew Addington, P.E., QSD/P, PLS
Benjamin De La Cruz, P.E.
Craig Hamner, P.E.
Michael Foreman, P.L.S.
Carol Dugas, P.E.

Plans Examiners
Emily Sherwood, P.E.
Jecsan Perez, E.I.T.
Joe Medina, E.I.T., M.S.
Dwayne Butz
James Waters, C.B.O.
Rebecca Wisniewski
Ernesto Pedroza

Inspectors
Jecsan Perez, E.I.T.
Kirk Zimmerman
Dwayne Butz
Reggie Ramirez

Permit Technicians
Jeremy Huynh
Pam Wilkerson
Emily Sherwood, P.E.
Megan Hsu
Jessica Hanneman

CASp
Ho-Jun Kong, CASp
Sal Gonzalez, CBO, CASp
Russ Sneed, C.B.O., CASp
Kevin Ruybal, C.B.O., CASp

BUREAU VERITAS 220 Technology Drive, Suite 100, Irvine, CA 92618
P 949.860.4800 | www.bvna.com

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

STAFFING LEVELS

Position	# of Staff	FT/PT/As-Needed	On-Site/Off-Site	Staff Name
Administration	1 Primary 1 Backup	As needed	Both	Trang Huynh, P.E., C.B.O. (Primary) 20-30 hrs/week Jim Waters, C.B.O. (Secondary) 20-30 hrs/week
Plan Check	1 Primary 1 Backup	PT or as needed	Both	Jecsan Perez, E.I.T. (15-20 hrs/week) Emily Sherwood, P.E. (15-20 hrs/week)
Inspection	1 Primary 1 Secondary	PT or as needed	On-site	Kirk Zimmerman (Primary) Reggie Ramirez (Secondary)
Counter Services	1 Primary 1 Secondary	FT FT or as needed	On-site	Jeremy Huynh (Primary) Pam Wilkerson (Secondary)

BUREAU VERITAS 220 Technology Drive, Suite 100, Irvine, CA 92618
P 949.860.4800 | www.bvna.com

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Manuel “Craig” Baptista

Vice President - West, Plan Check & Inspection

EDUCATION

M.B.A.
B.S., Business Management

REGISTRATIONS/ CERTIFICATIONS

Six Sigma Green Belt Certified
OSHA 30
United States Navy: Honorable Discharge

PROFESSIONAL AFFILIATIONS

Occupational Safety and Health Administration

TOTAL YEARS OF EXPERIENCE

20+

Prior to joining Bureau Veritas, Craig served as Director of Operations and is a business professional experienced in leading multiple branch offices in various states. Craig has over 20 years of experience in the construction industry. He is results-oriented and has exceptional experience building and managing successful programs and relationships. He is a skilled communicator capable of articulating complex ideas in a concise and persuasive manner. Craig has proven experience as a facilitator of solutions for client problems and is a strategic thinker with the ability to translate vision into tactics. He is self-motivated, passionate and resourceful. Craig has expertise identifying client needs and is able to execute problems quickly by utilizing his professional business management skills. He is equally effective working independently or collaborating with others.

SELECT PROJECT EXPERIENCE

Craig has managed various projects and successfully reduced operating expenses by 18% through implementation of a preventative maintenance program and establishment of a baseline repair cost matrix. He provided leadership, mentoring, direction and training for a 35 member Operations team that included Branch Managers, Project Managers, and other staff. He developed annual business plans, market strategies, operations and sales goals which resulted in year over year growth. Craig has worked on various significant projects, including, but not limited to:

- Apple Campus II in Cupertino, CA
- Cal Trans - Bay Bridge Project in Oakland, CA
- Tesla Gigafactory in Sparks, NV
- Souza Construction - Lemoore Naval Air Station Project in Fresno, CA
- Advance Range Solution - Fort Hunter Liggett in Jolon, CA
- Hensel Phelps - Mule Creek Prison in Ione, CA

Vice President - West, Plan Check & Inspection
Bureau Veritas North America, Inc.
2015 - Present

Serves as Vice President for the West Coast code compliance division. Manages over 50 employees throughout California, Arizona, Nevada, Washington, and Utah. Oversees plan review and inspection activities to ensure BVNA has ample resources to meet turnaround times and provide quick response to inspection requests. Works directly with plan review team to gain efficiencies in turnaround times. Effectively reduced the number of reviews by promoting direct contact with designers and municipalities to remedy code deficiencies during the first and second reviews, allowing our team to approve projects during the second submittal phase.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Trang Q. Huynh, P.E., C.B.O.

Building and Safety Division Manager

EDUCATION

Master of Business Administration
B.S., Civil Engineering
Certificate of Completion - Leadership for Senior Executives

REGISTRATIONS/ CERTIFICATIONS

Registered Professional Engineer: CA, #C36627
CABO Certified: Building Official #510
California Certified Green Building Professional
California Licensed Real Estate Professional
Cal OES Safety Assessment Program, Building Inspector

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
American Society of Civil Engineers (ASCE)
California Building Officials (CALBO)
Former Vice-Chair and member of the City of Highland Planning Commission
Past President of the Board of Directors of the Central Business Center in Upland
Past President of the Foothill Chapter of ICC

TOTAL YEARS OF EXPERIENCE

39+

Trang is a licensed professional engineer and ICC certified building official with over 39 years of experience working in public and private services as executive director and plan review engineer. He has implemented excellent public service programs and gained exceptional understanding of the building and safety division, community and economic development, public relations, redevelopment, financial and budget management, employee and organizational developments, and state and local officials. As a professor for Cambridge College in Southern California he has taught graduate and undergraduate classes in business, finance, and management. Trang has outstanding public relations, management, and problem solving skills with a proven record of strong and positive working relationships with local and state elected officials, inter-governmental agencies, business organizations, development community, labor groups, community groups, and residents. He was awarded the "Civil Engineer of the Year" award by the ASCE Chapter of San Bernardino and Riverside in 2011. He was also a recipient of the "Good Government Award" from the BIA Inland Empire Chapter in 2015. Finally, Trang has an excellent understanding of cultural diversity and knows how municipality services can be provided efficiently with an objective from "Good to Great".

Trang has held the position of Building Official for multiple jurisdictions, including City of San Clemente, City of Manhattan Beach, City of Rancho Cucamonga and City of Rialto.

SELECT PROJECT EXPERIENCE

Regional Manager, Southern California
Bureau Veritas North America, Inc.
2017 - Present

Directs the BVNA Building & Safety and Civil Engineering operations for the Southern California region, serving as the supervising building official and plan check engineer for multiple Southern California municipalities. Responsibilities include building official duties, special project management, managing contracts of permits, plan check, and inspection services for 24 jurisdictions.

Building and Safety Services Director
City of Rancho Cucamonga
2002 - 2017

As one of the executive team members of the City to directed and coordinated the work of the Community Development team. Managed all activities and operations of building and fire plan checks, permits, building and fire inspections, grading, community improvement, code enforcement, citizen volunteers for an affluent community of 175,000 people. Prepared and administered an annual operating budget up to $4,200,000. Supervised up to 40 employees, citizen volunteers and interacted with businesses, developers, designers and residents. Executive member of the City's economic development team to develop and implement the economic development strategy plans. Worked with other departments to manage the City's annual capital building and improvement projects. Excellent knowledge and understanding of managing municipal services from business improvements and economic developments to public safety.

Has outstanding public relations, management, and problem solving skills. Have a proven record of strong and positive working relationship with local and State elected officials, inter-governmental agencies, business organizations, development community, labor groups, community groups and residents. Have an excellent understanding of cultural diversity and know how municipality services can be provided efficiently with an objective from "Good to Great".

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Armil Allahyarian, P.E.

Regional Operations Manager

EDUCATION

B.S., Civil Engineering
M.S., Civil Engineering

REGISTRATIONS/CERTIFICATIONS

Registered Professional Engineer: CA, #97996
ICC Certified: Building Plans Examiner

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)
Structural Engineers Association of Southern California (SEAOSC)
International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

7+

Armil has more than 7+ years of experience as a plan check engineer, ranging from new residential homes, including additions and remodels, and commercial buildings, including tenant improvements and alterations. He is proficient in examining and checking building plans for compliance with applicable California Building Codes and other ancillary codes such as the California Plumbing Code, California Mechanical Code, California Electric Code and State disabled access related codes. Armil possesses the knowledge, skills and ability to read and interpret building plans, blueprints and specifications, interpret and apply related codes, ordinances and laws, and establish and maintain effective working relationships with architects, engineers,contractors, builders and owners, the public and other employees.

SELECT PROJECT EXPERIENCE

Operations Manager / Senior Plans Examiner
Bureau Veritas North America, Inc.
2017 - Present

Performs plan review of fire, life, and safety components, as well as mechanical, electrical and plumbing review of residential and commercial projects with a high proficiency in local, state and federal codes. Instrumental in launching the City of Santa Rosa Fire Resilient Center to facilitate the rebuild process of over 3000 homes lost in the 2017 Tubbs-Adobe fire. In charge of quality assurance with regard to general plan review, public relations, and structural reviews, as well as managing day-to-day tasks in the office including: workflow organization, plan distribution, and over the counter plan review.

Plan Reviewer
City of Los Angeles, CA
2016

Fabrication projects at C. Erwin Piper Technical Center for both L.A. Police Department and L.A. Fire Department. Reviewed and applied safety codes and regulations for the proper construction of a Screen Room used to test police radio frequencies as part of an internship program.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Robert Chang, P.E., C.B.O.

Senior Plan Review Engineer / Building Official

EDUCATION

M.S., Civil Engineering

REGISTRATIONS/ CERTIFICATIONS

Registered Civil Engineer License: #32884, CA

Certified Plans Examiner: I.C.B.O., #15237

Certified Building Official: C.A.B.O., #3029

American Society of Civil Engineer: A.S.C.E., #244676

Professional Affiliations

Orange Empire Chapter of I.C.B.O. - Past President

TOTAL YEARS OF EXPERIENCE

40+

Robert has decades of experience as a registered engineer, certified plans examiner and building official. His broad range of responsibilities have included reviewing plan checks, coordinating projects between departments, preparing annual budgets, and resolving construction issues. Robert previously served as President of the Orange Empire Chapter of I.C.B.O.

SELECT PROJECT EXPERIENCE

Senior Plan Check Engineer
Bureau Veritas North America, Inc.
2017 - present

Reviews plans for jurisdictions throughout California, including commercial and residential projects of all sizes and complexities.

Chief Building Official
City of Placentia
1985 - 2017

Plans, directs, and coordinates the activities between the Engineering, Planning and Building departments. Robert performed plan checks for hundreds of residential, multi-residential, and commercial projects to meet the requirements of building and fire codes. He also sets up systems, policies, and procedures. Robert oversees and reviews daily construction issues and prepares annual budget estimate including capital projects. Capital projects include seismic retrofit and new public and school buildings. He also supervises City and contract employees.

Plan Check Engineer
City of Ontario
1984 - 1985

Worked as a plan check division supervisor, responsible for all residential, commercial, and industrial building projects to comply with different state, local and other code requirements. Supervise and coordinate capital projects such as building repairs and renovations, these projects are: fire stations, library and city hall expansions.

Project Engineer
Central Consulting Engineering Services
1982 - 1984

Worked as a project engineer for residential, commercial and industrial buildings. Robert's main responsibilities were design grading and building plans, site-surveying, drainage and soil analysis, specifications' writing, on-site inspections, resolving daily construction problems, design and drafting group supervision, project computer programs writing, structural design and calculation analysis for different building design projects.

Managed the Building Division's operation in the areas of plan check, permit, inspections, code enforcement and business licenses. Directed 13 employees, 14 citizen volunteers, and operated an annual budget of $1,200,000.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Hassan (Henry) Hadidi, Ph.D., S.E.

Senior Plan Review Engineer

EDUCATION

Ph.D. Structural Engineer
M.S. Structural Engineer
B.S. Civil Engineer

LICENSES/CERTIFICATIONS

Registered Professional Engineer:
CA, #S4078
CA, #C49136

ICC Certified:
Building Plans Examiner

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

CA Board for Professional Engineers, Land Surveyors and Geologists

TOTAL YEARS OF EXPERIENCE

33+

Henry is a results-oriented structural engineer with 33+ years of experience in plan review and design. He has extensive knowledge of current building codes including IBC, IRC, ACI 318, ACI 530, AISC 341, AISC 358, AISC 360, AISI, ASCE 31-03, ASCE 41-13, ASCE 5, ASCE 7, and NDS. He has strong verbal and written communication skills in meetings and communicating with clients to answer questions regarding the generated plan review comments. He is a self-starter with a strong ability to lead or work within a team and has demonstrated organizational and problem-solving skills. Recent experience includes several pedestrian walk bridges for the University of California, Los Angeles and also for the City of Roseville.

SELECT PROJECT EXPERIENCE:

Senior Structural Engineer
Bureau Veritas North America, Inc.
2017 - Present

Plan review of residential and commercial projects of all sizes and complexities throughout California.

Plan Review
JW Marriott Hotel
2015 - Present

Plan review for a new 12-story, four-diamond luxury hotel with two levels of subterranean parking. The hotel will have 466 guest rooms as well as meeting space for groups.

Structural Plan Review
Cahuilla Casino & Hotel Project
2018 - Present

Plan review for the Cahuilla Band of Indians new casino and hotel property which will replace the original casino facility. The project is 14,920 SF, mixed occupancy, A2 and B, construction type II-B, including a 31,997 SF hotel and 34,121 SF casino.

Private Sector Projects:

Reviewed plans and calculations for the seismic retrofit of two reinforced concrete buildings at Atascadero State Hospital in Atascadero, California as part of the Department of General Services (DGS) plan check program.

Reviewed plans and calculations for the design of a segment of the Los Angeles Metropolitan Purple Line underground metro tunnel in Los Angeles, California, as part of the LA Metro internal review.

Reviewed plans and calculations for the seismic retrofit of the Caltrans Headquarters buildings located in Sacramento, California.

Reviewed plans and calculations for the foundation design of four large prefabricated buildings in a new church campus as part of the company's internal QA/QC program.

Reviewed plans and calculations for numerous additions and modifications for school buildings as part of Los Angeles Unified School District (LAUSD) close-out program.

Reviewed plans and calculations for the foundation achorage of 58 relocatable buildings as part of the LAUSD certification program.

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1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Joe Medina, E.I.T

Plans Examiner

EDUCATION

M.S. Structural Engineer
B.S. Civil Engineer

LICENSES/CERTIFICATIONS

Certified Engineer in Training, CA #EIT-172115
ICC Certified #9264369: Building Plans Examiner
Cal OES Safety Assessment Program, Building Inspector #91913

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)

Structural Engineers Association of Souther California (SEAOSC)

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

5+

Joe is a plans examiner with strong technical capabilities and leadership skills helping to ensure that review of plans and specifications for the construction, alteration and repair of commercial, residential, and industrial buildings and structures meet the requirements of applicable building, mechanical, plumbing, fire, and electrical codes for clients. Joe has significant experience reviewing complex steel, concrete, and wood frame structures. He has the necessary knowledge, skills and ability to read and interpret site plans, building plans, specifications, calculations and codes to determine compliance with appropriate codes and ordinances, analyze difficult construction code situations and to comprehensively examine plans and specifications and discuss. He possesses strong judgment, is able to communicate clearly both orally and in writing and excellent human relations skills.

SELECT PROJECT EXPERIENCE:

Plans Examiner
Bureau Veritas North America, Inc.
2018 - Present

Performs a variety of advanced technical, administrative, and supervisory work in directing engineering activities related to plan review for numerous municipal clients throughout the Southern California. Reviews residential, commercial, industrial and public works project plans, reports and other development and design related documents for compliance with all applicable building, mechanical, plumbing, fire, and electrical codes, and other local, state, and federal codes and guidelines. Interacts with designers, contractors and owners to review proposed projects, answered question. Provides interpretations of the codes and established policies and procedures. Researches code and product standards to determine compliance with adopted codes.

Select clients include:

City of Malibu
County of Los Angeles
City of Glendale
City of Torrance (on-site)

Example projects include:

City of Monrovia - Mixed Use Apartment Complex
4 story mixed use building consisting of wood frame over concrete podium for a Custom Residential Home.

County of Los Angeles - 3 story hillside building utilizing pile foundations, retaining walls, and steel moment frames.

Summer Intern
City of Los Angeles, CA
2017

Summer Intern who participated on several fabrication projects at the C. Erwin Piper Technical Center for the Los Angeles City Department. In charge of fabrication and proper manufacturing of radio room for signal testing.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

James D. Waters, C.B.O.

Building Official/Senior Plans Examiner/Senior Inspector

James possesses 25+ years as a building official, inspector, plans examiner. His skills include project management, conflict resolution, team leadership, budgeting, organizational management, creative problem solver, policy and Internet research, and inter-agency relationships. His project experience has included residential and commercial structures. Highly skilled and knowledgeable, James is a valued member to our professional team.

EDUCATION

A.S., Construction Technology
Certificate of Achievement, Construction Inspection

LICENSES/CERTIFICATIONS

ICC Certified:
Building Official
Certified Plans Examiner
Residential and Commercial Combination Inspector
Building, Electrical, Plumbing, and Mechanical Inspector
State Certified OSHA 10 Inspector.
State of California Emergency Disaster Service Inspector - Governor's Office of Emergency Services

PROFESSIONAL AFFILIATIONS)

International Code Council (ICC)
Occupational Safety and Health Administration (OSHA)

TOTAL YEARS OF EXPERIENCE

25+

SELECT PROJECT EXPERIENCE:

Building Official/Senior Plans Examiner/Senior Inspector
2024 - Present
Bureau Veritas North America, Inc.

Performs complex professional work as a Building Official/Senior Plans Examiner/Senior Inspector. Provides assistance to jurisdictional staff and general public on requirements for applying for construction or alteration permits and the related fees. Works with architects, engineers, designers, builders, property owners, and stakeholders to obtain compliance, making recommendations for resolution.

C.B.O., Sr. Plans Examiner, Sr. Inspector
2023 - 2024
Private Consultant

Performed the Inspections and Plan Check of industrial, commercial and residential construction for compliance with applicable City and State building and safety codes and city ordinances. Reviewed and resolved the most difficult inspections requiring discretionary interpretation and application of the codes, including Building, Electrical, Plumbing, Mechanical and Handicap Codes.

Plans Examiner/Inspector/ Capital Improvement Projects Manager
2021 - 2023
Town of Camp Verde

Performed professional and intermediate administrative work managing the design and construction of Capital Improvement Projects (GIP), the development and implementation of service contracts, and the development of standards and specifications for each project. Work involved considerable interaction with the Town Manager, City Council and higher-level supervisory staff. Direct supervision of construction firms working for the Town. Manage all work assignments, performed all City inspections of projects including building, electrical, plumbing, mechanical and handicap inspections, and compliance. Provided Plan Check Services for the Building and Safety offices due to a lack of plan check staff.

Director of Maintenance, Operations, and Transportation
2015 - 2017
Fallbrook Union High School District,CA

Directed the planning, organizing, and activities of programs, projects, and functions related to the district's three high school facilities, building maintenance, grounds keeping, custodial services, security, warehouse. Maintain compliance with District policies and local, state, and federal laws and regulations. Directed the District's Transportation Program. Managed the Performing Arts Center. Direct edthe coordination of new school construction, including plan check review and inspection services of all alterations, and improvements of existing facilities. Provided management of all construction projects. Evaluated the performance of staff.

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1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Jecsan Perez, E.I.T.

Plans Examiner/Senior Inspector

EDUCATION

B.S. Civil Engineer

LICENSES/CERTIFICATIONS

ICC Certified:
Commercial Building Inspector
Engineer-in-Training

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
National Council of Examiners for Engineering and Surveying

TOTAL YEARS OF EXPERIENCE

5+

Jecsan has more than 5 years of experience providing plan check and inspection services for residential and commercial projects of various sizes and complexities. He has strong interpersonal skills and takes a proactive approach to problem solving, interfacing with owners, architects and contractors. Jecsan is bilingual in English and Spanish.

SELECT PROJECT EXPERIENCE:

Building Plans Examiner
Bureau Veritas North America, Inc.
2021 - Present

Reviews non-engineering construction plans for residential, commercial, and industrial buildings and structures to ensure compliance with the applicable municipal, state, and federal codes and ordinances including the California Building Codes (including photovoltaic). Provides assistance to jurisdictional staff and general public on requirements for applying for construction or alteration permits and the related fees. Works with architects, engineers, designers, builders, property owners, and stakeholders to obtain compliance, making recommendations for resolution.

Conducts inspections to ensure building construction is in compliance with the applicable municipal, state, and federal codes and ordinances. Reads and studies project specifications, plans, and drawings to become familiar with the project prior to inspection, confirming structural or architectural changes have been stamped as approved by the relevant authority. Documents inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements.

M6 Consulting, Inc.
Plans Examiner
2019 - 2020

Examined plans for residential and commercial projects for the City of Calabasas. Utlized AutoCAD to draft architectural and structural details for residential design projects.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Orland Obtera, EIT, LSIT

Civil Plans Examiner / Civil Project Manager

EDUCATION

B.S., Civil Engineering

LICENSES/CERTIFICATIONS

CA Engineer-in-Training, 113805
CA Land Surveyor-in-Training, 6100
OSHA 30 Hour Certificate

PROFESSIONAL AFFILIATIONS

Occupational Safety and Health Administration(OSHA)
CA Board of Professional Engineers

TOTAL YEARS OF EXPERIENCE

26+

Orland is an accomplished project manager with more than 26 years of success across the management of civil engineering, architectural, logistics, transportation, educational and aviation industries, within various public agencies. He has extensive experience in leading projects as part of the program management team. He is thoughtful and creative in his approach to solving clients' challenges and works to break free from stagnation and reignite growth, leading to successful implementation. He believes in finding solutions to project challenges, providing added value to the project team. His approach is to work as an extension of the clients' staff. He wants people and projects to succeed, understanding their success is his success. He is currently serving as civil project manager with the design build team for the Los Angeles Metro Center Street Project.

SELECT PROJECT EXPERIENCE:

Civil Project Manager
Los Angeles County Metropolitan Transportation Authority (Metro) Center Street Project Design Build

Currently providing civil engineering for the single-story, 26,000 sq. ft, $100M essential facility with three floors of enclosed space built over at least 91 at-grade parking spaces that will house Metro's new Emergency Operations Center (EOC) and Security Operations Center (SOC) while accommodating a 50-year expansion within the allocated project budget. Civil engineering services include storm drain design, sewer design, water system design and street improvements.

Project Manager/Scheduler

San Diego Unified School District (SDUSD) Grant K8 Field and Room Alterations Mann Middle School Planning and Site Modernization Phase I, TRACE Relocatables, Grant K8 Security Fencing

Prepared weekly updates using Microsoft Projects of project schedule for reports to management and sponsors.

The following projects were completed prior to joining the BV team:

- OCTA/SR 57 Expansion Project
- South Mission Valley Trunk Sewer
- Imperial Beach Yard Improvement
- Wawona Tunnel Utility Improvement
- Mohler Loop Electrical Improvements
- Summit Sewer Study
- Rainbow Water District Sewer Study
- Concrete Pads, China Lake
- Camp Wilson Lift Station and Wastewater Pipeline
- Area 25 Water Pipeline Replacement at MCB Camp Pendleton
- 29 Palms Force Main Sharp Substation Oil Containment Project

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1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Matthew Addington, P.E., PLS, QSP/P

Civil Engineer / Land Surveyor

EDUCATION

B.S., Civil Engineering

LICENSES/CERTIFICATIONS

Registered Professional Engineer:
CA, #C43770
California Professional Land Surveyor
California WQCB QSD/QSP

ICC Certified:
Building Official

PROFESSIONAL AFFILIATIONS

Past President and State Director of the CELSOC Riverside-San Bernardino Chapter
Past President of the Riverside/San Bernardino Branch of American Society of Civil Engineers
Past Vice-Chairman and Planning Commissioner of the City of Grand Terrace Planning Commission

TOTAL YEARS OF EXPERIENCE

23+

Matthew has more than 23 years of experience as a civil engineer. With more than a decade of experience with the City of Rancho Cucamonga, Matthew has also gained project management experience with several private sector firms throughout his career. He is a certified Civil Engineer and Land Surveyor with strong knowledge and experience working in California.

He is active in his professional continuing education and has taken courses including, but not limited to, Project Managers Boot Camp (PSMJ), Marketing Boot Camp (PSMJ), Future Leaders Seminar by CELSOC, Certificate in Project Management (University of California, Riverside Extension), and Building Plans Examiner (ICC). His civic activities include:

- Commissioner, Community Services Commission, City of Calimesa Secretary
- Past Vice-Chair, Planning Commission, City of Grand Terrace
- Past President, American Society of Civil Engineers, Riverside-San Bernardino Branch
- Past Banker/Treasurer, Plunge Creek Cowboys
- Past Board Member, Saint Francis de Sales School, Riverside
- Past Vice President, Grand Terrace Lions Club
- Past President, Grand Terrace Area Chamber of Commerce
- Past President, Grand Terrace Toastmasters
- Past Director, The Leadership Connections, Upland
- Past State Director, Consulting Engineers and Land Surveyors of California

SELECT PROJECT EXPERIENCE

Civil Plan Review Engineer
Bureau Veritas North America, Inc.
2017 - present

Performs all civil, grading, WQMP, NPDES, stormwater management plan reviews, mapping reviews, street improvement plan checks for code compliance.

Associate Engineer, Grading Acting City Land Surveyor
City of Rancho Cucamonga
2007 - 2017

Worked with the Building and Safety & Engineering Services Departments by providing civil engineering and land surveyor services.

Project Manager
Private Sector
2005 - 2007

Located in Rancho Cucamonga, led project teams and managed service workload associated with engineering and land surveying.

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1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Dwayne Butz

Plans Examiner/Building Inspector

Dwayne has over 25 years of design and inspection experience in the building industry. He has been responsible for multiple inspections, code updates, and designing for residential and commercial projects. He has managed training of colleagues and as a result is exceptionally knowledgeable in the building codes, municipal codes and building department operations. Dwayne is able to successfully communicate with customers and explain building code sections thoroughly.

EDUCATION

Bachelor of Architecture
B.F.A., Interior Planning and Design

REGISTRATIONS/ CERTIFICATIONS

ICC Certifications:
Building Plans Examiner
Residential Plans Examiner
Residential Combination Inspector

Lean Six Sigma Black Belt
Professional Affiliations
International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

25+

SELECT PROJECT EXPERIENCE

Plans Examiner/Building Inspector
Bureau Veritas North America, Inc.
2021 - Present

Perform plan reviews for residences and commercial buildings. Highly knowledgeable on building codes and regulations. Works effectively with applicants to explain code requirements. Creates corrections, outlining areas of improvement for plans and referencing the applicable building code sections and locally adopted regulations.

Associate
Marx/Okubo Associates
2020 – 2021

ICC Certified Inspector responsible for hundreds of residential renovation inspections within a military housing development consisting of 3 (three) different communities. Created system to provide a quick snapshot of project inspection status.

Designer
KB Home
2016 – 2020

Created hundreds of hand sketched Design Drawings for KB Home Arizona. California, Colorado. Florida, Nevada, North Carolina, Texas and/a Washington Divisions Pro-Actively addressed Design Guideline, Marketing, Purchasing, and Construction opportunities and constraints. Responsible fa New Plan Series within KB Home Texas Divisions. Completed over200 KB University online courses. Assisted with the creation of Colorado Division's popular Mid-Century Modem Star1ig,t Collection

Project Manager
CJ Light Associates
2014 to 2016

Provided several clients with he personalized care needed to effectively translate their custom home wishes into reality 'within the Coastal Cities of Seal Beach, Newport Beach, Laguna Beach and Dana Point California. Identified and addressed possible conflicts prior to construction. Increased Junior Project Managers knowledge of construction and building code through one on one discussion. Reduced overall costs without sacrificing design intent.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Jeremy Huynh
Permit Technician

EDUCATION

B.A., Politics

LICENSES/CERTIFICATIONS

ICC Certified:
Permit Technician
No. 10237724

TOTAL YEARS OF EXPERIENCE

8+

Jeremy has more than 8 years of business experience in sales, marketing and web design, as well as customer service, training, and handling daily operations. His technical experience includes web design, Microsoft Office (Word, Excel, PowerPoint and Outlook), and International Code Council codes and standards. Jeremy is adept at learning new skills and concepts and is an asset to any team.

SELECT PROJECT EXPERIENCE:

Permit Technician
Bureau Veritas
2022 - Present

Provides permit work at-the-counter for various jurisdictions. Obtained training from Senior staff on permit work and associated tasks in dealing with the public.

Freelance Full-Stack Web Developer
YKB Solutions, Sacramento, CA
2022

Created and designed interactive career consultancy full-stack web application for clients using a MERN stack. Assembled software engineering team to accelerate development timeline by 15% through adherence to Agile SDLC practices. Collaborated with other sectors of the business including UI/UX, Quality Assurance, and the Client in order to ensure the site appears modern and code is efficient.

Outbound Sales Development Representative, Mid-Market, East
Armis Security, Palo Alto, CA
2020 - 2022

Attained 80-110% of quota through collaboration with AE and Marketing Teams by creating outbound messaging that translated into demo meetings with prospects. Leveraged tools like Zoominfo, LI Sales Navigator, and Tech Target to prioritize outreach, and uncover client IoT security initiatives. Utilized MEDDPICC sales methodology to assist in new business retention for recently closed clients.

Sales Development Representative
Alation, Inc., Redwood City, CA
2020

Created tailored outreach sequences on Outreach.io to target the specific pain points of certain data personalities at global enterprise companies. Sourced sales leads through cold-calling, curated email campaigns, Linked In voice messaging, and Vidyard to initiate client engagement in a saturated market. Hit 113% attainment for QI of Alation's FY2021 during a global pandemic.

Sales Development Representative
BlueVine Capital, Redwood City, CA
2018 - 2019

Consistently overshot key performance indicators, such as daily call/email volume and monthly quota by an extra 30-40% per month. Closed high-risk credit line and term loan approvals, valuing $5,000 - $120,000 at interest rates of up to 24.5%. Sourced sales leads through cold-calling, curated email campaigns, Linked In voice messaging, and Vidyard to initiate client engagement in a saturated market. Hit 113% attainment for QI of Alation's FY2021 during a global pandemic.

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1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Pamela Wilkerson-Caver

Permit Technician

EDUCATION

Riverside City College - General Education

LICENSES/CERTIFICATIONS

ICC Certified:
Permit Technician

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

38+

Pamela has over 38 years of experience within the industry. Pamela is ICC Certified and has worked multiple positions as a Permit Technician. Pamela is able to process plan submittals, issue permits, and answer any questions regarding the process. Her knowledge of the field is represented in her work. She is a detailed-oriented person, who works well with others.

SELECT PROJECT EXPERIENCE:

Public Technician
Bureau Veritas North America, Inc.
2022 - Present

Performs permit technician services for jurisdictions throughout Central and Southern California as needed. Select projects include:

County of Riverside

Performs onsite permit technician duties for the County of Riverside, including accepting permit applications and processing plans, assisting in checking building plans, issuing permits and providing information to the public. Keeps records and prepares correction notice and correspondence related to field inspections.

City of Ventura

Performs onsite permit technician duties for the City of Ventura, including accepting permit applications and processing plans, assisting in checking building plans, issuing permits and providing information to the public. Keeps records and prepares correction notice and correspondence related to field inspections.

Public Services Technician II
City of Rancho Cucamonga, Building and Safety Services Department
2007 - 2021

Assisted the public at the counter with issuing permits, processing plan submittals, provided permit process information and answered general questions. Performed simple plan reviews for block walls, swimming pools, patio covers, signs, etc. Processed permits in advance by keeping in contact with the applicant regarding pending approvals and required information; monitored the No Plan Check Required permit record types for completeness. Consolidated the EDR plans for corrections and approvals – analyzed the workflow status, and notified the applicant of any outstanding items.

Sr. Permit Technician
City of San Clemente, Building Department
2007

Routed plans to the appropriate plan check staff; issued building permits; was responsible for running reports; answered questions over the phone regarding plan check status. Answered questions regarding the plan check procedure and permit fees; supervised Permit Technicians.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Emily Sherwood, P.E.

Plan Review Engineer / Permit Technician

EDUCATION

B.S., Civil Engineering,

University California, Irvine 1997

LICENSES/CERTIFICATIONS

Civil Engineer, CA

C63031

Cal OES

Safety Assessment Program Evaluator SAP ID Number 96281

ICC Certified:

Residential Plans Examiner

Permit Technician

Building Plans Examiner

Residential Building Inspector

Residential Mechanical Inspector

Residential Plumbing Inspector

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

28+

Emily has 28+ years experience in the building and construction industry holding positions such as Building Inspector, Civil Engineer and Permit Technician for various jurisdictions.

SELECT PROJECT EXPERIENCE:

Plan Review Engineer
Bureau Veritas North America, Inc.
2025 - Present

Provides plan checking services for commercial, industrial, residential buildings for compliance with requirements of California Building Codes and other ordinances.

Part-Time Building Inspector
City of San Clemente, Community Development Department, Building Division
May 2025 - October 2025

Provided assistance and support on an as needed basis. Inspects residential building construction to ensure work has been done per approved plans and building codes. Documents results of inspections.

Permit Technician
City of San Clemente, Community Development Department, Building Division
2024 - 2025

Provided support to the public in person, through email and on the phone, for processing and issuance of building permits. Reviews application completeness and accuracy. Routes and coordinates plan reviews. Calculates plan check fees, impact fees and permit fees.

Senior Engineering Technician
City of San Clemente, Public Works Department, Capital Improvement Project Section
2023 - 2024

Prepared GIS location maps, interactive web maps and map presentation stories using ArcPro. Uses Civil 3D to produce construction as-builts. Researches City documents for planning capital projects.

Senior Engineering Technician
San Clemente, Public Works Department, Land B.S., Civil Engineering,
Development Section
2019 - 2023

Reviewed grading plans for code University California, Irvine 1997 compliance of drainage, mapping, water quality, utility connections, geotechnical requirements, and easements. Reviewed building architectural plans for property lines, easements, and utility connections. Assisted at the front counter, helping the public with encroachment permits, records requests and set up grading project permitting fees. Monitored plan check project budgets and invoice processing.

Associate Civil Engineer
County of Los Angeles Department of Public Works, Road Maintenance Division
2000 - 2004

As a unit supervisor, coordinated municipal services, drafted a results-based budget for road maintenance services to the unincorporated Florence-Firestone Area supervising five Civil Engineering Assistants doing general Road Maintenance duties. Heavy Equipment Coordinator and Property Custodian for the southeastern County Maintenance District.

Road Maintenance Division duties consisted of preparing slurry, resurfacing, and reconstruction contracts. Investigated legal claims, performed surveys for minor concrete repair work, coordinated with field personnel to identify planned work, reviewed project design concept reports, investigated complaints from the public and trained the field crews in new computer applications.

1. COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Ho Jun Kong, P.E., CASp

Senior Plan Review Engineer

EDUCATION

Master's Degree, Civil and Environmental Engineering (Structural Engineering)
B.S. Architectural Engineering

LICENSES/CERTIFICATIONS

Certified Access Specialist (CASp-863)
Building Plans Examiner Certificate by International Code Council (#8255163) Registered Civil Professional Engineering License (P.E.) by California State (C79527)
Registered Fundamentals of Engineering License (E.I.T.) by California State (EIT130553)

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

22+

Ho has 22+ years of experience of engineering. He is self-motivated, flexible, creative, innovative, fast learner and team-player. He has a wealth of knowledge of architectural, fire/life/safety, accessibility, structural analysis and design codes. Ho plans, coordinates, reviews, supervise, and participate in the review of construction plans and structural calculations for various types of structures, residential, commercial and industrial building construction and alterations. He has a strong background in seismic analysis and design in civil/structural engineering. He also has experience in developing structural models for seismic analysis and design. His experience with design codes includes 2019 CBC, 2019 CRC, 2019 CALGreen, 2018 IBC, ASCE/SEI 7-16, ACI 318-14, MSJC 2013, NDS 2015, AISC 14th, AISC 341-16, and AISC 358-16. His engineering software includes ETABS, SAP2000, RISA-3D, RISA-2D, Ram Steel, and SAFE. Ho also knows how to utilize AutoCAD and Microsoft Word, Excel, and PowerPoint. He also knows how to use MATHCAD and MATLAB.

SELECT PROJECT EXPERIENCE:

Senior Plan Review Engineer
Bureau Veritas North America, Inc.
2019 - Present

Conducts plan review for various projects throughout Southern California. Reviews plans for compliance with structural and seismic provisions of the California Building Code. Projects include both residential and commercial structures.

Structural Engineering Associate
City of San Diego
2013 - Present

Reviewed building plans for compliance with building code regulations, ordinances and the Municipal Code for compliance with architectural, fire/life/safety, accessibility, and for structural design provisions. Reviewed the building plans of buildings and structures (e.g., apartment buildings, commercial buildings, single-family dwellings, duplexes, interior modifications of buildings, and minor structures) with basic to moderate degree of complexities. Provided technical information on the application of regulations to professional architects, engineers, contractors and to other non-professional applicants. Wrote various project specific technical and administrative reports and correspondence. Verified product approval, attend project meetings, and use computer-based project tracking systems to enter plan review comments and perform research.

Structural Project Engineer
Lee & Lee Structural Engineering Inc.
2007 - 2013

Types of projects included:

- Commercial & School
- Apartments & Condos
- Residential
- Infrastructure Project

2. SUBCONSULTANT LIST

Bureau Veritas North America, Inc. will not be using any sub-consultants for the required scope of work within the RFP.

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3. COST PROPOSAL

Please refer to the cost file in a separate document in accordance with the requirements on page 7 of the RFP under section 3, Cost Proposal.

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4. CLIENT REFERENCE LIST

Bureau Veritas has extensive experience in the provision of plan review and inspection services throughout California and across the United States. The most important selection criteria for clients who choose BV is expertise. Having provided building and safety services for over a century, the firm is the foremost expert in the field. The firm's greatest asset is its reputation. This reputation comes from the best experts in the industry, all acting with the utmost integrity and ethics. The following provides a description of customer references from similar projects performed for local government entities.

CITY OF LA PALMA

COMPLETE MUNICIPAL BUILDING & SAFETY SERVICES

BV was selected to provide Building and Safety Services, including permit technician, building inspection, Building Official, and Plan Check services to the City of La Palma in 2022. Under the direction of the Community Development Planning Manager, BV serves as the on-call Building Official, provides plan check/inspection services as well as building technician services, and open, operate, and close the Building & Safety public counter during normal business hours. BV conducts plan checks, assists with issuing permits, and other duties necessary to carry out the typical functions of a Building Division, including responding to public inquiries, preparing reports and communications, and providing staff assistance for internal and external customers. BV helped the City locate a new software platform and provided our assistance in every step of the transition process. Projects include:.

- Joshua Medical Center: 19,000 sq.ft. medical building with complete architectural, structural, ADA, electrical, mechanical, and plumbing designs (2023).
- Hundreds f other types of projects from family homes to tenant improvements and ADU units.



Project Start & End Dates: 2022 - Present
Key Team Members: Trang Huynh, Kirk Zimmerman, Jeremy Huynh
Contact Information: Belinda Deines
Former Community Development Director
7822 Walker Street • La Palma, CA 90623
P. 949.234.4580
E. bdeines@sanjuancapistrano.org

CITY OF CORONA

BUILDING & FIRE PLAN REVIEW AND INSPECTION SERVICES

BV is currently providing building and fire plan check, building inspection, and counter technician services for residential and commercial properties. We also provide on-site extension of staff as necessary, including a registered civil engineer to assist with an immediate need for building plan check. BV assists the City in providing plan review services for small residential solar energy projects. Our team utilizes a web-based system to take in projects electronically. Plans are then reviewed within 24 hours and comments are returned to the applicants. This system assists the City in meeting the requirements of AB 2188 for fast turnaround of these small solar energy projects.



Project Start & End Dates: 2010 - Present
Key Team Members: Trang Huynh, Armil Allahyarian
Contact Information:
Chris Milosevic, Building Official
400 Vicentia Avenue
Corona, CA 92882
P. 951.736.2250
E. chrism@discovercorona.com

4. CLIENT REFERENCE LIST

CITY OF MONROVIA

BUILDING INSPECTION, PLAN REVIEW SERVICES, AND CONTRACT INTERIM BUILDING OFFICIAL, AND CONTRACT CODE ENFORCEMENT MANAGER



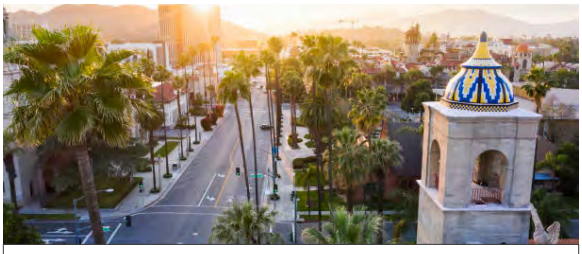
Project Start & End Dates: 2020 -Present
Key Team Members: Trang Huynh, Armil Allahyarian
Contact Information:
Greg Boyajian, CBO, Building & Safety Manger
415 South Ivy Ave., Monrovia, CA 91016
P. 626.932.5532
E. gboyajian@ci.monrovia.ca.us

BV has provided on-call plan review, inspection, and consulting services to the City of Monrovia since late 2020. BV reviews plans calculations, reports and specifications for compliance with the most recently adopted Federal, State, and City codes and ordinances.

BV also performs building, combination, and other trade inspections on an as needed, assigned or regular basis on residential, commercial industrial, and large Multi-family/Mixed use projects, and performs permit counter work as needed to enforce compliance with the conditions of approval, provisions of the City's Building laws and the code requirements set forth on the approved plans for which the City issued a permit. These services include the review of all approved plans, specifications and documents, reviewing and responding to all inspection requests and reports, attending mandatory meetings, including safety training and project management, performing inspections for compliance to applicable State of California Building, Mechanical, Electrical, Plumbing, Fire, Historical codes, as well as State energy efficiency and accessibility standards as amended by the City of Monrovia. Inspectors and permit technicians are available within 24 hours notice. During the provision of the aforementioned services, BV has adhered to schedule and budget requirements.

COUNTY OF RIVERSIDE

PLAN CHECK AND INSPECTION SERVICES



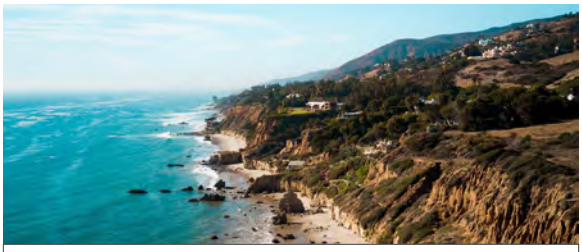
Project Start & End Dates: 2021 - Present
Key Team Members: Trang Huynh, Armil Allahyarian
Contact Information:
Sam Shahrouri, P.E., Deputy Director of TLMA - Building Official
4080 Lemon Street, 9th Floor
Riverside, CA 92501
P. 951.955.2025
E. sshahrouri@rivco.org

Bureau Veritas North America, Inc. has provided on-site plan review staff simultaneously as an extension of staff to review building plans, including residential/commercial tracts, plot plans, and conditional use cases. Reviews include structural calculations; plumbing, electrical, mechnaical, ADA, historical building codes and water improvement plans.

4. CLIENT REFERENCE LIST

CITY OF MALIBU

PLAN CHECK AND PERMITTING SERVICES FOR POST FIRE RECOVERY AND REBUILD ASSISTANCE



BV has completed plan review and inspection of various building types for the City of Malibu, including playing an instrumental role in the fire recovery efforts in the wake of the 2018 Woolsey Fires and now the 2025 Palisades Fire. Due to the community's geographical location along the Santa Monica Mountains, Malibu falls in the high fire severity zone and special high wind region. The community is also subject to coastal grading, increasing the impact of high waves. Special construction considerations are needed to address these conditions. BV jas beem tasked with plan reviews, including architectural—structural, grading, mechanical, electrical, and plumbing—of single-family homes and commercial buildings throughout the City of Malibu, as well as set up and staffing of a special permit center to help quickly meet the needs of the community in the rebuilding efforts. BV helped to facilitate and fully staff a Fire Disaster Recovery Permit Center to rebuild more than 450 structures destroyed in the fires. The BV team has performed comprehensive plan reviews for the City of Malibu and addressed the City's risky geographical conditions, which resulted in the need for septic systems and specialized training. BV inspection services have also been provided to cover a temporary leave of absence, which extended to a longer assignment.

Project Start & End Dates: 2019 - Present
Key Team Members: Craig Baptista, Trang Huynh, Armil Allahyarian
Contact Information:
Yolanda Bundy, MS, PE, CBO, CFCO
Community Development Director
23825 Stuart Ranch Road
Malibu, CA 90265
P: 310.456.2489 , ext. 229
E: ybundy@malibucity.org

Key Impacts in City of Malibu:

- Processed over 450 fire recovery permits within 12 months, adhering to expedited timelines for disaster recovery.
- Improved plan accuracy by integrating an early QA/QC process, resulting in a 20% reduction in resubmittals.
- BV's ProTrack system facilitated real-time tracking of 450+ plan reviews and inspections, enabling the city to meet tight post-disaster recovery timelines. This tool also generated automated weekly reports, which improved communication between BV and city staff.

COUNTY OF LOS ANGELES

AS-NEEDED BUILDING AND SAFETY INSPECTION, PERMIT TECHNICIAN AND RELATED SERVICES



BV has been providing inspection services and building and safety plan review to Los Angeles County since 2003. The firm has placed plan check personnel in the County's Alhambra headquarters. These staff members have provided code consulting and training for the County's structural, electrical, plumbing, and mechanical plan review sections, including creating and preparing instruction manuals, presenting training workshops, and providing as-needed field inspection expertise to agency plan check and field personnel County-wide. Prominent projects the firm has worked on with the County include the University of Southern California Medial Center Replacement, Antelope Valley Courthouse, Hollywood Bowl Shell Rehabilitation, Palmdale Sheriff's Station, Sun Valley Health Center, Santa Monica Courthouse, The Alondra Pool and Skate Park, and the Quartz Public Library.

Project Start & End Dates: 2003 - Present
Key Team Members: Trang Huynh, Armil Allahyarian
Contact Information:
Juan Madrigal, P.E., Assistant Deputy Director, Superintendent of Building
900 S. Fremont Avenue, Alhambra, CA 91803
P. 626.458.6385
E. juan.madrigal@dpw.lacounty.gov

5. MODIFICATION, CHANGES OR EXCEPTIONS TO THE CITY AGREEMENT FOR CONTRACT SERVICES

Bureau Veritas North America, Inc. finds no changes or exceptions to the City of Lawndale Agreement for Contract Services.

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P 949.860.4800 | www.bvna.com

6. AFFIDAVIT OF NON-COLLUSION AND NON-DESCRIMINATION

NONCOLLUSION AFFIDAVIT

In accordance with Public Contract Code §7106. Craig Baptista
(Contractor's full name)

being first duly sworn, deposes and says that he or she is Vice President - West, Plan Check & Inspection
(Contractor's title)

of Bureau Veritas North America, Inc.
(Company's name)

the party making the foregoing Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Contractor has not directly or indirectly induced or solicited any other Contractor to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired connived, or agreed with any Contractor or anyone else to put in a sham Proposal, or that anyone shall refrain from proposing; that the Contractor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the price submitted by the Contractor or any other Contractor, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed Contract; that all statements contained in the Proposal are true; and further, that the Contractor has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature:

I assert that I have the requisite authority to bind Craig Baptista (Contractor Name) in the making of this Affidavit. I am over the age of 18, have personal knowledge of the facts set forth above, and declare that the facts provided in this Affidavit are true and correct in all their representations.

Dated this 15 day of January, 2026 at Irvine (City), CA (State);

By: _____ Flora Kirby
(Signature) (Print Name)

FLORA C KIRBY
Notary ID #132895624
My Commission Expires
January 28, 2029

Commission expires January 28, 2029

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P 949.860.4800 | www.bvna.com

6. AFFIDAVIT OF NON-COLLUSION AND NON-DESCRIMINATION

STATEMENT OF NON-DISCRIMINATION

Bureau Veritas North America, Inc. is committed to creating and maintaining an inclusive workplace free from discrimination, harassment, and bias. We believe that diversity strengthens our organization and our ability to serve our clients and communities.

Our Commitment
We do not discriminate against any individual based on:

- Race, color, or ethnicity
- Gender, gender identity, or gender expression
- Sexual orientation
- Religion or belief
- Age
- Disability or health status
- National origin or citizenship status
- Marital or family status
- Military service or veteran status
- Political affiliation
- Any other protected characteristic under applicable law

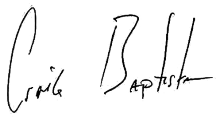
Our Responsibility
All Bureau Veritas employees, collaborators, contractors, and partners are expected to:

- Treat all individuals with respect and dignity
- Maintain a workplace free from discrimination and harassment
- Report any violations of this policy through appropriate channels
- Support an inclusive culture where everyone can thrive

Accountability
Bureau Veritas takes all reports of discrimination seriously and investigates them promptly and fairly. We maintain zero tolerance for retaliation against individuals who report concerns in good faith.

This statement reflects our core values and commitment to equal opportunity and fair treatment for all.

Craig Baptista, MBA	Vice President - West, Plan Check & Inspection
Authorized Personnel Name:	**Title:**



Signature:

7. FEDERAL LOBBYIST REQUIREMENTS

STATEMENT OF COMPLIANCE WITH FEDERAL LOBBYIST REQUIREMENTS

Bureau Veritas North America, Inc. is committed to maintaining the highest standards of ethical conduct and legal compliance in all our business operations, including our interactions with government officials and regulatory bodies.

Our Commitment to Transparency
Bureau Veritas complies with all applicable federal laws and regulations governing lobbying activities, including:

- The Lobbying Disclosure Act (LDA) - requiring registration and disclosure of lobbying contacts and expenditures
- The Foreign Agents Registration Act (FARA) - where applicable to our international operations
- Federal ethics regulations - governing interactions with government employees
- State and local lobbying laws - in jurisdictions where we conduct business

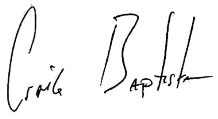
Our Practices

- Registration: We register all qualifying lobbying activities with the appropriate federal authorities as required by law
- Disclosure: We maintain accurate records and timely file all required disclosure reports
- Training: Our employees involved in government relations receive training on applicable lobbying laws and ethical standards
- Documentation: We maintain comprehensive records of lobbying contacts, activities, and expenditures
- Compliance: We designate responsible personnel to oversee our lobbying compliance program

Accountability
Bureau Veritas maintains internal controls to ensure compliance with all federal lobbyist requirements and conducts regular audits of our government relations activities.

For questions regarding our lobbying compliance practices, please contact our Government Relations or Legal Compliance department.

Craig Baptista, MBA	Vice President - West, Plan Check & Inspection
Authorized Personnel Name:	**Title:**



Signature:

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P 949.860.4800 | www.bvna.com

8. DEBARMENT AND SUSPENSION CERTIFICATE

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Bureau Veritas North America, Inc.

Date 1/15/2026

By Craig Baptista, MBA - Vice President - West, Plan Check & Inspection

Name and Title of Authorized Representative

Signature of Authorized Representative

SBA Form 1623 (10-88) Federal Recycling Program Printed on Recycled Paper

This form was electronically produced by Elite Federal Forms, Inc.

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P 949.860.4800 | www.bvna.com

9. CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION 3700

Please see the below Certificate of Insurance showing Bureau Veritas' compliance with Labor Code Section 3700.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 01/16/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Aon Risk Services Northeast, Inc. Aon Risk Services Northeast, Inc. NY NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	PHONE (A/C. No. Ext): 866-283-7122	FAX (A/C. No.): 800-363-0105
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Bureau Veritas North America, Inc 16800 Greenspoint Park Drive Suite 300S Houston TX 77060 USA	INSURER A: Allianz Global Risks US Insurance Co.	35300
	INSURER B: Hartford Fire Insurance Co.	19682
	INSURER C: Trumbull Insurance Company	27120
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 570117656853 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / X PRO-JECT / X LOC OTHER:			USL00159326 SIR applies per policy terms & conditions	01/01/2026	01/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG SIR	$2,000,000 $1,000,000 $10,000 $2,000,000 $2,000,000 $2,000,000 $50,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			10 AB S41202 AOS	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comprehensive Deduct	$2,000,000 $1,000
A	X UMBRELLA LIAB / X OCCUR EXCESS LIAB / CLAIMS-MADE DED X RETENTION $250,000			USL00163326	01/01/2026	01/01/2027	EACH OCCURRENCE AGGREGATE	$5,000,000 $5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		10WNS41200 See State Policy Addendum	01/01/2026	01/01/2027	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
A	Architects & Engineers Professional			USF00248026 Claims Made SIR applies per policy terms & conditions	01/01/2026	01/01/2027	Each Claim Aggregate SIR	$1,000,000 $1,000,000 $250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Architects & Engineers policy includes coverage for Professional Liability and Contractors Pollution Liability.

CERTIFICATE HOLDER

City of Lawndale
14717 Buren Avenue
Re: Building & Safety Services
Lawndale CA 90260 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Northeast, Inc.

Holder Identifier :

Certificate No : 570117656853

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ACORD 25 (2016/03)

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9. CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION 3700

AGENCY CUSTOMER ID: 570000048582

LOC #:

ACORD

ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY Aon Risk Services Northeast, Inc.	NAMED INSURED Bureau Veritas North America, Inc
POLICY NUMBER See Certificate Number: 570117656853	
CARRIER See Certificate Number: 570117656853 / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	AUTOMOBILE LIABILITY							
B				10 AB S41202 AOS	01/01/2026	01/01/2027	Collision Deductible	$1,000

ACORD 101 (2008/01)

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9. CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION 3700

AGENCY CUSTOMER ID: 570000048582

LOC #:

ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY	NAMED INSURED
Aon Risk Services Northeast, Inc.	Bureau Veritas North America, Inc
POLICY NUMBER	
See Certificate Number: 570117656853	
CARRIER / NAIC CODE	EFFECTIVE DATE:
See Certificate Number: 570117656853	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

Workers Compensation/Employers Liability

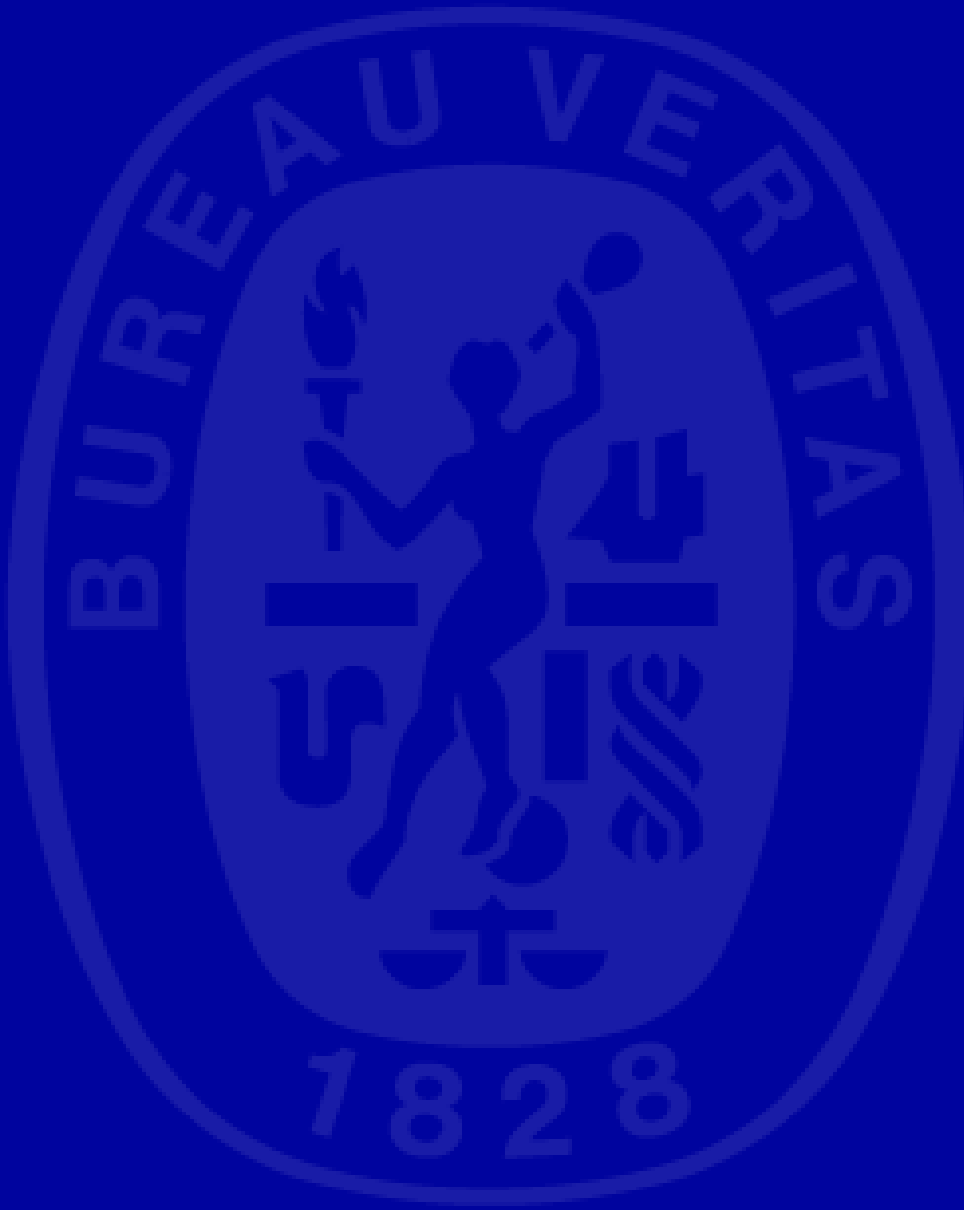
1OWNS41200 01/01/26-01/01/27 Trumbull Insurance AR,DC,IN,LA,NE,RI,UT
1OWNS41200 01/01/26-01/01/27 Twin City Fire Insurance Company FL,ND,OH,WA,WY
1OWNS41200 01/01/26-01/01/27 Hartford Insurance Company of the Midwest AK,ID
1OWNS41200 01/01/26-01/01/27 Hartford Casualty Insurance Company MO,WV
1OWNS41200 01/01/26-01/01/27 Nutmeg Insurance Company CT,IL
1OWNS41200 01/01/26-01/01/27 Hartford Fire Insurance Company NH,OR,PA
1OWNS41200 01/01/26-01/01/27 Hartford Accident and Indemnity Company AL,GA,KY,MI,MT,NY,TN,VT
1OWNS41200 01/01/26-01/01/27 Property & Casualty Ins Co of Hartford CA,CO,DE,ME, MN,MS,SC
1OWNS41200 01/01/26-01/01/27 Hartford Insurance Company of Illinois TX
1OWNS41200 01/01/26-01/01/27 Hartford Insurance Company of the Southeast KS,MD
1OWNS41200 01/01/26-01/01/27 Hartford Underwriters Insurance Company AZ,HI, NC,NJ,SD,VA
1OWNS41200 01/01/26-01/01/27 Sentinel Insurance Company, Limited IA,NM,NV,OK
1OWBRS41201 01/01/26-01/01/27 Twin City Fire Insurance Company WI
1OWBRS41201 01/01/26-01/01/27 Sentinel Insurance Company, Limited MA

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TECHNICAL PROPOSAL



QUALIFICATIONS, RELEVANT EXPERIENCE, AND REFERENCES

UNDERSTANDING THE CITY'S NEEDS

Bureau Veritas is the nation's leading provider of code compliance and building safety services. Providing these services allow our clients to better serve the needs of their customers and assists them in the honorable duty of protecting the health, life, and safety of the people, structures, and environment within the jurisdiction. Our team takes this responsibility very seriously. All of our services are performed by licensed, certified and experienced professionals in their fields of expertise.

We bring value to our clients through innovative solutions, including advanced technology, which is able to dramatically improve the plan review and inspection process. We offer a customized application that allows for efficient, money-saving programs, including facilitating a plan review by providing resources for complex projects and expediting peak processing times.

Our team provides reliable service to our clients by performing extensive internal audits and systematic risk management reviews. In addition to being certified by the International Code Council, Bureau Veritas staff members actively participate in code hearings, adoptions, and legislative changes on local and national levels. Our active involvement ensures our clients' projects are designed and constructed to the most recent code adoptions. When it comes to code compliance, you can expect best-in-class responses customized to your geographical scope, organization size, and business dynamics.

Our team has the capability, knowledge and experience to complete simple and highly complex plan review and inspections and any other requested services. The following pages will illustrate that BV can be a comprehensive provider of choice to meet the City of Lawndale's needs. We are the largest plan review firm in the United States, with a long-established operation in California. In addition, we have provided other building services for multiple jurisdictions throughout California for 50 years. Our staff is registered, certified and dedicated to our municipal clients.

BV will always strive to deliver excellent service and work hard to meet and exceed the City's expectations regarding all agreed upon turnaround times. Our proposed program establishes a process to ensure that the City will receive only the highest quality inspections. We will provide the City with services with the objective of verifying compliance with the City's adopted building codes, zoning ordinances, drainage regulations and other adopted ordinances, policies and standards, as well as other relevant program standards and requirements.

Our staff knows the value of clear and transparent communication and how to work together as a team in conjunction with a jurisdiction. This philosophy is put into practice on all of our projects and is a great value to our municipal clients. Our intimate familiarity with the City of Lawndale, exceptional attention to customer service, large pool of experienced personnel and ability to provide value-added services, including virtual inspections upon request, make BV the optimal choice for meeting the City's ongoing Plan Review and Inspection needs.

The firm's range of experience in this arena covers every key area of service defining a building department. The firm is skilled at helping existing departments augment or refine their current level of client service and is also capable of crafting a department from the ground up. Service offerings include:

- Building Plan Review
- Disabled Access Review
- Building Inspections
- Fire Plan Review
- Construction Management & Inspection
- Engineering Reviews
- Permitting
- Emergency Responses
- Planning
- Code Interpretation
- Code Enforcement
- Code Adoption and Ordinance Preparation
- Planning and Zoning Meeting Attendance
- City Council Meeting Attendance
- Building Official Duties
- Permit Tracking and Record Keeping
- Budget and Staffing Planning
- Pre-Design and Pre-Construction Meetings
- Fee Schedule Evaluation and Updates
- Meeting City Staff and Customers at City Hall

At Bureau Veritas, our primary goal is to meet and exceed the service levels required by our clients. Our proven technologies streamline service delivery, enhance communication, and promote accessibility to your communities. We provide staff continuity, close communication, immediate accessibility to staff and information, implementation of best practices, as well as proactive solutions for issues not clearly identified in the regulations and standards.

AFFILIATIONS AND ACCREDITATION

BV is proud to celebrate a series of outstanding achivemenrts that reflect a commitment to excellence, innovation and impact. Our dedication has been recognized through a number of prestigious awards and honors. The summary below highlights milestones that underscore our hard work, talent and unwavering pursuit of excellence.

IAS AC251 Accreditation

In October 2010, Bureau Veritas proudly became the first company to achieve accreditation under the International Accreditation Service (IAS) Third-Party Permitting, Plan Review, and Inspection

QUALIFICATIONS, RELEVANT EXPERIENCE, AND REFERENCES

Service Providers Accreditation Program (AC 251). AC 251 outlines requirements for the accreditation of third-party non-governmental providers of building department services and thus recognizes the important role private firms play in ensuring public safety. The goal of this program is to provide accreditation to independent providers of building department services based on quality management principles and best practices, to ensure the outstanding safety record of buildings in the U.S., as compared to buildings elsewhere in the world, is maintained. Building departments can use the IAS program to verify the companies they hire are qualified to provide building safety services for the jurisdiction. For Bureau Veritas, accreditation is a way to provide independent verification of its established quality procedures and best practices which have been an integral part of the company since its founding in 1828.

For Bureau Veritas to achieve IAS accreditation, evaluators assessed Bureau Veritas across several distinct categories including code administration, construction codes, plan review processes, professional credentials and licensing, and inspection procedures. In addition, IAS also assessed critical elements of the services provided to jurisdictions such as contract details, operational procedures and plans, and fiscal year budgets. The International Accreditation Service is a nonprofit, internationally recognized accreditation body and a subsidiary of the International Code Council (ICC). IAS accredits building departments, third-party building department service providers, special inspection agencies, product certification agencies, inspection programs for metal building manufacturers, fabricator inspection programs, testing and calibration laboratories, inspection agencies, training agencies, curriculum developers, and field evaluation bodies.

Management Systems Certified

As a world leader in Testing, Inspection, and Certification, Bureau Veritas provides its clients with solutions to meet their quality, health, safety, environmental protection, and social responsibility (QHSE-SR) objectives. The firm prides itself on its commitment to these principals, and has obtained global certification to each of the following International Management Systems Standards:

- ISO 9001:2015 - Quality
- ISO 14001:2015 - Environmental
- OSHAS 18001:2007 - Health and Safety

Bureau Veritas Achievments Highlights

Below is a list of Bureau Veritas professional awards and achievements.

- 2024: IAS Third-party Building Department Service Provider TPP-100
- 2024: ISO certifications (BV Maintained) 9001, 14001, 45001
- 2024: ENR Top 50 Construction Management Firms, Ranked 18
- 2023: ENR Top Professional Service Firms
- 2023: ENR Top 50 Program Management Firms, Ranked 12
- 2023: ENR Top 50 Construction Management/ PM-for-Fee Firms, Ranked 19

Bureau Veritas' BVnet, Award-Winning Web-Based Project Tracking and Controls

This state of the art electronic document submittal and archiving program technology using Adobe Acrobat Professional and PDF as the solution to improve collaboration across Teams by enabling members to electronically exchange, comment letters, log RFI's, and sign engineering drawings and other documentation.

LITIGATION AND CLAIMS

Please understand in the course of Bureau Veritas' business meritless claims arise from time to time. It is the firm's policy not to comment on any current claims or pending litigation. However, without waiving its policy, the firm has no judgments, pending litigation, liens, or claims which would adversely impact the financial stability, insurability, or performance of professional services. As one of the largest firms providing professional testing, inspection, and code compliance services, Bureau Veritas is the recognized leader in its field worldwide. In the past (5) years, Bureau Veritas, and/or any principals or managers have not been involved in litigation or arbitration that would impact the performance of services under the requested RFP.

STABILITY, CAPACITY, RESOURCES

BV is in good financial standings and committed to the provision of services of the very highest quality. The firm has the capacity to seamlessly augment its staffing and resources, if needed, to ensure a project is appropriately supported and effectively fulfilled. The firm's nearly 300 professionals in western US make it possible to have highly qualified plans examiners, engineers, and inspectors available expeditiously for virtually any project.

Full documentation of these financial statements is available upon request or available for download here:

https://group.bureauveritas.com/investorsfinancial-information/financial-reports

PLAN CHECK SERVICES OVERVIEW

BV is the largest plan review firm in the United States, providing full service code consulting and plan review services. The firm's personnel have performed and managed plan review for thousands of projects. Project types include office and industrial, hotels, institutional occupancies, single-family tract and custom homes, tilt-up shells, tenant improvements, and infrastructure.

QUALIFICATIONS, RELEVANT EXPERIENCE, AND REFERENCES

BV's staff has considerable review experience of virtually any structure requiring permits, plan reviews, and inspections. Geotechnical, lab testing, and other reports are considered in the plan review process. The firm is well positioned to meet the needs of the City and deliver discipline-specific plan reviews (e.g., structural, mechanical, access, electrical, drainage, green building code, historical code, etc.)

The firm has specific experience working through a variety of challenges including infill commercial development, adaptive reuse and change of occupancies of existing buildings, retrofit of un-reinforced masonry or soft-story buildings, large commercial shopping centers and mixed-use multi-family developments, live-work projects, and high tech, research and development facilities.

BV's plan review services for the City shall endeavor to adhere to current codes, with detailed plan review letter comments, reference plan sheets numbers and code sections, and a copy (either paper or electronic) of the plan review corrections list are provided for each reviewed project. Services include recheck of plans after the applicant has made corrections, review and recheck of field changes, and deferred submittals and review and recheck of additional work on the project as needed.

BV has the capacity to deliver the following plan review services for compliance with all Federal and State laws, building and safety codes, Lawndale municipal codes and ordinances, and acceptable engineering practices:

- Architectural, fire and life safety plans examination
- Structural plans examination
- Energy code plans examination
- Soil report review
- Accessibility requirements including:
  - » Barrier free plans examination requirements
  - » Disabled access
  - » CASp
  - » ADA
- Mechanical, plumbing, and electrical code plans examination
- Historical Building Code
- Review and approval of alternate materials, alternative design and methods of construction
- Green Building and LEED consulting including:
  - » U.S. Green Building Council (USGBC)
  - » LEED submittal consultation
  - » California Association of Building Energy Consultants (CABEC)
  - » Residential Energy Services Network (RESnet)
  - » Green building consulting including CAL Green
  - » ENERGY STAR verification
  - » Energy efficiency audits
- Civil plans examination including:
  - » Grading and drainage
  - » NPDES/SWPPP
  - » Development
  - » Infrastructure
  - » Water and wastewater
  - » Sewer including Onsite Wastewater Treatment Systems (OWTS)
- Fire plan review including:
  - » Fire sprinkler/fire alarm
  - » Smoke detection and dampers
  - » Underground

Architectural Review

BV blends the knowledge of local conditions with a large pool of California licensed or certified building safety experts equipped to handle all building department needs. The firm is able to tailor its solutions specific to the City as a result of having provided plan review, inspection services, specialty reviews, and municipal administrative support for over 50 years.

Structural Review

BV is uniquely qualified and experienced in structural review and inspection. The firm has plan review and inspection personnel which have specialized experience with multifamily residential, hotels, resorts, retail, commercial, industrial, high-tech facilities, etc. BV has several experienced structural engineers on staff who are immediately available to tackle the City's most complex projects. BV can provide a complete structural review of design drawings, details, and calculations for both vertical loads and lateral seismic and wind forces, in accordance with the National City municipal codes and California Building Code structural provisions.

Mechanical Review

The California Building Code is supported by ancillary codes such as the California Mechanical Code and any others specifically designated and adopted by the City. BV's staff includes licensed and certified mechanical engineers and inspectors who have the knowledge, training, and experience necessary to review plans for compliance with these codes. Firm staff, who are available immediately to the City, have reviewed heating, cooling, distribution and return air systems, hoods, and product conveyance system plans for a variety of projects including single family residential, multi family residential, custom homes, resorts, and hotels.

Plumbing Review

The California Building Code is supported by ancillary codes such as the California Plumbing Code and any others specifically designated and adopted by the City. BV's staff has the knowledge, training, and experience necessary to review plans and inspect construction for compliance with these codes. The firm has

licensed and certified mechanical engineers on staff to assist with plumbing reviews when needed. Firm staff have reviewed fuel gas, medical gas, potable and non-potable water piping and waste piping systems, and rainwater system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

Electrical Review
Electrical review and inspection to verify energy compliance is included in all projects in accordance with mandates from the applicable energy standards for non-residential construction. The firm has licensed and certified electrical engineers and inspectors with extensive plan review and inspection experience which have reviewed service installation, transformers, emergency power, panel distribution, single line diagrams, power, and lighting system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

CASp and Disabled Access Review
BV has extensive experience and capability which will enable its staff to provide complete plan review and inspection utilizing individuals who posses CASp certification. BV has CASp certified individuals who are able to respond to the needs of the City quickly. The firm currently provides CASp certified individuals to jurisdictions in California to meet the requirements of SB 1608. Additionally, BV has provided accessibility reviews and inspections of projects in National City and the Southern California region.

Green Building and LEED Review
BV has plan review engineers, plans examiners, and inspectors who are well versed and experienced with energy code compliance. Firm staff have been involved at various levels of energy code development in California and are certified to review and inspect for energy codes. BV staff have reviewed plans, and inspected projects, which incorporate new technology, and complex energy code compliance. The firm has staff available to the City who are CAL Green as well as LEED AP Certified.

Civil/Grading Review
BV's professional staff will familiarize themselves with all city, state, and federal requirements applicable to the project before beginning a review. Requirements for civil infrastructure originate from multiple sources including statutory requirements, local ordinances and design guidelines, federal requirements including ADA and NPDES, state requirements, and the requirements of any affected utilities, districts, or agencies.

Fire Plan Review
BV staff have the capacity to consult closely with the local Fire Department Chief or their designated representative on any areas which require code interpretation or where alternate methods are being proposed and considered. The firm's proposed fire plan check engineers have specific experience working with multiple types of facilities to ensure compliance with applicable codes, standards, and amendments, including CFC, CBC, the Adopted National Fire Protection Standards, the California Health and Safety Codes, CSFM, and U.L. BV's experience includes written comments and verbal communication with applicants to better understand requirements and provide direction for compliance, as well as close communication with fire departments to clarify policies, code interpretations, plan review status, and procedures. BV has reviewed hundreds of projects for fire safety components, including NFPA 13, NFPA 72, and NFPA 101, among others.

BUILDING INSPECTION SERVICES OVERVIEW

BV can provide inspection services for a single project that presents unique complexities due to its construction or size, or we can provide enough staff to handle all inspection services for an entire jurisdiction. Our building inspection services can be adjusted to provide a high level of coordination specifically suited to the design-build concept. Our inspectors are ICC certified and have extensive experience in the construction trades as well. Fast-track projects may be built into small phases based on incremental design and fabrication steps. In such cases, our inspection team keeps daily logs to track corrections and plan review changes.

BV's inspection teams also provide on-call building inspection services to cover staff vacation time, peak work loads, specialized inspection activities, and any other situations that may arise. These activities may include next-day inspections and same-day response to important or urgent requests.

CUSTOMER SERVICE PHILOSOPHY

At Bureau Veritas, the firm's #1 goal is to meet and exceed the service levels required from its municipal clients. BV's commitment is to provide staff continuity, close communication, immediate accessibility to staff and information, implementation of best practices, and proactively solve issues not clearly identified in the code. BV fully believes in following a solution oriented philosophy and will proactively ensure exceptional customer service, balance development momentum with code compliance/processing requirements and seamlessly serve as an extension of the City's staff. The firm is keenly aware of the desire for high-quality customer service, timely reviews, reliability, responsiveness, and cost-effective solutions. BV's commitment to providing accurate and appropriate solutions to its clients and its ability to quickly and efficiently meet the needs of the communities the firm serves makes BV an ideal partner for the City.

BV's philosophy is to take a proactive approach in balancing the workforce with the development activity in order to achieve the City's goals and serve its community to the very best of the firm's abilities. Furthermore, the firm is committed to sharing best practices and lessons learned and working with applicants to correct code deficiencies and bring projects to a successful conclusion. To achieve a cohesive and seamless process, the firm has developed the following procedures. BV's team of

professionals are capable of providing the required services in an efficient manner in the best interest of the City and are familiar with the City's processes and procedures and will provide successful, on-time, and on-budget project delivery.

Example - City of Newport Beach:
When tasked with reviewing plans for large-scale, mixed-use developments, BV faced challenges related to compliance with evolving state energy conservation requirements. By leveraging CALGreen-certified personnel and conducting joint training sessions with city staff, BV streamlined the review process, reducing project delays.

Example - City of Corona:
BV works closely with the City of Corona to ensure a high rate of compliance with the City's plan check turnaround goals. BV has delivered a 99.4% rate for compliance with plan check due dates. Our team utilizes a web-based system to take in projects electronically. Plans are then reviewed within 24 hours and comments are returned to the applicants. This system assists the City in meeting the requirements of AB 2188 for fast turnaround of small solar energy projects.

"We truly appreciate BV always going above and beyond to help us out. We would be lost without you."
— Megan Lathrop, Senior Building Permit Technician
City of Corona

"Everyone on the team has been so happy to have you with us. Thank you for being a great example to the Building team. They are singing your praises." — Sheri Bermejo, Community Development Director
City of Monrovia

Accurate, Timely, and Responsive Plan Reviews
BV's plan check process highlights the tools and techniques the firm will employ to deliver quality, accurate, timely, and responsive plan reviews:

Reliable and Responsive Service: The Project Manager through the firm's CARE plan review and processing program, proactive communication, proven project management tools, and best practices will anticipate the City's needs and quickly respond with accurate and detailed information every step of the way. The firm is available to meet with the City at its convenience to discuss procedures and projects to maintain momentum and schedule.

Efficiently Meet Turnaround Review Schedule and Maintain Development Momentum: A premium will be placed on BV staff's already well-grounded knowledge of the City's processes and requirements to pro-actively facilitate communication and processing. The firm will work to ensure proven quality assurance and schedule control measures are implemented.

Maintain Accuracy and Cost Savings Through Proven Processes and Continuity: BV is able to provide integrated, standardized processes and innovative digital, web-based solutions at no additional cost. Utilized by seasoned staff members who have worked successfully on plan check projects, this helps ensure reviews are consistent, thorough, accurate, and done right the first time. The firm is able to customize its approach for the City based on its needs in order to deliver solutions with positive results.

Customized Check Lists and Tracking Logs: A key to maintaining close communication is the ability to give the stakeholders (including elected officials, City staff, businesses, property owners, and other members of the public) status updates on where projects are in the review process. BV will utilize customized check lists and tracking logs for the City according to its needs to ensure the successful delivery of services.

TURNAROUND TIMES

At the City's request, BV can provide plan review activities on a fast-track basis. Turnaround times for each submittal will relate to the size and nature of the project and its impact on the construction schedule. To reduce turnaround times for plan review, the firm can use electronic submittals, phased submittals, conference calling, and videoconferencing. The firm understands accuracy, efficiency, and integrity in all aspects of professional services are required. Testimony to its professional excellence is the fact it has provided services to many of its municipal clients since their incorporation. Because of the firm's large pool of accessible resources it is able to assemble experienced personnel in order to help with project schedule recovery when necessary. BV's team will maintain efficient turnaround times on all reviews as a key measurement of its performance for plan review services. The plan review schedule presented below is representative of the review times associated with the type of construction the City can anticipate.

QUALIFICATIONS, RELEVANT EXPERIENCE, AND REFERENCES

Plan Review Turnaround Times	Initial Check (working days)	Recheck (Working days)	Expedited Initial Review	Expedited Recheck
Commercial TI	5	3	3	2
Residential Addition and/or Accessory Building	5	3	3	2
New Residential	7	5	5	3
New Commercial	10	7	7	3
Complex, large, or unusual project	10*	7*	7*	5*
Fire Prevention System	7	5	5	3
Civil/Grading Review	7	5	5	3

*Turnaround times for unusually complex or large projects can be negotiated. For other miscellaneous projects, BV will comply with the turnaround times set forth in the RFP.

Inspection Turnaround Time

- Provide inspections on the next day service when the requests come in before 4:00pm on the previous day.
- BV inspector will provide inspections after the normal business hours and in the emergency situations or the needed weekend inspections, if needed.

QUALIFICATIONS, RELEVANT EXPERIENCE, AND REFERENCES

INTEGRATION PLAN

During the firm's 51 year tenure, the BV team has had the opportunity to observe, replicate, develop, and successfully implement streamlined processes and best practices which produce efficient and cost-effective results.

Building safety in a community begins with adopting a proven set of building safety codes. But, it takes much more than a set of codes to protect the public. It requires qualified professionals to implement the day-to-day application of said codes. It also requires proven infrastructure to provide the resources and training necessary to keep the building safety professionals up-to-date with the latest building safety requirements and enforcement practices.

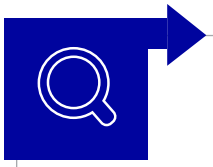
As declared by the International Code Council, a successful code administration program achieves:

- Reduced risk of tragedy caused by natural disasters and fires
- Investment protection for property owners; and
- Insurance premium sustainability

The BV team pledges to provide its clients with a successful code administration program with qualified and experienced code professionals and a proven infrastructure. To achieve a cohesive and seamless process, the firm has developed the following 4-PHASE guideline for delivering services.

The firm's approach to achieving the tasks not only involves the technical aspect of its service, but it also includes the human aspect.

INTEGRATION PLAN GUIDELINE

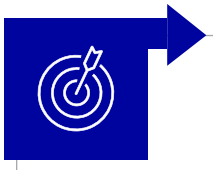


1

INITIATION - IDENTIFY

The primary goal of Phase 1: Identify and meet with the City's key stakeholders and gather an in-depth understanding of the City's current processes and procedures.

- Identify staff / responsibilities
- Document contact information
- Identify project tracking system
- Identify City's ideal processes / procedures and detect opportunites for improvements
- Develop planning and implementation schedule



2

PLANNING - EVALUATE

BV will use the Phase 2 period to orientate the team with the City's streets, built environment, local procedures, ordinances, forms, best practices and other requirements which may be unique to the City.

- Evaluate City forms and applications
- Identify department services
- Evaluate department needs
- Identify City codes and ordinances
- Gather City zoning ordinances and map
- Complete City survey form
- Specify goals and objectives
- Present goals and objectives to City for review, commentary and approval

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3 IMPLEMENTATION - ESTABLISH

The Implementation Phase is the performance phase. This is where BV will put into place the procedures developed in collaboration with City staff to ensure seamless extension.

- Establish plan review procedures
- Establish inspection procedures
- Obtain project tracking system training, if needed
- Establish billing processes
- Establish staff goals and objectives that align with City goals and expectations

4 MONITORING - ASSESS (CONTINUOUS)

Phase 4 has been established as the Monitoring Phase. This phase will let BV know if the firm is meeting the City's expectations and service needs, and to adjust the procedures accordingly.

- Review plan review procedures
- Review inspection procedures
- Measure customer service
- Monitor permit activity
- Update City information
- Provide solutions
- Ongoing weekly and monthly meetings with City to measure performance, refine objectives and discuss upcoming projects and initiatives to positively impact on the City and community at large

Support the established culture throughout the City and community

Community character is conveyed by not only grand buildings and public spaces but a whole range of elements: residences of all sizes and scale; commercial, government, and institutional buildings; street cross-sections; street furniture and graphics; public places, large and small; ceremonial buildings; informal activities such as street markets and fairs; and the food, language, and personalities which contribute to a community's narrative.

In an effort to adopt the spirit and proud nature of the community, BV employees are encouraged to regularly support and participate in local activities and events. The firm will strive to preserve and enhance the local identity, uniqueness, and culture of the City and its community. The BV team will adopt the policies, processes, and procedures for the Building Department which reinforce the underlying philosophy and vision already established.

INTEGRATION PLAN EXAMPLES

The Irvine office has been involved with migration of plan check services from another consultant with numerous jurisdictions such as the City of La Palma (2022), City of Laguna Woods (2020) which is located in the County of Orange and with the City of Redlands (2019) which is located in the County of San Bernardino. BV implemented the integration plan to implement our new plan check services and they were quite successful.

In addition, BV has been providing full building services to the City of Santa Rosa after the major fire disaster that impacted the community in late 2017. Please see additional details on the following page.

QUALIFICATIONS, RELEVANT EXPERIENCE, AND REFERENCES

INTEGRATION PLAN EXAMPLE: CITY OF SANTA ROSA

Services Provided:

- Disaster Recovery Services
- Building Plan Review
- Building Inspections
- Planning Services
- On-Site Permit Technician
- Engineering Technicians - Water
- Civil Inspections
- SWPPP Inspections
- Environmental Services
- Community Outreach



Contact:

Jesse Oswald, Chief Building Official
707.543.3249 | joswald@srcity.org

Strategic Plan:

In the wake of this devastating fire that impacted the community in October 2017 and destroyed more than 3,000 residential structures and 30 commercial buildings, the City faced challenges with staffing a permit center dedicated to the rebuilding efforts, while continuing to meet the traditional workloads of usual development and construction.

Budgetary/Financial:

Economic recovery working within City's budget to maximize operational and customer service enhancements during the fire rebuild.

ACTION PLAN

Action Item 1:

Develop an onsite team including a project manager, plan reviewers, permit technicians, inspectors, and customer service to fully service the city and the community for the rebuild process.

Result:

Created a fully staffed center focused specifically on the rebuild process. Decreased the City's workload which enabled the rebuild process to operate on an expedited time frame.

Action Item 2:

Introduce electronic plan check for the rebuild department.

Result:

Helped homeowners move swiftly through the plan check process, reducing the need for excess time and expenditures during the plan check process.

Action Item 3:

Introduced expedited time frames for all rebuild departments. Plan checks were performed on a 5-day turnaround for first time reviews and a 3-day turnaround for resubmittals. Inspections were performed next day for all rebuilds.

Result:

Allocating resources specifically for the rebuild allowed homeowners and contractors to complete the rebuild process in an expedited time frame (2 years).

PROPOSED TEAM

Please refer to the personnel organizational chart and resumes beginning on page 8 of this proposal in accordance with the requirements on page 7 of the RFP under section 1, Company Certification and Personnel Verification.

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DETAILED WORK PLAN

PLAN REVIEW METHODOLOGY

BV's team will work cooperatively with the City of Lawndale's internal departments and any and all other outside agencies having jurisdiction. The firm's team will conduct reviews of any deferred submittals as outlined by the International Building Code or as stipulated on the project documents. The Plan Review team is also able to recommend approval of projects after substantial compliance with the applicable codes has been reached. BV will clearly report all comments to the design team and work with them to efficiently resolve them. Upon completion of the plan review process and when it has been determined all comments have been addressed in the plans, the firm shall issue a letter to the City recommending issuance of the respective permit(s).

BV's proposed team familiarizes themselves with the requirements of a public agency before beginning a review. The firm has extensive public sector experience, which assures the public's interests are fully protected. BV believes technical competence, while expected, is not enough. Experience and careful, thorough consideration of issues and impacts is needed in addition to the purely technical considerations. The firm has devoted a great deal of time and effort over the years to refining its approach and developing documentation to assist clients and train staff in understanding plan review procedures.

BV will work to ensure submittals are properly coordinated and tracked by following an established internal plan check coordination process in which each plan received for review is entered into the firm's TMS database, processed, and returned on time to the City. BV's plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal. To accomplish this the firm will:

- Screen and log each application to assure they are routed to all plan reviewers in a timely manner. The log serves as a tracking device to assure turnaround times and completeness of the review.
- Submittals are reviewed for compliance with all relevant state and jurisdictional requirements.
- Plan reviews will be done in accordance with local, state, and federal regulations with which local jurisdictions are mandated to enforce as well as all codes and ordinances in effect by adoption at the time of plan review. Preliminary consultations will be provided to the applicant upon request, to assist and guide them in the design and plans preparation process.
- Information shown on each permit application is verified.
- Provide a thorough Building (Structural), Mechanical, Plumbing, Electrical, and Fire (including sprinklers and alarms) review of design drawings and details for compliance with the Building Code architectural provisions, including provisions for safety glazing, building security, and noise insulation performance standards, to name a few.

Plan Review Management

BV assures that corrections are handled as quickly and as clearly as possible. Our goal is to help the applicant through the plan review process. All corrections are identified based on compliance with specified codes and regulations.

Generally, corrections are identified in two ways. Notes are made on plans during electronic review or on hard copy plans if appropriate, and a correction sheet is generated, detailing what items need to be addressed before plans can be approved. The City shall approve the development of any customized correction sheets. Correction sheets for specific projects shall be forwarded to the City along with a cover memo containing at least the following:

- The date(s) plans were received and reviewed
- The date(s) the applicant was notified of completed plan reviews
- The name and telephone number of the applicant

During the plan review process, BV is prepared to meet with the applicant or architect/engineer, City employees or consultants at any time. Telephone discussions, remote meetings using platforms such as Zoom or other online forums, or meetings at project sites are welcomed to assure any plan check issues are handled efficiently. We propose to meet at the Growth Management Department or at a particular project site. Our goal is to issue approved plans as quickly as possible but in full compliance with laws, codes, ordinances and regulations. Upon completion of the plan review, the following information package is prepared and logged as a minimum:

- Completed plan check documents including sign-offs
- Transmittal letter documenting any conditions associated with issuance of a permit, if any
- Marked up plan review documents
- Two sets of approved building plans
- Backup documents and reports
- Documents provided in desired City format

INSPECTION METHODOLOGY

BV can provide the The City with ICC certified personnel who will adhere to the following procedure to deliver building inspection services:

- Read and study project specifications, plans, and drawings to become familiar with project prior to inspection, ensuring structural or architectural changes have been stamped as approved by appropriate authority and recognizing the need for and requiring plan checks for electrical, plumbing, and mechanical code requirements.
- Perform and document inspections on construction projects to determine all aspects of the project such

as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements including known local, city, County, state, and federal requirements.
- Review plans for building construction, plumbing, electrical, and mechanical details prior to making inspection.
- Bring to the attention of the City for approval of certain changes in building, plumbing, mechanical, electrical, and related work consistent with code and ordinance requirements.
- Participate in reviews with fire, health, and other government agency inspectors, as well as owners.
- Maintain a record of non-complying items and follow up to resolution of such items.
- Upon request, the firm will inspect existing buildings for substandard, unsafe conditions.

INSPECTIONS APPROACH

The BV team has a two-step approach to ensuring the delivery of high quality services. BV is subject to regular controls and audits by authorities and accreditation bodies to ensure that its procedures, the qualifications of its personnel and its management systems comply with the applicable standards, norms, references or regulations. To maintain the accreditations and certifications, quality assurance methods are built into every function of our service. Quality assurance is achieved through a number of systems and tools.

- Service goals for timeliness, quality and professionalism are defined and tracked
- Training and education is required
- Random audits are performed
- Documented procedures are accessible, monitored, and updated
- Utilization of North America Management System (NAMS) and Corrective Action Response System (CARSys)

One of the tools BV uses is NAMS. NAMS is a means to obtain BV's objectives of quality excellence as prescribed by the BV business model. In order to achieve our goals, BV has implemented processes and procedures intended for application at all levels of the organization.

The management system has been implemented and maintained with the aim of satisfying our customer's needs and expectations. In order for NAMS to be effective, the policies and procedures are implemented, continuously monitored and updated.

The customer feedback is provided through a variety of avenues, examples include the use of a satisfaction survey or face-to-face/ on-site communication.

Once the customer feedback has been received, the management team then analyses, measures, and implements the improvements required for quality excellence. The cycle continues until needs and expectations have been satisfied.

BV also utilizes the CARSys Issues Tracking program. CARSys is an improvement tool, which provides a closed-loop process for the management of customer and internal concerns and corrective/ preventative actions that result from the concerns or issues. With the flexibility of CARSys, BV is able to Identify, Act, Implement and Verify issues.

QUALITY ASSURANCE PROGRAM

BV associates all share the responsibility for continual improvement of the firm's quality management process and believe the program, supported by the BV business model and its code of ethics, will ensure the continual delivery of high quality products and services to the City. In doing so, the firm will establish itself as the City's preferred supplier in conformity assessment and certification services in the fields of quality assurance, health and safety, environment, and social responsibility (QHSE).

BV's quality management system provides the framework for continual improvement of its internal management processes and resources which will in turn add value for the City through the services offered and delivered. In addition, Our quality management system gives the company and the City the confidence that the provision of services and products will be delivered consistently to predetermined high standards worldwide.



Budget Controls and Billing Related Quality Assurance - FLEX
Budget control is achieved by closely monitoring work assignment labor and direct expenses. Work reports must be completed by each individual and the labor hours must be approved by the project manager before being charged to the City. Similarly, expense reports and other direct expenses must be approved by the project manager prior to entering the cost data system.

To ensure optimal administration of the main functionalities of contract management and the facilitation of billing related quality assurance BV utilizes FLEX. FLEX is a reference repository which is comprised of all billing and contractual information (invoices, work assignments, expenses, labor reports, project reports, etc.). This advanced system assists BV in implementing and maintaining a number of budget and cost control processes which:

- Ensures data integrity and allows for a flexible and secure billing process

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P 949.860.4800 | www.bvna.com

- Enhances billing efficiency and productivity
- Minimizes revenue leakage by monitoring its sources through control reports

FLEX ensures contract and budget control via standardized features and alignment of project information in real time. Additionally, the system is designed to promote contract follow up from project outset to closing which helps to establish and maintain optimal communication.

Project Management and Schedule Controls - Quickbase Protrack

Work assignment schedules will be managed on several levels. The project manager will maintain regular contact with the City manager to communicate the project status and progress on deliverables. In addition, an internal schedule including critical milestones and deliverable due dates will be established prior to initiating the task work. This allows ample time for editorial and technical review, changes, and assurance in schedule compliance.

In order to efficiently and effectively track project workflow BV employs Protrack, a quality assurance software solution created by Quickbase. This custom-built program was developed specifically to meet the needs of the firm and enhance its project management capabilities in service to its clients. Protrack monitors numerous pieces of project data in real time including, but not limited to, project schedule status, active projects by office, project type, number of active projects per client, weekly number of new projects initiated, and much more. The program's dashboard allows users to generate reports which can provide an overall snapshot of BV's current activities or can be filtered to present precise details regarding a specific project or client. The crucial information monitored in Protrack not only aids in maintaining schedules and project turnaround times but also gives the firm the capacity to make decisive course corrections which ensure deliverables of the highest caliber and complete customer satisfaction. Furthermore, Protrack is designed to work collaboratively with BV's billing and invoicing software, FLEX, to enable the consistent completion of projects on-time and on-budget.

DETAILED WORK PLAN

CARE PROGRAM – A PROVEN, FORMALIZED & INTEGRATED PLAN REVIEW PROCESS

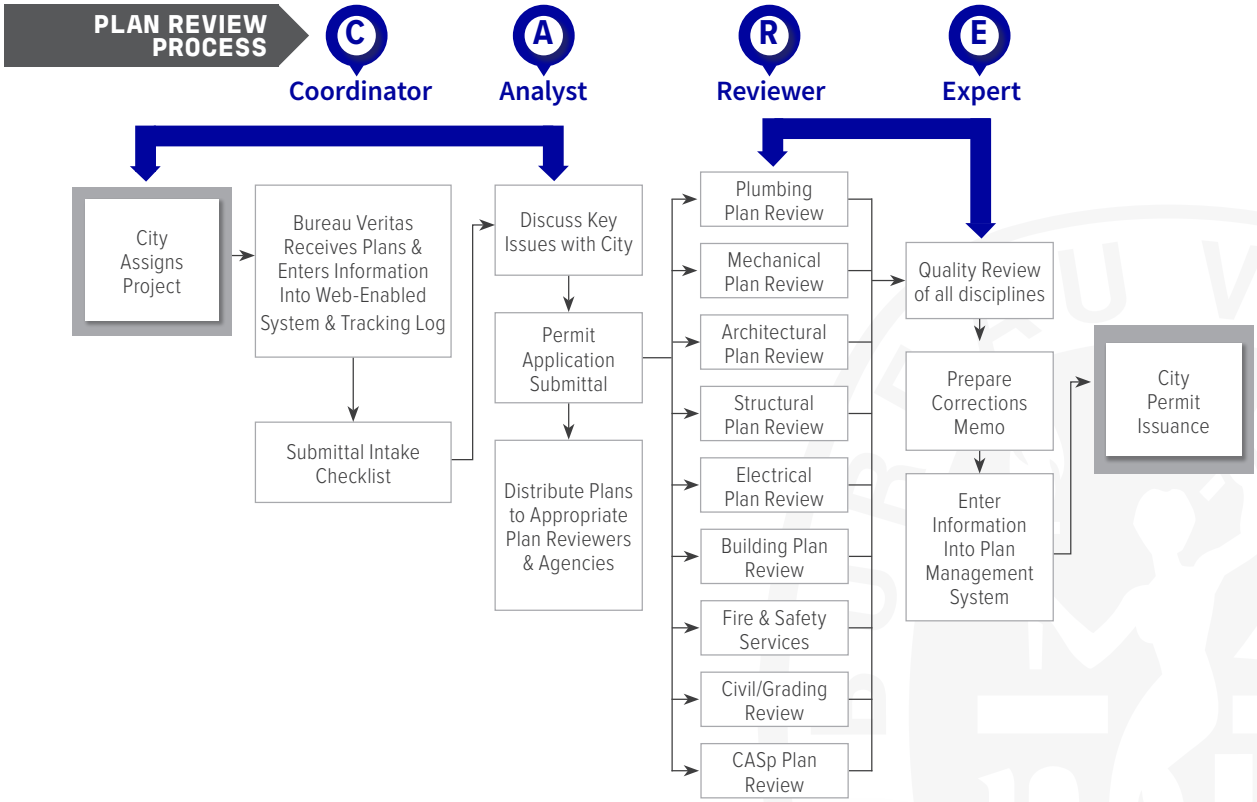
The plan review process we follow for efficient completion of concurrent task management is shown in the flowchart on the next page and managed through our **CARE** Program, a formalized and integrated process whereby Coordination, Analytical, Review, and Expert management/quality control functions are consistently implemented on each and every project. We will implement a comprehensive program based on best practices to validate that each and every review is thorough, accurate, consistent, and timely. This system's success is based on thousands of hours of practical, real-world experience by our dedicated personnel and their unique ability to interact quickly and efficiently with your staff. The specific roles of each of our CARE elements include:

Coordinator: Our clerical personnel will handle various administrative functions, such as logging information (project tracking, time budgeting), managing project controls, maintaining and distributing communications, reviewing agendas and ordinance issues, and fielding calls on project status. The Coordinator is the first line of contact for each project submittal.

Analyst: Our analysts will review submittals, title sheets, and non-design items; maintain files; monitor due dates; monitor contract budget and status tracking reports; and coordinate invoicing. Our analysts also maximize and "right place" personnel resources to meet turnaround times in a quality manner. When assigning resubmittals to staff, our Analyst ensures consistency by passing the project to the same reviewer that performed the previous reviews. Reassignments are done when unforeseen circumstances dictate.

Reviewer: Our experienced building plan reviewers will routinely review agency standards, ordinances, guidelines, and checklists; create comments letters; coordinate project return with the coordinator; attend review meetings; and communicate questions/solutions to project stakeholders. Because of our depth of resources and project tools (checklists, corrections letters, etc), reassigned projects can be reviewed without missing deadlines or causing unnecessary rechecks.

Expert: BV experts will provide the final quality assurance review of applicable plans, studies, and reports in accordance with all accepted engineering, building codes of different disciplines, and industry professional practices. They will comply with the applicable regulations; visit the client contact regularly; monitor project progress with the reviewer; disseminate project/agency information to the team; train team members; peer review comments letters; and communicate questions/solutions to stakeholders. Additionally, Experts provide quality assurance reviews to each project which minimizes the number of resubmittals.



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SCHEDULE OF RATES

Please refer to the cost file in a separate document in accordance with the requirements on page 7 of the RFP under section 3, Cost Proposal.



BUREAU
VERITAS

www.bvna.com

3. COST PROPOSAL

Bureau Veritas' pricing reflects our commitment to the success of the City by helping you maintain significant quality and cost saving benefits moving forward. These Include:

- Highly qualified staff familiar with the City's needs
- Reduced plan review turnaround times
- Implementation of electronic plan review processes to help improve efficiency and control costs
- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Confidence of working with a well-established consultant in operation for 198+ year

Percentage of Fee	
Percentage of City's Plan Check Fee	55%
Hourly Rates	
Personnel Classifications	**Hourly Billing Rate**
Building Services	
Building Official	$165.00
Deputy Building Official	$145.00
Senior Plan Check Engineer (P.E., S.E.)	$140.00
ICC Certified Plans Examiner	$115.00 - $125.00
CASp Inspector	$130.00 - $145.00
Building Inspector	$105.00 - $115.00
Permit Technician	$75.00 - $85.00
Administrative / Clerical	$60.00 - $75.00

- Overtime (OT) will be charged at 25% times the standard hourly rate, hours worked on a designated holiday will be charged at the appropriate OT rate. No overtime will be changed without approval.
- Rates and cost estimates shown above exclude per diem, and union rates. Should these be applicable, BV will discuss and negotiate fees to account for increased personnel costs.
- Extremely large and/or complex projects can be pre-negotiated.
- Hourly fees are subject to an annual adjustment in accordance with the CPI with the City's prior approval. Prevailing wage subject to increase per DIR guidelines.
- Mileage for employee-owned vehicles used in connection with the work will be at the current IRS rate.
- Plan Review will be invoiced after initial review is complete. Hourly services will be invoiced monthly.
- Field required services to be invoiced at a 6 hour minimum.

PROPOSAL TO THE

City of Lawndale

FOR

BUILDING AND SAFETY SERVICES

January 20, 2026



3240 El Camino Real, Suite 190
Irvine, CA 92602

714.568.1010 phone
714.568.1028 fax

www.csgengr.com

CSG CONSULTANTS

Employee-Owned

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Letter of Transmittal

SECTION 1

January 20, 2026

Peter Kann, Community Development Director
City of Lawndale
14717 Burin Avenue
Lawndale, CA 90260

Subject: Building and Safety Consultant Services

Dear Mr. Kann,

CSG Consultants, Inc. (CSG) appreciates the opportunity to submit our proposal for Plan Review Services to the City of Lawndale (City). Having served hundreds of building departments throughout California, CSG brings the following qualifications:

- *CSG has experience in the transition of services from other providers*
- *Our building official staff has extensive municipal and consulting building administration experience*
- *CSG engineers bring expertise in performing both structural and non-structural plan review*
- *We offer specialized building plan review, and building inspection knowledge*
- *Our large on-call team is well-versed and committed to providing thorough, accurate, and timely deliverables*
- *Proprietary and proven electronic plan submission, distribution, and review services, as well as web-based status reporting*
- *The ability to adapt to permitting systems in use with client agencies*
- *A responsive, customer care-focused team*

All of CSG's proposed staff are registered engineers, and/or ICC certified. We also bring additional qualifications and certification, which include CBO, LEED, DSA, and CASp experience and certification. Our plan reviewers have a wide range of project experience, and many are cross-trained in multiple service levels, providing the City with efficient services and the ability to respond to fluctuating needs.

For 34 years, CSG has worked solely for public agencies, providing a wide range of municipal services to over 250 clients, including cities, towns, counties and special service districts across California. We serve as a seamless extension of municipal staff in delivery of building department administration, building and fire plan review and inspection, planning/environmental, code enforcement, and public works services, as well as a host of additional services. No subconsultants or contractors will be used to perform services for this contract.

Our regional office is located in Irvine, and we can be available for meetings remotely or at the City's offices when requested. We also offer additional support from our other offices in Sacramento, Pleasanton, San Jose, Newman, and Paso Robles. Eric Haghani, MS, PE, SE,CBO, will serve as the primary contact for this contract, and his contact information is:

> **Eric Haghani, MS, PE, SE, CBO** | Vice President of Building Services
> 714.568.1010 *phone* | 714.568.1028 *fax* | erich@csgengr.com *email*

Please feel free to contact Mr. Haghani with any questions or clarification you may have regarding our proposal. I have the authority to bind our company, and this proposal will remain valid for a period of 90 days from the date of submittal. All information submitted with the proposal is true and correct, and CSG looks forward to providing Building and Safety Services to the City.

Sincerely,

Khoa Duong, PE, Vice President of Building Services

Technical Proposal

SECTION 2

A. FIRM PROFILE

CSG Consultants, Inc. (CSG) is an employee-owned California company with its local office located in Irvine with headquarters in Foster City, CA. ***Additional support is available from our regional offices in Sacramento, Pleasanton, San Jose, Newman, and Paso Robles.*** Founded in 1991, CSG performs work solely for public agencies, which eliminates the potential for conflicts of interest between developers and agencies. This allows us to focus exclusively on the needs of our municipal clients.

CSG is built on integrity, consistency, and accountability. To guarantee these core values are at the heart of every aspect of the work, all services are performed exclusively by CSG employees. All team members representing CSG are direct employees, receiving benefits and statutory protections, fully aligned with our values, trained to our standards, and committed to delivering quality without compromise***. The company does not utilize independent contractors (also known as 1099 workers).*** When a project scope extends beyond our in-house capabilities, CSG may engage qualified subconsultants. These firms are carefully selected for their expertise and are held to the same performance expectations and quality standards that define CSG's work.

NAME OF FIRM: **CSG Consultants, Inc.**

PROJECT MANAGER: **Eric Haghani, MS, PE, SE, CBO** | *Vice President of Building Services*
(714) 568-1010 *office* • (714) 568-1028 *fax* • erich@csgengr.com

LOCAL OFFICE: 3240 El Camino Real, Suite 190, **Irvine**, CA 92602
(714) 568-1010 *office* • (714) 568-1028 *fax*
www.csgengr.com • csgstaff@csgengr.com

HEADQUARTERS: 550 Pilgrim Drive, **Foster City**, CA 94404
(650) 522-2500 *phone* • (650) 522-2599 *fax*

REGIONAL OFFICES: 2150 River Plaza Drive, Suite 255, **Sacramento**, CA 95833
(916) 492-2275 *phone* • (916) 492-2276 *fax*

3875 Hopyard Road, Suite 141, **Pleasanton**, CA 94588
(925) 931-0370 *phone* • (925) 931-0388 *fax*

3150 Almaden Expressway, Suite 255, **San Jose**, CA 95118
(408) 618-8300 *phone* • (408) 618-8310 *fax*

930 Fresno Street, **Newman**, CA 95360
(209) 862-9511 *phone* • (209) 862-1079 *fax*

806 9th Street, Ste 2A, **Paso Robles**, CA 93446
(805) 693-2670 *phone* • (650) 522-2599 *fax*

YEARS IN BUSINESS: 34 • Founded in 1991

OWNERSHIP: Employee-Owned

EMPLOYEES: 350+

TYPE OF BUSINESS: California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

Staff Composition

Our multi-disciplined municipal services staff consists of the following professionals:

- *Building Plan Reviewers & Inspectors*
- *Fire Plan Reviewers & Inspectors*
- *Structural Engineers*
- *Plan Review Engineers*
- *Fire Protection Engineers*
- *Building Officials*
- *CASp Professionals*
- *Permit Technicians*
- *Planning Professionals*
- *Code Enforcement Officers*
- *Grading Improvement Plan Reviewers & Inspectors*
- *Civil Engineers*
- *Construction Managers*
- *Construction Inspectors*
- *Information Technology Professionals*
- *Sustainability Professionals*

Comprehensive Municipal Services

CSG provides a wide range of services to community development and public works departments, often seamlessly serving as an extension of agency staff. We are customer-centric and organized into the lines of business outlined below, each managed by highly experienced industry experts. Many of CSG's personnel serve more than one line of business, which improves the quality of customer service and results in high employee retention.



B. FINANCIAL CONDITION

CSG was formed in the early 1990's and is an employee-owned, multi-disciplinary engineering firm. CSG has a very stable economic base and workforce as a result of its two primary and complementary service lines, building/fire department services and engineering. CSG has grown steadily in both revenue and staff size and now has over 350 employees serving customers throughout California and Nevada. The company's compensation and benefit plans are some of the most generous in the industry, which helps CSG maintain very low staff turnover. CSG is debt-free and has a commercial bank line of credit that is available to use. CSG has no pending litigation relevant to the services requested by the City. In addition, we have had no contract defaults, bankruptcies, or mergers; and we have no impending mergers. CSG opened a new office in Paso Robles in 2022. The Orange office relocated to Irvine in 2025. CSG is well-positioned to serve the City. Upon selection of this work, CSG can provide further details regarding its financial stability upon request.

Litigation History

The following are the legal issues relevant to the City's requested services which have occurred in the past five years:

City of Half Moon Bay v. CSG Consultants, Inc. et al. (Case # 17-CIV-00387)
The City of Half Moon Bay filed this case against the City's contractor, the Contractor's bonding company, and CSG. This case arose out of faulty construction by a contractor who had gone bankrupt. The contractor was hired for construction of a segment of bike trail in Half Moon Bay, and the City alleged that there were defects in the construction of a walking trail. The case was settled with the City in April 2019 for $200,000.

Stephen Estrella v. City of South San Francisco Code Enforcement, a Public Entity, et al. (Case #20-CIV-05257).
A CSG employee was driving his personal vehicle and allegedly drove over Stephen Estrella's foot while the CSG employee was working for the City of South San Francisco. A claim was made against the CSG employee's auto insurance, and damages were paid. On November 24, 2020, a lawsuit was filed against the City of South San Francisco and CSG for the same incident. The case was settled for $300,000 and closed on February 23, 2024.

C. EXPERIENCE PERFORMING WORK

The following is a partial list of regional project examples for which CSG has provided building plan check services similar to those requested by the City.

SoFi Stadium & YouTube Theater | City of Inglewood, CA



The Los Angeles (NFL) Stadium at Hollywood Park located in the City of Inglewood has 70,000 fixed seats and has the flexibility to accommodate up to 100,000 seats. CSG performed review for on-site improvements including grading, drainage and roadways. CSG also performed general building plan review including architectural, accessibility/ADA review, energy plan review, and CALGreen review. Plan review tasks were performed according to the latest Federal, State, and local codes and regulations. In collaboration with the City of Inglewood, the program management team, the architect, and CSG participated in meetings prior to plan submittal to address major code interpretation issues to provide for a seamless process during the review periods. CSG's team approach with the stakeholders has provided and continues to facilitate timely turnaround.

Inglewood Basketball & Entertainment Center – Intuit Dome | City of Inglewood, CA

CSG is providing Building Plan Check for the Inglewood Basketball and Entertainment Center, a 915,000 sq. ft. arena that will be the future home of the Los Angeles Clippers. The arena features an 85,000 sq. ft. team training facility, 71,000 sq. ft. of office space and an outdoor plaza with 80,000 sq. ft. of space. CSG's services consisted of building plan review for structural components that included vertical openings in the bowl design, pedestrian bridges, parking garages, VIP lobbies and plaza buildings that feature a green roof.

Various Plan Review | City of Beverly Hills, CA

CSG performed building plan review and inspection services for City of Beverly Hills projects including:

- *Residential Plan Review for two-story single family residence with attached porte cochere*
- *Plan Review for various tenant improvements*
- *Plan Review for a new three-story commercial building with automatic parking system*

Avion Business Park | City of Burbank, CA

CSG performed structural review for the Avion project in the City of Burbank. The project is a business park on approximately 60 acres of vacant land adjacent to the Burbank Bob Hope Airport consisting of the following components:

- *Six, two-story buildings for industrial/warehouse uses totaling 1,014,887 sq. ft.;*
- *Nine, two-story buildings for creative office uses totaling 142,250 sq. ft.;*
- *Two, one-story buildings for retail/restaurant uses totaling approximately 15,154 sq. ft.;*
- *One hotel with 166 rooms.*

Various Plan Review | City of Glendora, CA

CSG performed building plan review and inspection services for City of Glendora projects which include:

- *Residential Plan Review and Inspection of 5,226 sq. ft. 2-story new single-family residence; 1,503 sq. ft. garage and storage; 763 sq. ft. patio and 521 sq. ft. balcony/deck;*
- *Accessory structure; 875 sq. ft. garage/workshop and 60 sq. ft. balcony;*
- *Commercial Plan Review and Inspection for 9,546 sq. ft. 2-story medical facility - trash enclosure & 6´ wall, including demolition of existing building under separate permit.*



Star Wars: Galaxy's Edge, Disneyland | City of Anaheim, CA

CSG performed Building Plan Check and Building Official services for the new Star Wars Land that encompasses 14 acres inside the current Disneyland Park in Anaheim. This land includes various shops, restaurants, and entertainment rides.

Bolsa Row | City of Westminster, CA

CSG performed Building Plan Check services for the Bolsa Row project which includes the following:

- ***Apartment Building & Parking Structure**. New 5-level, 200-unit apartment building with retail/restaurant spaces on the first level. Two internal courtyards with swimming pools and clubhouses. A 7-1/2 level concrete parking structure wraps around part of the building with direct access on each level.*
- ***Banquet Building**. New three-level, mixed-use building including restaurants, shops, banquet rooms, kitchen, support areas, a rooftop lounge with bar and kitchen areas, and a bridge connecting to the hotel.*
- ***Hotel.** New 148 guestroom, five-level hotel building with retail/shop, lobby/restaurant, and back-of-house. Basement level includes additional back-of-house with laundry service. Second level has event lawn with pool, hospitality suites, and a bridge connection to the Banquet Building.*

D. CERTIFICATIONS AND LICENSES

CSG takes pride in providing building department staff who have a wide array of project experience, and who are motivated to achieve the highest level of certification and code expertise. Our proposed staff are based out of CSG's Irvine office, and have the registration, certification and experience needed to deliver high-quality work. We work hard to match your jurisdiction's level of safety and code compliance.

NAME AND TITLE	BUILDING QUALIFICATIONS	LICENSE / CERTIFICATION #
Khoa Duong, PE *Vice President/Contract Manager*	Professional Civil Engineer, State of California Professional Civil Engineer, State of Nevada Certified Plans Examiner, ICC Certified Safety Assessment Program, SAPC	43901 013620 ICC 0840436 72868
Eric Haghani, MS, PE, SE, CBO *Vice President, Building Services*	Professional Structural Engineer, State of California Professional Civil Engineer, State of California Certified Building Official, ICC Certified Certified Plans Examiner, ICC Certified	S4079 C42200 ICC 253530
Yoko Tanaka, MS, PE, SE *Senior Structural Engineer*	Licensed Structural Engineer, California Licensed Professional Civil Engineer, California ICC Building Plans Examiner ICC Commercial Building Inspector ICC Residential Fire Sprinkler Inspector/Plans Examiner	S 6089 C 74864
Chi Tran, PE, SE, CBO, CASp *Building Official /* *Principal Structural Engineer*	Professional Structural Engineer, State of California Professional Civil Engineer, State of California Certified Building Official, ICC Certified Certified Plans Examiner, ICC Certified	2728 33643 ICC 1061872-CB ICC 1061872-B3
Khanh Nguyen, MS, PE, CBO *Building Official/* *Principal Plan Check Engineer*	Professional Civil Engineer, State of California Certified Building Plans Examiner, ICC Certified Certified Building Official, ICC Certified	C51737 ICC 879847
Amir Hamidzadeh, PE, CBO, CASp *Senior Plan Check Engineer*	Registered Professional Engineer, State of California Certified Plans Examiner, ICC Certified Certified Building Official, ICC Certified Certified Access Specialist (CASp)	68216 ICC 1041666-CB ICC 1041666-CB 093
Fred Marzara, MS, PE, CBO *Principal Plan Check Engineer*	CALBO Certified Building Official ICC Certified Plans Examiner ICC Certified Accessibility Specialist Certified Energy Plans Examiner California Energy Comm. Registered Civil Engineer in California and Arizona	ICC (Confidential)
Ali Davani, MSc., QCSI, MS4 QLIDI/GI *Associate Plan Check Engineer*	Qualified MS4 LIDGII – LID/Green Infrastructure Inspector Qualified CESSWI –Construction Stormwater, Erosion & Sediment Inspector California QAL Licensed - CA DPR - Sewer Line Root Control OSHA 30 - Hour Construction Safety and Health, OSHA 10 - Hour Construction; Safety and Health, Level 1 Leadership Academy, GAWP InfoWorks ICM (Integrated Catchment Modeling) MIKE URBAN WD (Water Distribution) MIKE URBAN CS (Collection System) and Model Manager 40-hour Hazardous Waste Site Worker Course (HAZWOPER) Water CAD (Distribution Design and Modeling) Advanced Learning ArcGIS	
Matthew Corrigan, PE *Assistant Plan Check Engineer*	Professional Civil Engineer, State of California Residential Plans Examiner, ICC Certified	95707 ICC 9610336
Michael Leiendecker, CBO *Principal Plans Examiner*	Certified Building Official Plans Examiner Building Inspector Plumbing Inspector	ICC (Confidential)

NAME AND TITLE	BUILDING QUALIFICATIONS	LICENSE / CERTIFICATION #
Gerald Quast *Principal Plans Examiner*	Certified Energy Plans Examiner Non-Residential California Energy Commission Certified Energy Plans Examiner Residential, California Energy Commission IAPMO Certified Mechanical Inspector IAPMO Certified Plumbing Inspector	NRE-98-1001 RES-93-1016
Mike Teemant, MCP, CBO *Principal Plans Examiner*	Master Code Professional (MCP) Certified Building Official Certified Building Code Official Certified Plumbing Code Official Combination Inspector Commercial Combination Inspector Commercial Energy Inspector Commercial Energy Plans Examiner Residential Energy Inspector/Plans Examiner Fire Inspector II Residential Fire Sprinkler Inspector/Plans Examiner Building Plans Examiner Plumbing Plans Examiner Commercial Building Inspector Commercial Electrical Inspector Commercial Plumbing Inspector Accessibility Inspector/Plans Examiner Residential Building Inspector Residential Electrical Inspector Residential Mechanical Inspector Residential Plumbing Inspector	ICC (Confidential)
Frank Biangone *Principal Plans Examiner*	Residential Building Inspector Commercial Building Inspector	ICC 860170
Mark Sallee *Principal Plans Examiner*	Building Inspector Electrical Inspector Plumbing Inspector	ICC 1026285
Mark Carnahan *Building Official / Building Inspection Supervisor*	Certified Building Official Combination Inspector Commercial Building Inspector Commercial Electrical Inspector Commercial Plumbing Inspector Commercial Mechanical Inspector Residential Building Inspector Residential Electrical Inspector Residential Plumbing Inspector Residential Mechanical Inspector Combination Inspector Plans Examiner B-General Building Contractor (inactive)	ICC 1110134-J4 746154
James DiMaria *Building Inspector*	Residential Building Inspector Residential Electrical Inspector Residential Plumbing Inspector CA State Licensed Residential Building Contractor – B	ICC 8880036 692724
Doug Smith *Building Inspector*	Combination Inspector Commercial / Residential B-5 Licensed General Contractor	

E. SPECIALIZED TRAINING

Our People

Our clients benefit from the expertise of our team members who hold a wide variety of project experiences and are motivated to achieve the highest level of technical proficiency and certification. Knowing technical excellence is vital to successful service to our clients and to meeting their jurisdictions' level of safety and code compliance, our team members are ICC certified, include registered engineers, and possess additional required professional certifications. ***CSG staff routinely update their knowledge and skills through attendance of specialized training classes and continuing certification seminars in the most current building codes and standards as well as approved and modern methods, materials, tools and safety practices used in the industry.*** In addition, we understand that integrity, responsive customer service, and excellent communication and interpersonal skills are critical to on-the-job success, and we actively seek these qualities in our team members.

We also support our team members in their participation in and contributions to the many important associations and organizations within our industry. ***Many of our team members hold or have held key positions within the organizations listed below and have served as in-demand instructors and trainers.***

- *League of California Cities*
- *International Code Council*
- *California Building Officials*
- *County Building Officials Association of California*
- *ICC Chapters of Napa-Solano, Peninsula, East Bay, Monterey, Sacramento Valley, Yosemite, Shasta Cascade, Central Coast, Redwood Empire, Los Angeles Basin, Orange Empire, Foothill, Coachella*
- *Certified Access Specialist Institute (CASI)*
- *California Fire Chiefs' Association*
- *Northern California Fire Prevention Officers*
- *Southern California Fire Prevention Officers*
- *National Fire Protection Association*
- *California Automatic Fire Alarm Association*
- *American Fire Sprinkler Association*
- *National Fire Sprinkler Association*
- *American Public Works Association*
- *American Society of Safety Engineers (ASSE)*
- *Institute of Transportation Engineers*
- *Structural Engineers Association of Northern California*
- *Structural Engineers Association of Southern California*

Quality Assurance

Key to our approach to quality assurance is that it must occur throughout the entirety of the project and with the right people involved every step of the way. Our team's unwavering integrity and commitment are combined with our internal processes and leading-edge digital technology to consistently produce quality work products and maintain highly satisfied clients. At project outset, CSG's project manager assigns the most technically specialized team members who, through their experience and training, best understand the needs of our client. Our quality control processes include verifying procedures and code requirements, defining and applying standards used in code applications, and assessing work products to ensure that jurisdictional requirements and expectations are met.

F. SUB-CONSULTANTS

No Sub-Consultants will be used on this contract.

G. REFERENCES

The following is a partial list of regional references for which CSG has provided services similar to those requested by the City. Additional references can be provided upon request.

City of Burbank
Russell Freesland
Plan Check Engineer Manager
75 East Olive Avenue
Burbank, CA 91502
(818) 238-5293
rfreesland@burbankca.gov
Building Plan Check Services
2021–Ongoing

City of Beverly Hills
Arlen Eskandari
Deputy Building Official
455 N Rexford Drive
Beverly Hills, CA 90210
(310) 285-1113
aeskandari@beverlyhills.org
Building Review / Public Works
2017–Ongoing

City of Inglewood
Mandhir Singh
Building Official
One Manchester Boulevard
Inglewood, CA 90301
(310) 412-5294
msingh@cityofinglewood.org
On-Call Development Review & Building Plan Check
2013–Ongoing

City of Huntington Beach
Jasmine Daley
Building Official
2000 Main Street
Huntington Beach, CA 92648
(714) 375-5147
jasmine.daley@surfcity-hb.org
Staff Augmentation, Building Plan Review and Inspection, and Counter Technician Services
2001–Ongoing

City of Westminster
Justin Nguyen
Building Official
8200 Westminster Blvd.,
Westminster, CA 92683
(714) 548-3475
jvnguyen@westminster-ca.gov
Building & Fire Plan Review & Inspection Services
2018–Ongoing

Proposed Team

SECTION 3

ORGANIZATIONAL CHART

CSG proposes the following staff and organizational structure for requested services for this contract. Eric Haghani will serve as the point of contact for the City. Key personnel (denoted by Asterix *) will be available to the extent proposed for the duration of the required services and CSG acknowledges that no person designated as "key" shall be removed or replaced without the prior written concurrence of the City. **Resumes of proposed key personnel are included in the Appendix.**



Detailed Work Plan

SECTION 4

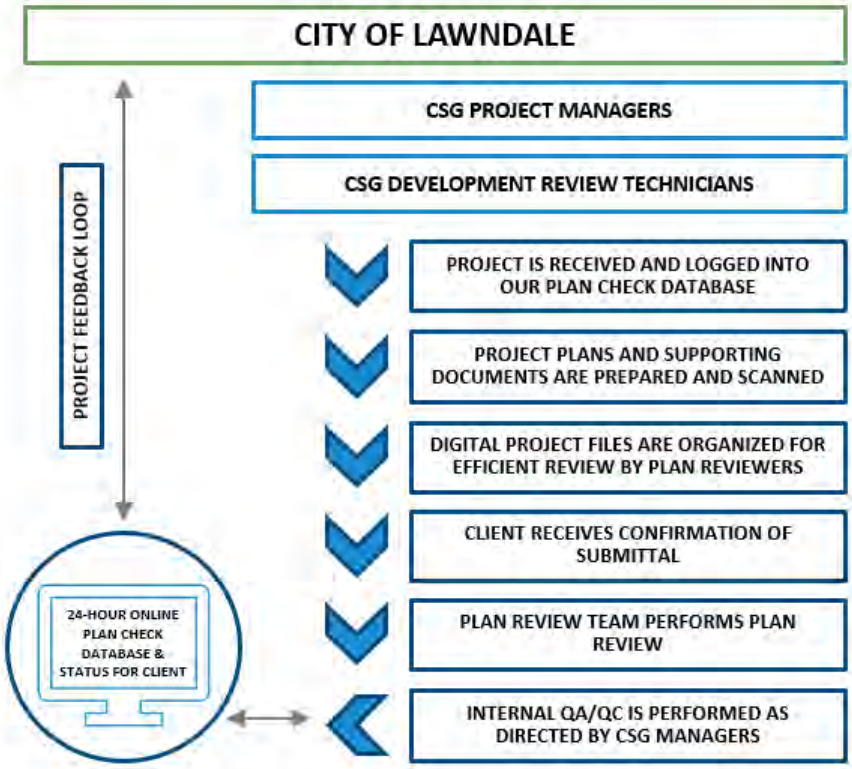
APPROACH

CSG's proposed team has been selected to best support the specific needs of the City and will deliver exceptional service through its application of technical expertise, knowledge of municipal processes and procedures, efficient and effective customer care, and application of code compliance combined with innovative and helpful alternatives. Our extensive experience in furnishing comprehensive building and fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects. From providing leading-edge digital plan review and online plan check status reporting to delivering faster-than-scheduled turnaround times and code interpretations, CSG will deliver the highest quality services to the City.

CSG's approach to work includes the following methodologies and key benefits:

- ***A wealth of fully committed and qualified personnel.*** *We maintain staff that are fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's leading edge, many serve as instructors and lecturers and sit on boards and committees for organizations developing and implementing important code regulations. We also keep current with the latest in procedures and use of products by attending regional, state and national training opportunities and industry provided product/materials training.*
- ***Customized, responsive services.*** *We are skilled at assessing time commitments, developing accurate work plans and applying dedicated, professional personnel with the skills and experience best-suited for the project. We can quickly fine-tune staffing levels to match or adjust to changes in plan review, inspection, and front counter activity and ensure responsiveness to customers. With our digital plan review capabilities, we are able to utilize plan review resources from any of our regional offices. In addition, we excel at coordinating with all agency departments as well as outside agencies.*
- ***Rapid turnarounds and expedited services.*** *With extensive experience in both code application and the digital plan review process, our staff excels at performing expeditious turnarounds while delivering thorough and accurate reviews. We easily match and more often beat any required review turnaround deadlines.*
- ***Leading-edge, cost-saving technology and methods.*** *CSG delivers a suite of digital options—speedy digital plan reviews and electronic versions of plan comments; an easy-to-use online application for plan submittal, tracking and approval of digital plans; and available full scanning and archiving services. In addition, through knowledge gained from service to over 350 public agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services.*
- ***Quality Management.*** *A QA/QC Implementation Plan that will include the review requirements and the QA/QC process.*

PROVEN METHOD FOR PLAN REVIEW PROCESS



CSG's project managers work hand in hand with the client agency to ensure work is done to their satisfaction and on time.

CSG's team assists in all aspects of plan review focusing on the special needs and requirements of each client.

CSG arranges for delivery of plans to CSG at no additional cost.

CSG is available for meetings or direct correspondence with the project team, client agency, or community members to satisfy all needs of the review process.

CSG's online plan review status is available 24/7.

CSG CONSULTANTS

BUILDING OFFICIAL SERVICES

CSG's Building Officials are certified and have extensive building industry experience. They have the proven skills, technical knowledge and a well-rounded approach to performing Building Division administration and providing management oversight and direction to plan reviewers, inspectors, and permit technicians. Our Building Officials are well-known for their consummate customer service skills and successful identification of solutions through innovative problem solving. They can be available full-time or part-time as needed. CSG's Building Officials have expertise in providing the following services and can easily adapt to other requests as needed:

- *Building Official Administration, including addressing complex Building Code issues, code interpretation, and resolution of inquiries and complaints*
- *Rapidly familiarizing themselves with local code amendments*
- *Applying knowledge of all aspects of the California Building Codes and local amendments*
- *Making determinations on the approval and use of alternative materials and methods*
- *Staying abreast of ongoing changes to applicable state and federal laws through long-standing industry relationships and associations*
- *Providing technical assistance and educating stakeholders*
- *Building and maintaining relationships with other departments and agencies*
- *Participating in pre-development reviews and providing comments*
- *Processing Planning Commission and Council staff reports*
- *Attending Planning Commission and Council meetings*

BUILDING & STRUCTURAL PLAN REVIEW SERVICES

CSG staff will perform building, fire, & structural plan review for conformance with California Codes and all applicable State, Federal, and local laws. CSG can also supply a CASp certified professional to review plans for accessibility and to facilitate compliance with regulations. All reviews will be conducted using the City's plan review policies and procedures and will be thorough, accurate and delivered in a timely manner.

Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. CSG serves as an active partner, working as a seamless extension of our public agency clients in performing the requested services and working closely with the development community and public as directed.

Compliance Standards

Our engineers and plan reviewers carefully review all plans and documents for compliance with building codes, fire codes, energy conservation standards, and accessibility regulations adopted by the State of California, and all local policies and ordinances including but not limited to:

- *California Building Code, Volumes 1 and 2*
- *California Residential Code*
- *California Electrical Code*
- *California Plumbing Code*
- *California Mechanical Code*
- *California Fire Code*
- *California Energy Code*
- *California Green Building Standards Code (CALGreen)*
- *California Existing Building Code*

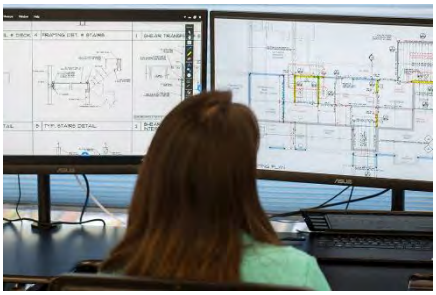


- *California Health and Safety Code*
- *National Fire Protection Association (NFPA) Standards as adopted and referenced by the State of California (California Code of Regulations, Title-19)*
- *State Historical Building Code*
- *NPDES/WQMP/SWPPP Compliance*
- *Local adopted ordinances and amendments related to building, fire and municipal codes, including project Conditions of Approval from other agency departments, divisions, and regulating agencies*

Structural Plan Review

Our plan review division consists of highly qualified Structural Engineers and Professional Engineers. The staff selected for this project have extensive experience in a wide range of structural design as both design engineers and plan reviewers. Through our digital plan review process described below, we can leverage the full capabilities of our firm if additional staff is needed to meet deadlines or add special capabilities to our review team.

Digital Plan Review



CSG has been providing digital plan review services for over 20 years, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG for building and fire plan review are immediately scanned into digital files and stored on CSG's servers for quick and easy access by both our clients and our plan reviewers. Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates.

Leading the field in digital plan review services for more than 25 years.



Any additional forms utilized by the agency will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other agency-approved means, enabling staff to immediately modify CSG's checklist for incorporation with other department comments. We provide convenient, environmentally friendly digital storage of all construction-related documents, and on request, can provide clients with a set of digitally scanned plans at no additional cost.

In addition, for jurisdictions requesting a pure digital plan review workflow, we can enable an applicant to submit digital files—**with no size limitations**—directly to CSG via our web-based application. Our application includes an online portal for the applicant/jurisdiction to retrieve comments and marked-up digital plans including redlines. Importantly, this service tracks the status of all submittals and re-submittals until the plans have been approved.

Key Features of Our Digital Plan Review Service Include:

Efficient. Plans are pushed to plan review staff the same day they are received.

User-friendly. CSG developed its own online portal specifically to manage the electronic file submittal process. Through use of this interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex file transfer settings.

Proven. We have provided a digital plan review option to our clients for over 20 years.

Non-Proprietary. CSG's electronic review process is 100% PDF-based with no additional software required to view redlines.

Online Plan Check Status



CSG offers a convenient service allowing clients to check plan review status and comments online. By accessing our secure Plan Check Status website, agency staff as well as authorized applicants can view their project documents and plans and communicate with the specific plan checker via e-mail. Staff and authorized applicants can download comments upon completion of the plan check. ***There is no additional cost for this service.***

Plans Pickup and Delivery

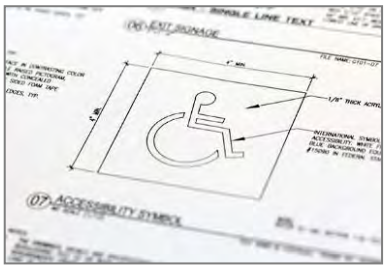
CSG will coordinate pickup and delivery of plans and other materials from/to the agency via CSG personnel or an approved alternative service.

Green Building and LEED Accreditation

Our Building Division team is experienced in plan review and inspection for compliance with CALGreen and local green building ordinances and includes LEED Accredited Professionals.

In addition, CSG Consultants has the qualifications necessary to assist with both the development of policy and the implementation of green and sustainable building practices. CSG's Sustainability Programs division can assist, for example, with construction and demolition debris recycling programs and public outreach to the building industry.

CASp Review Services



We understand California Building Departments are required to have CASp certified staff in place and available for technical questions and interpretations. Our CASp certified team members are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with current regulations, CSG can provide CASp certified professionals to review plans for accessibility and to facilitate compliance with regulations when requested.

Quality Control/Quality Assurance

CSG's in-house quality assurance/quality control program utilizes a peer review process with multi-level internal plan checking and project management. A senior staff member will review all plan check comments to ensure relevance and accuracy.

PLAN CHECK TURNAROUND TIMES

CSG strives to provide the highest quality and most timely service in the industry. We take pride in maintaining the requested plan review times for all our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to move work quickly and successfully through jurisdictional processes. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner.

Per the RFP, the following are the proposed plan check turnaround times:

TYPE OF REVIEW	INITIAL REVIEW (BUSINESS DAYS OR LESS)[2]	RE-CHECK (BUSINESS DAYS OR LESS)[2]
Large Scale Multi Density Multi-family and Mixed Use	15	7
New Commercial Industrial and Residential	10	5
Commercial, Industrial and Residential Remodels Renovation	5	5
Routine and simple structures and items include, but are limited to; reroofs; patio covers; and fences/walls	Same Day	N/A

Expedited Plan Check Services

At the City's request, we can perform plan check services on an accelerated schedule with associated fees negotiated between the City and CSG.

BUILDING INSPECTION SERVICES



CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects. Our inspection personnel have an outstanding mixture of technical expertise and experience in all construction types. We provide experienced ICC certified inspectors who work with a team approach to ensure compliance with applicable codes and requirements and provide solutions to mitigate potential risks and safety hazards. Using well-honed customer service and communication skills our inspectors excel at educating stakeholders to keep projects moving forward. Our inspectors also utilize current technologies and equipment to view plans and documents, research related code requirements, document field conditions and progress, and share that information with stakeholders while in the field.

CSG provides all vehicles, fuel, maintenance, and other equipment necessary for inspectors to carry out duties, with no additional charges.

Key services include but are not limited to the following:

- *Providing inspection services to ensure project compliance with State adopted codes and local amendments including building, electrical, mechanical and plumbing codes*
- *Offering code interpretation and education*
- *Seamlessly integrating into client organizations and consistently enforcing policies and procedures*
- *Addressing and resolving inquiries*
- *Maintaining records and files*
- *Providing all vehicles, fuel, maintenance and other equipment necessary for inspectors to carry out duties.*

CASp Inspection Services

To facilitate the City's compliance with current rules and regulations, CSG will provide a CASp certified professional for technical questions and interpretations and to perform accessibility compliance inspections upon request.

PERMIT TECHNICIAN SERVICES



CSG has highly qualified staff available to provide Permit Technician services. These frontline, first-response services are vital to the success of the entire building and safety permit process as they often set the tone for the applicant whether a homeowner, contractor, or design professional. CSG handpicks exceptionally qualified personnel who can function as seamless extensions of the agency's team, understand the importance of exemplary customer service, have knowledge of the inner workings of building departments and thorough familiarity with the building application and permit process.

CSG's permit processing staff is trained in customer service and in facilitating and expediting the permit process. Our staff can quickly assess each customer's needs and ensure they are served appropriately.

They are familiar with State Contractors License Law and ensure that permits are issued to properly licensed contractors. CSG's permit technicians are also familiar with multiple permit software systems and will quickly gain proficiency with the software that has been customized for the City.

Our staff is knowledgeable and experienced with permit processing functions including:

- *Providing the public with appropriate forms and handouts*
- *Processing permit applications and issuing permits using the City's software*
- *Accepting plans, documents, structural calculations and energy reports for permit processing*
- *Routing plans to building and other departments and agencies*
- *Performing document control, ensuring permit file integrity, and maintaining status of plans and documents during the permit process.*
- *Preparing plan check letters to be sent to applicants*
- *Assisting the public with completing applications and other required forms*
- *Preparing documents and reports; providing permit record materials requested from the public; researching and compiling documents for compliance with Public Records Act (PRA) requests.*

AVAILABILITY AND CUSTOMER SERVICE

Since our inception, 34 years ago, one of CSG's primary functions has been to serve as a seamless extension of public agency staff in service to their customers. We clearly understand the importance of our role in the City's success and commit to providing its citizens and business partners - residents, architects, engineers, developers, contractors—as well as City staff, the highest level of service. We believe effective communication and excellent customer service are essential to a successful and coordinated working relationship between the City, CSG, and the development community.

We recognize the value of pre-design consultation and are available to provide this important service.

CSG maintains building department staff who have a variety of client and project experiences, and who have code expertise and customer service skills that are essential to effective integration within our client agencies. CSG's Project Manager will allocate appropriate levels of building plan check and inspection staffing depending on the City's needs and to ensure that the City's customer service standards are met.

Proposed Staffing

Building Official Services
CSG's building official will be available per the City's required schedule.

Plan Review
Building Plan Check Engineers(s) will be in the office for counter hours once a week, from 7:30 am to 11:30 am, Tuesdays.

Inspection
CSG Building Inspector will be at City Hall during the regular work schedule. The building inspector's hours are 7:00 am to 12:00 pm, Monday – Thursday.

Permit Technicians
CSG Permit Technician(s) will be in the office for counter hours, from 7:30 am to 11:30 am on Tuesdays, or as needed.

Schedule of Rates

SECTION 5

BUILDING AND SAFETY SERVICES RATE SCHEDULE

CSG's fee schedule for proposed work is provided below. If plans are not submitted electronically, CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service. Plan review is based on a percentage of the agency's plan check fees and includes the initial plan review and all subsequent reviews. Deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate below. RFIs for large developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the agency. Except for residential solar projects, CSG will charge a minimum of $250 per plan review project.

PERSONNEL / REVIEW TYPE	ALL INCLUSIVE FEE / HOURLY RATE
Building Plan Review by Percentage	
Full Building Plan Review by Percentage	70% of Agency's Building Plan Check Fees
Mechanical, Electrical & Plumbing Plan Review by Percentage	45% of Agency's Building Plan Check Fees or 70% of Agency's M/E/P Plan Check Fees
Structural Only Plan Review by Percentage	45% of Agency's Building Plan Check Fees
Expedited Plan Review by Percentage	95% of Agency's Building Plan Check Fees
Minimum Plan Review Fee Per Project (See Exclusions)	$250
Building Plan Review Hourly Rates (Minimum 1 Hour Per Submittal)	
Building Plan Review	$150
Principal M/E/P – Certified Plans Examiner	$150
Structural Only Plan Review	$170
Building Grading Plan Review	$150
CASp Plan Review/Consultation	$160
Expedited Plan Review (Hourly)	1.5 x Hourly Rate
Building Department Services	
Permit Technician	$90
Senior Permit Technician	$95
CASp Inspection	$160
Building Inspector	$110
Combination Building Inspector	$120
Deputy Building Official	$150
Building Official	$170
Building Department Special Projects	$150
Administration/Plan Processing	$80

TERMS

- *Plan reviews based on a percentage of the agency's plan check fees include the initial plan review and all subsequent reviews. Deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate.*
- *The minimum plan review fee per project for percentage-based reviews excludes solar, energy storage system (ESS), and electric vehicle charging station (EVCS) reviews.*
- *RFIs for large developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the agency.*

- *Depending on project size and scope, CSG's percentage-based expedited plan review rate may be adjusted if mutually agreed upon between the agency and CSG.*
- *All hourly rates include overhead costs including but not limited to salaries, benefits, workers' compensation insurance, local travel, and miscellaneous office expenses.*
- *Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the agency prior to proceeding.*
- *Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.*
- *Hourly rates for publicly funded projects will be based on current prevailing wage rates.*
- *On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region.*
- *CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.*
- *This fee proposal is valid for a period of 90 days from date of submittal.*
- *If plans are not submitted electronically, CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service.*
- *Administration/Plan Processing fees are incurred for specific additional services requested by the agency beyond the normally provided CSG administrative services which typically include coordinating the pick-up and return of plans; performing scanning, collating, and tracking; and providing plan review status updates to the agency. Cost for additional services will be negotiated based on the type of request with a minimum fee based on 0.5 hours of service per project.*
- *Building Department Special Projects may include developing and establishing the following: building department workflows and relationships with other internal agency departments, building permit code requirements, inspector and permit technician responsibilities, criteria for over-the-counter plan review and out-to-plan check projects, transmittals and routing processes, Building Department handouts for different project types; and may include other duties as assigned by the agency.*
- *When requested, Building Grading Plan Review is limited to on-site general grading within the boundary of the proposed site and the disturbed area. The review is within the scope of the building permit and excludes any off-site reviews or analysis outside of the area covered by the building permit and the plan check submittal. Review will include compliance with CBC Appendix J (if the jurisdiction has adopted it), CBC Chapter 18, and applicable jurisdictional ordinances and requirements. If the agency requests a review beyond the requirements in CBC Chapter 18, Appendix J, and City Ordinances, fees will be charged according to CSG's hourly rates for Land Development and Engineering services.*
- *For hourly projects only, performance of plan review services utilizing the agency's adopted plan review software (e.g., ProjectDox or Bluebeam Studios) to, for example, markup plans with corrections and redlines and/or coordinate with other internal agencies, may involve additional time being added to the plan review time at the associated plan review rate.*

Agreement and Forms

SECTION 6

MODIFICATION, CHANGES OR EXCEPTIONS TO THE CITY AGREEMENT FOR CONTRACT SERVICES

CSG has reviewed the City of Lawndale Building and Safety Services RFP and Agreement for Contract Services and is prepared to sign the document. However, CSG would appreciate consideration of the proposed revisions:

- Section 5.2 (b), Lines 6 & 7: Delete "where the same … whole or in part the" and substitute "to the extent caused by the negligent".
- Section 5.2 (b), Line 10: At the end of the Section add "In no event shall the cost of defense charged to Consultant exceed the Consultant's proportionate percentage of fault."

- Section 6.3, Line 6: Before "Consultant may retain" insert "Use of the documents and materials by the City for other than the intended project shall be at the City's sole risk."

- Section 7.4, Line 5: Delete the words "value of the work product actually produced", and substitute "cost of satisfactory services rendered".

- Section 7.5: Delete this entire section.

- Section 8.1, Line 1: Delete City in the title. Delete "the City shall" and substitute "either party shall."
- Section 8.1, Line 2: Delete "Consultant" and substitute "other Party".
- Section 8.1, Line 3: Delete "City" and substitute "either party" and delete "Consultant" and substitute "other party".

INSURANCE REQUIREMENTS

CSG's Insurance Broker has reviewed the insurance requirements in the City of Lawndale RFP and confirms that CSG can comply.

FORMS

On Pages 7 and 8, it lists the following forms but they were not included in the RFP. There were no Answers to Questions or Addenda released. CSG is happy to provide the forms necessary for the contract.

- AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION
- FEDERAL LOBBYIST REQUIREMENTS
- DEBARMENT AND SUSPENSION CERTIFICATE
- CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION 3700

SECTION 7

Appendices

RESUMES

Resumes for CSG's proposed key personnel are provided on the following pages for the City's review. Additional Resumes available upon request.

Khoa **Duong** PE

Vice President, Building Services/Contract Manager

LICENSES & CERTIFICATIONS

Professional Engineer, State of California | 43901

Professional Engineer, State of Nevada | 013620

Certified Plans Examiner | ICC 0840436-B3

Professional Engineer, State of Washington | 27237

EDUCATION

Bachelor of Science, Civil Engineering
California Polytechnic State University | Pomona, CA

Mr. Duong serves as CSG's Building Services Manager in Southern California and performs the key role of plan review quality control. With more than 36 years of experience in building plan review, including onsite plan check engineer services, Mr. Duong ensures that CSG's clients receive the highest quality plan review services. Prior to joining CSG, Mr. Duong worked in both the public and private sectors.

Mr. Duong's expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

RELEVANT EXPERIENCE

Building Services Manager and Plan Check Engineer | Multiple CSG Client Agencies
Mr. Duong manages CSG's Southern California plan review team and provides on and off-site Plan Review Engineer services for numerous jurisdictions throughout California. Mr. Duong performed structural plan check and non-structural MEP, energy, as well as ADA reviews for commercial, industrial, and residential structures.

Supervising Plan Review Engineer | Willdan
Mr. Duong was responsible for the day-to-day operations of the plan review section in the San Bernardino office and served as plan review engineer for numerous cities and counties throughout California and Nevada.

Vice President in charge of Plan Review | Berryman & Henigar
Mr. Duong managed the plan review team for over 10 years.

NOTABLE PROJECT EXPERIENCE

Plan Review Engineer | City of San Diego, CA

Pacific City | City of Huntington Beach, CA

Inglewood Market Gateway | City of Inglewood, CA

Bolsa Row | City of Westminster, CA

Sofi Stadium & Performance Venue | City of Inglewood, CA

Town & Country Manor | City of Santa Ana, CA

Ganahl Lumber | City of San Juan Capistrano, CA

Hollywood Park Casino & Parking Structure | City of Inglewood, CA

Waterfront Hilton Hotel – Expansion | City of Huntington Beach, CA

Paséa Hotel & Spa | City of Huntington Beach, CA

Jackson Rancheria Casino | The Jackson Rancheria Band of Miwuk Indians, CA

Eric **Haghani** MS, PE, SE, CBO

Vice President, Building Services
Building Official / Principal Structural Engineer

LICENSES & CERTIFICATIONS

Professional Structural Engineering | S4079

Professional Civil Engineering | C42200

Certified Building Official
Certified Plans Examiner
| ICC 253530

EDUCATION

Master of Engineering, Civil Engineering
California State Polytechnic University | Pomona, CA

Bachelor of Science, Civil Engineering
California State Polytechnic University | Pomona, CA

PROFESSIONAL AFFILIATIONS

Structural Engineer Association of Southern California (SEAOSC)

International Code Council (ICC)

AWARDS | HONORS

Mayor's Award for obtaining $3,000,000 FEMA Grant for Huntington Beach City Hall's Seismic Retrofit | City of Huntington Beach, CA

Mayor's *Employee of the Month* Award | City of Dana Point

Mr. Haghani provides plan review, structural plan review and Building Official services on behalf of CSG. He is a highly skilled professional who has a proven ability to work effectively with others under a broad range of conditions and varying environments. His significant experience, sound educational background and positive personal qualities provide excellent qualifications as a Building Official. Mr. Haghani's skills include being quality-conscious and dedicated to producing quality results; excellent communication, interpersonal & problem-solving skills; and customer service.

RELEVANT EXPERIENCE

Building Division Manager | City of Huntington Beach, CA
Mr. Haghani's duties included: Overseeing the operations, services, and activities of the Building Division within the Community Development Department and serving as the City's Building Official; developing and implementing division goals and objectives, administering the division budget, monitoring expenditures, and directing the plan review of complex buildings and structures to determine compliance with pertinent codes, requirements, and standards.

Building Official & Senior Structural Engineer | City of Dana Point, CA
Mr. Haghani's duties included: Overall management of the Building Division as the Building Official and the Sr. Structural Engineer; handling architectural and structural plan evaluation; monitoring inspection and permit staffs; assigning and scheduling workflow/projects; and mentoring, training, supervising, and evaluating staff members.

Plan Check Engineer | City of Huntington Beach, CA
Mr. Haghani's duties included: Providing comprehensive technical review of plans, specifications and calculations for life-safety, structural integrity, disabled access, and applicable code compliance; and supervising Permit and Plan Check Services Division of the Building and Safety Department in the absence of the Division Head and Manager.

Plan Check Engineer | City of Santa Monica, CA
Mr. Haghani's reviewed complex architectural and structural drawings, structural calculations, and engineering reports for compliance with construction codes, local ordinances, and state laws.

Structural Project Engineer | Various Private Companies
Mr. Haghani executed daily operations of various commercial & residential projects, including hiring, supervision, and mentoring of junior staff engineers.

NOTABLE PROJECT EXPERIENCE

Super Bowl LVI Temporary Event | City of Inglewood, CA

16-Story Mixed-use Apartment Building | City of Santa Ana, CA

10-Story Hotel | City of Santa Ana, CA

204-Units Apartment Building | City of Rialto, CA

6-Story 376,200 SF Mixed-use Apartment Building | City of Fullerton, CA

New City Hall | City of San Juan Capistrano, CA

50-Affordable Units | City of San Juan Capistrano, CA

Yoko **Tanaka** MS, PE, SE

Senior Structural Engineer

LICENSES & CERTIFICATIONS

Licensed Structural Engineer, California (No. S 6089)
Licensed Professional Civil Engineer, California (No. C 74864)

ICC Building Plans Examiner
ICC Commercial Building Inspector
ICC Residential Fire Sprinkler Inspector/Plans Examiner

EDUCATION

Master of Science, Civil Engineering (Structural/Earthquake Engineering)
University of California, Los Angeles

Bachelor of Science, Civil Engineering
University of California, Los Angeles

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
ICC Orange Empire Chapter

Ms. Tanaka is a professional structural engineer providing building plan review services for CSG Consultants and its clients. She brings over 16 years of experience in the building industry, in-depth knowledge of the California Building Code, CRC, Cal Energy Code and disabled access requirements. Additionally she has expertise in analysis and design of steel, reinforced concrete, CMU, and wood structures; seismic evaluation and upgrades of existing buildings; and working knowledge of ASCE7, ASCE41, ASCE31, AISC, AISI, ACI, and NDS.

RELEVANT EXPERIENCE

Senior Structural Engineer | CSG Consultants, Inc.

Ms. Tanaka performs plan review for residential, commercial, and mixed-use buildings, and other structures to ensure compliance with building, mechanical, electrical, plumbing, energy, CalGreen codes, disabled access requirements, local ordinances, and State and Federal law, including the review of structural drawings and calculations. She covers Building counter service at local jurisdictions for over-the-counter plan reviews and customer services as needed.

Senior Civil Engineer – Plan Check | City of Newport Beach, CA

For over four years, Ms. Tanaka performed plan review for commercial, residential, and mixed-use buildings for compliance with City of Newport Beach Municipal Code, California Codes, and associated standards, including structural drawings and calculations.
Review Grading/Drainage Plan for residential projects in compliance with City Grading Ordinance and CBC. She provided over-the-counter plan reviews and customer services at City Permit Counter. She communicated with architects, engineers, contractors, and property owners to assist with code requirements and design standards, and response to questions on plan check comments, and coordinated with other City departments as required during plan check review.

Structural Engineer / Project Manager | Private Companies

Ms. Tanaka lead structural analysis and computations of various buildings and structures. She prepares drawings, specifications, reports, and other project deliverables while working with structural team members and other disciplines within the project team to coordinate structural design and address plan check comments. Ms. Tanaka conducted structural observation, reviewed submittals, and responded to RFIs. She interfaced with local government agencies and entities to obtain project permits. She guided and managed junior engineers and review their work.

NOTABLE PROJECT EXPERIENCE

Plan Review:

- 5-Story 346-Unit Apartment Building and 5-Story Parking Structure | City of Huntington Beach, CA
- Tenant Improvement for Medical Oncology Clinics (OSHPD-3) | City of Huntington Beach, CA
- 7-Story Mixed-use Apartment Building and 4 new buildings, Brea Mall | City of Brea, CA
- Tenant Improvement for High School Building | San Juan Capistrano, CA
- 5-Story Mixed-use Condominium, Uptown Newport | City of Newport Beach, CA
- 3-Story Mixed-use Apartment | City of Newport Beach, CA

Chi **Tran** PE, SE, CBO, CASp

Building Official / Principal Structural Engineer

LICENSES & CERTIFICATIONS

Structural Engineer
State of CA | 2728

Civil Engineer
State of CA | 33643

Civil Engineer
State of NV | 22985

Certified Building Official

Certified Building Plans Examiner
| 1061872

Certified Access Specialist

EDUCATION

Master of Science, Civil Engineering
| California Polytechnic University

Bachelor of Science, Civil Engineering
| California Polytechnic University

Master's in business administration
| California Polytechnic University

PROFESSIONAL AFFILIATIONS

California Building Officials Association (CALBO)

International Code Council

Mr. Tran provides professional structural engineering and Building Official services for CSG Consultants and its clients. He brings over 30 years of experience in the building industry, in-depth knowledge of both the California and International Building Code, and experience in all forms of structural construction, including steel, concrete, masonry, timber, and light-gauge steel materials. Mr. Tran has worked for the County of Orange in various capacities including plan check supervisor, project engineer and Building Official. Through his experience in these roles, Mr. Tran developed a thorough working knowledge of the functions of the Building Department. Mr. Tran's expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

RELEVANT EXPERIENCE

Plan Check Manager | City of Anaheim, CA

Mr. Tran's responsibilities included: assigning plans to plan check engineers and follow-up to meet turnaround time; working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; reviewing alternatives and making recommendations for approval on code modification requests; and providing inspectors, permit applicants, architects/engineers information on code requirements.

Senior Plan Check Engineer | City of Yorba Linda, CA

As a senior plan check engineer for the City, Mr. Tran reviewed building plans for code compliance, reviewed alternatives and made recommendations for approval on code modification requests, and provided inspectors, permit applicants, architects/engineers information on code requirements.

Building Official | City of Fullerton, CA

As a building official, Mr. Tran provided the following services: Working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; issuing code interpretations/policies and approving code modifications; and performing site visits with building inspection staff to make final determination on construction problems for code compliance.

Building Official | City of Dana Point, CA

As a building official, Mr. Tran provided the following services: Working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; issuing code interpretations/policies and approving code modifications; and performing site visits with building inspection staff to make final determination on construction problems for code compliance.

County Building Official, Plan Check Engineer & Project Engineer | County of Orange, CA

Mr. Tran worked as a County employee with increasing responsibilities and promotions for over 33 years. He was the County Building Official during his last 10 years.

NOTABLE PROJECT EXPERIENCE

Sofi Stadium & Performance Venue | City of Inglewood, CA

Hollywood Park Casino & Parking Structure | City of Inglewood, CA

Self-Storage Facility | City of Inglewood, CA

Ritz Carlton Resort and Hotel | City of Laguna Niguel, CA

Pelican Hill Resort and Hotel | City of Newport Beach, CA

7-Story Coldwell Bank Office Building | City of Lake Forest, CA

John Wayne Airport Terminal Building and Parking Structures | City of Santa Ana, CA

7-Story Orange County Juvenile Court Building | City of Orange, CA

Theo Lacy Jail and Juvenile Hall | City of Orange, CA

Khanh **Nguyen** PE, MS, CBO

Building Official

LICENSES & CERTIFICATIONS

Professional Civil Engineer,
State of California
C51737

Certified Building Official
Certified Building Plans Examiner
ICC 879847

EDUCATION

Master of Science, Structural Engineering
California State University
of Los Angeles
Los Angeles, CA

Bachelor of Science,
Civil Engineering
San Diego State University
San Diego, CA

PROFESSIONAL AFFILIATIONS

Code Adoption Committee
Chairperson (2022 & 2019) Orange
Empire Chapter of ICC

Code Development Committee
Chairperson (2021 & 2020) Orange
Empire Chapter of ICC

Code Adoption Committee (2016,
2013, 2010, 2007, 2004) | Orange
Empire Chapter of ICC

Chapter President (2006) Orange
Empire Chapter of ICC

Honorary Lifetime Member of the
Orange Empire Chapter of ICC |
Inducted in 2016

2009 Environmental Hero Award
(Southern California) Southern
California Edison

2008 Code Official of the Year Award
(National), 1st from California | ICC

2007 Building Department of the Year
Award (State) California Building
Officials Association

Mr. Nguyen offers CSG's clients expertise gained from over 30 years of professional experience in the building industry. Mr. Nguyen has an in-depth knowledge of the California Building Standards Codes and extensive experience with local building and safety regulations.

RELEVANT EXPERIENCE

Principal Plan Check Engineer| CSG Consultants, Inc.

Mr. Nguyen served as the Interim Building Official for the City of Stanton, City of Fullerton, City of Norwalk, City of El Segundo, City of La Habra, and City of Hawaiian Gardens in recent years and assisted those jurisdictions in recruiting for a permanent Building Official.

Mr. Nguyen performed both residential and non-residential plan review projects. His most notable residential project was a 3-story, 66-unit public housing complex, and his most notable and high profile non-residential project was the new Star Wars theme park for Disneyland in Anaheim.

Building Official/Acting Assistant Director/Interim Director | City of Costa Mesa, CA

Mr. Nguyen implemented combination permits for efficiency in permit issuance and consistency in inspection. He administered and implemented four consecutive Fall Residential Remodeling Incentive Programs and two consecutive Build Green Incentive Programs.

Mr. Nguyen served in a supervisory role where he managed and oversaw 35 professional and technical employees in advance and current planning, permit processing center, building plan check, inspection, and code enforcement. He also served as the lead person on all automation issues and chaired the City Green Building Committee where he developed the City Council policy on Sustainability which includes the greenest standard for new municipal buildings in the country.

Building Official | City of Tustin, CA

Mr. Nguyen provided building plan review of the division budget of $1.3 million. He also administered the FEMA flood program for the City and implemented several stormwater inspection programs to comply with the 3rd term NPDES permit. As a Building Official, Mr. Nguyen managed and oversaw 11 professional and technical employees in permit processing, building plan check, inspection, and code enforcement.

Permit and Plan Check Manager | City of Huntington Beach, CA

Mr. Nguyen's expertise included review calculations and designs of complex projects with applicable building codes and ordinances, engineering standards and specifications. He administered and enforced the City's Unreinforced Masonry Building ordinance, as well as designed and implemented the Plan Check Log and Interactive Voice Response system.

Structural Plan Check Engineer | City of Los Angeles, CA

Mr. Nguyen was a Structural Plan Check Engineer with responsibility in reviewing calculations and designs of plans for a wide variety of commercial and residential projects to ensure compliance with Building and Zoning codes. He performed numerous damage assessment inspections and structural plan reviews after multiple major disasters including the Northridge earthquake and the aftermath of the Rodney King Riot.

NOTABLE PROJECT EXPERIENCE

Star Wars: Galaxy's Edge, Disneyland | City of Anaheim, CA

Information Confidential

Amir **Hamidzadeh** PE, CBO, CASp

Senior Plan Check Engineer

LICENSES & CERTIFICATIONS

Registered Professional Engineer (PE) | 68216

Certified Plans Examiner
Certified Building Official
| ICC 1041666-CB

Certified Access Specialist (CASp) | 093

Certified Residential and Non-Residential Energy Analyst (CEA)

Licensed Real Estate Broker, (Realtor)

EDUCATION

Associate of Arts, Architecture, Pierce Community College, Pierce Community College | Los Angeles CA

Bachelor of Science, City and Regional Planning and Architecture, California Polytechnic University San Luis Obispo | San Luis Obispo, CA

PROFESSIONAL AFFILIATIONS

International Code Council | Member

Ventura Regional Chapter of ICC | Former President

Coachella Valley Chapter of ICC | Former President

Los Angeles Basin Chapter of ICC | Committee Member

California Building Officials (CALBO) | Committee Member

Certified Access Specialists Institute (CASI) | Founding Member

California Association of Building Energy Consultants | Member

California Real Estate Inspection Association (CREIA) | Member, Trainer

Office of Emergency Services (OES) | Safety Assessment Evaluator & Coordinator

Mr. Hamidzadeh is an accomplished senior plan check engineer. To CSG and its clients, he brings expertise gained from over 33 years of experience in the building industry. He has experience serving as a plan check engineer, a building official, a building department director, an associate engineer, and as a planning aide for the Cities of Simi Valley, Palm Desert, and Agoura Hills, California. Mr. Hamidzadeh also has extensive leadership experience having served as the former president for the Ventura Regional Chapter and the Coachella Valley Chapter of ICC and as one of the founding members of the Certified Access Specialist Institute.

RELEVANT EXPERIENCE

Building Official | City of Agoura Hills, CA
Mr. Hamidzadeh managed and directed the operation of the Building and Safety Department, including budget, plan review, permit issuance, inspections, and creating and enforcing policies and procedures. He also oversaw multiple building contracts.

Director of Building and Safety Department | City of Palm Desert, CA
Mr. Hamidzadeh oversaw the Building and Safety Department and its four divisions: Plan Review, Permit Issuance, Inspection and Code Enforcement. He managed multiple consultant contracts and associated programs including Animal Control, plan review, and inspection services. He was also responsible for the department's budget.

Plan Check Engineer / Associate Engineer / Planning Aide | City of Simi Valley, CA
Mr. Hamidzadeh served in various roles for three different departments during his time with the City of Simi Valley. He served as a planning aide for the Planning and Community Development Department, an associate engineer for the Public Works Department, and as a plan check engineer for the Building and Safety Department. His responsibilities included preparing and presenting ordinances to the City Council, managing an $11M Storm Water Detention Facility, and plan checking and inspecting a variety of commercial and residential plans for code compliance.

Designer | Zuni Engineering Design, Chatsworth, CA
Mr. Hamidzadeh designed and engineered multiple buildings and roadways with the assistance of the Senior Engineer.

Engineer | Development Solution, Westlake Village, CA
Mr. Hamidzadeh operated his own business, Development Solution. His responsibilities included meeting clients, contract preparation, design, engineering, plan review, inspection, report preparation, and budgeting.

Fred **Marzara** MS, PE, CBO

Principal Plan Check Engineer

LICENSES/CERTIFICATIONS

Certified Building Official by CALBO

Certified Plans Examiner by ICC

Certified Accessibility Specialist by ICC

Certified Energy Plans Examiner by California Energy Commission

Registered Civil Engineer in California, Arizona, and British Colombia-Canada

EDUCATION

MS, Structural Engineering
California State University, Pomona, CA

BS, Civil Engineering
California State University, Pomona, CA

PROFESSIONAL AFFILIATIONS

California Building Officials (CALBO)

International Code Council (ICC)

TEACHING EXPERIENCE

Lecturer for seven years
University of California, Irvine, CA
Civil Engineering Review Course

Lecturer/Associate Professor for three years
Cal State Polytechnic University, Pomona, CA

Mr. Marzara has more than 35 years of experience, including working as a Senior Plan Check Engineer and a Chief Building Official prior to joining CSG. Mr. Marzara is a Principal Plan Check Engineer and has significant experience and a sound educational background that provide excellent qualifications. He has a proven ability to work effectively with others under a broad range of conditions and varying environments. He is quality-conscious and dedicated to producing quality results. He has the ability to make critical decisions within strict timelines.

RELEVANT EXPERIENCE

Principal Plan Check Engineer | CSG Consultants, Orange, CA

Mr. Marzara have been working in the cities of Laguna Beach and Tustin reviewing complex residential and commercial projects and training the building department staffs including plan checkers, inspectors and permit technicians. Mr. Marzara helped the professionals, contractors, and property owners over the counter in those two cities and assist them for obtaining their building permits,

PREVIOUS EXPERIENCE

Chief Building Official | City of Lake Forest, CA

Mr. Marzara has over 8 years of serving the City of Lake Forest as their Chief Building Official. The City received the Building Department of the Year Award in 2018-2019 while he was in charge of the Building Department. His responsibilities included managing the building department and supervisors to plan examiners, inspectors, permit technicians, and administrative assistants also, reviewing complete plan review of many large and complicated projects including the new Lake Forest City Hall campus with construction cost of 70 million dollars. He worked with the community development department and finance department preparing all reports and statistics. His work with the Energov program for daily business activities, prepared and implemented the process of code adoptions once every three years.

Senior Plan Check Engineer | County of Orange, CA

Mr. Marzara reviewed plans for code compliance for many expensive constructions of residential and commercial buildings. He completed coordination with grading section for foundation and drainage code compliance.

Senior Plan Check Engineer | City of Mission Viejo, CA

Mr. Marzara completed plan review for residential and commercial buildings, acting as the Building Official as needed. He worked closely with architects/ engineers to solve any issues of code compliance. Mr. Marzara reviewed two large apartment complexes in Mission Viejo, Adagio on the Green and Los Alisos at Mission Viejo. Both projects involved with accessibility requirements as well as structural/ architectural, plus life safety.

Plan Check Engineer | City of Santa Ana, CA

For over twenty years, Mr. Marzara was a plan check engineer for the City of Santa Ana. His responsibilities included handling architectural and structural plan evaluation for various types of construction and occupancy groups. He handled duties within building safety department. He was directly accountable for assigning and scheduling workflow/ projects as well as supervising and evaluating staff members.

Project Engineer Langston & Associates | City of Santa Ana, CA

For three years, Mr. Marzara interacted closely with various clients, architects and other industry personnel to implement the design process of both commercial and residential buildings. He managed the structural design requirements for concrete and steel with respect to essential hazardous and irregular types and styles of buildings. He prepared budgets and estimates.

Ali Davani MSc., QCSI, MS4 QLIDI/GI

Associate Plan Check Engineer

LICENSES & CERTIFICATIONS

Qualified MS4 LIDGII – LID/Green Infrastructure Inspector

Qualified CESSWI –Construction Stormwater, Erosion & Sediment Inspector

California QAL Licensed - CA DPR - Sewer Line Root Control

OSHA 30 - Hour Construction Safety and Health,

OSHA 10 - Hour Construction; Safety and Health,

Level 1 Leadership Academy, GAWP

InfoWorks ICM (Integrated Catchment Modeling)

MIKE URBAN WD (Water Distribution) MIKE URBAN CS (Collection System) and Model Manager

40-hour Hazardous Waste Site Worker Course (HAZWOPER)

Water CAD (Distribution Design and Modeling)

Advanced Learning ArcGIS

EDUCATION

Master of Science, Civil & Environmental Engineering
University of Texas, TX

Bachelor of Science, Mechanical and Aeronautical Engineering
University of California, Davis, CA

PUBLICATION

Davani, Ali; (2017) InfoWorks ICM Modeling Manual (Hydrology & Hydraulic Modeling), Strategic Asset Management Division, Office of Engineering Services, City of Atlanta

Mr. Davani is experienced in a variety of projects with a demonstrated history of working in grading plan check reviews, construction management, LIDGII/GI, CESSWI, Public Works, land development, bid & award of contracts, asset planning strategy (CIP & SSES), utility condition assessment, leak detection, permits, e-Builder software, asset inspection, feasibility studies, construction, Hydrology & hydraulic modeling (Innovyze lnfoWorks ICM, lnfoWater, Mike Urban WD & CS, SewerCAD, WaterCAD, SewerGEMS), ArcGIS.

RELEVANT EXPERIENCE

Associate Plan Check Engineer | CSG Consultants, Inc.
Conducted thorough and accurate reviews of grading plans, drainage systems, erosion control measures, and stormwater management components to ensure compliance with the California Grading and Excavation Code, as well as all applicable local policies and ordinances. Ensured timely turnaround of plan checks with clear and actionable correction comments. Provided support to management in the preparation and review of contracts, amendments, and task orders related to building, engineering, and planning services. Contributed to the execution of assigned projects and contracts, including components of larger system initiatives. Assisted in project implementation and development of effective, efficient solutions to support successful project delivery.

Project Manager | Nor-Cal Pipeline Services, Long Beach, CA
Managed sewer line root control for 3-year project in the City of Oakland - applied the chemical root control agent to sanitary sewers to eliminate the root growth present in the pipes and to inhibit regrowth, without damaging surface vegetation approximately up to 50 miles treatment per year. Responsible for weekly progress meetings, submitting monthly invoices, permits, traffic control, and solving complicated issues in residential & commercial properties, respond to the phone calls/emails from Oakland Public Works Department regarding emergency responses to overflows and blockages. Managed the CCTV inspections crew for weekly deliverables of CCTV data in standard PACP format, responsible for weekly progress meetings, submitting monthly invoices, approximately 12.6-mile CCTV - City of Santa Barbara. Managed the CIPP lining crew, Hydrovac, Crown spraying, and Root Foaming service for the City of San Diego, Prepare/submit the bid proposals and award of contracts.

Construction Project Manager | City of Atlanta, Department of Watershed Management, GA
Senior Engineer | KHAFRA Engineering Consultants
Asset Planning Manager | HAYA WATER
Project Engineer II – Water Distribution System Evaluation | JACOBS
Project Engineer/ Chartered Engineer – Recycled Water Reuse; Sharjah East Coast Sewerage and Surface Water
Project Engineer I / Hydraulic Modelling Specialist – Phase II: Condition Assessment of Water Distribution System City of Sandy Springs, GA, USA | City of Sandy Springs, Georgia
Chartered Engineer – Hatton & Cruden Bay Wastewater Treatment Works Scheme, Flow (CSO) Transfer Option Inverness, Scotland (UK) | Scottish Water Solution, United Kingdom
Project Engineer – Development and Calibration of Sanitary Sewerage Model, Gwinnett County, GA (USA) | Gwinnett County Dept of Water Resources, Georgia
Project Engineer – Development and Calibration of Sanitary Sewerage Model, Gwinnett County, GA (USA) | Gwinnett County Dept of Water Resources, Georgia
Project Engineer I, Stage 2 Disinfectants and Disinfection By-products | KHAFRA ENGINEERING CONSULTANTS, Clean Water Atlanta, GA
Project Engineer, West Ashley Master Plan Study | Department of Public Works, City of Charleston, SC, USA
Project Engineer, Lead QA/QC – Sewer Modeling Project | City of Atlanta GA
Project Engineer, Lead QA/QC – CSO (Combined Sewer Overflow) separation Project | City of Atlanta, GA

Matthew **Corrigan** PE

Assistant Plan Check Engineer

LICENSES & CERTIFICATIONS

Professional Civil Engineer,
State of California
95707

Residential Plans Examiner
ICC 9610336

EDUCATION

Bachelor of Science, Civil & Environmental Engineering

Mr. Corrigan provides building plan review services on behalf of CSG and its clients. He is a results-oriented, highly motivated professional. Mr. Corrigan is skilled in communicating with team members, self-motivating, and consistently completes thorough and accurate plan review projects under tight deadlines.

RELEVANT EXPERIENCE

Assistant Plan Check Engineer | Multiple CSG Client Agencies

Mr. Corrigan performs building plan reviews for residential projects for multiple jurisdictions in Southern California.

Production Scheduler | The Walt Disney Company

As a production scheduler, Mr. Corrigan would: liaise with area leaders on a daily basis ensuring labor needs are consistently met; produce the weekly work schedule for approximately 500 employees according to business needs and taking into account seniority rules, union regulations, and employee schedule preferences whenever possible; and train and educate new workers, set performance goals, standards and expectations, communicate and explain operational decisions.

Stage Scheduler | The Walt Disney Company

Mr. Corrigan's responsibilities included: receiving communication from cast members regarding potential absences from work and ensuring area leaders are notified of any changes or adjustments to their staffing; attempting to call in additional cast members for shifts as needed to backfill any potential labor shortages due to absences; and continuously communicate with area leaders in order to ensure locations are properly staffed with labor for their daily operations.

Michael **Leiendecker** CBO

Principal Plans Examiner

LICENSES & CERTIFICATES

Certified Building Official

Plans Examiner

Building Inspector

Plumbing Inspector

EDUCATION

B.S. in Engineering
Fullerton College
Fullerton, CA

B.S. in Business Administration
Barrington University
Mobile, Alabama

AFFILIATIONS

Society of Fire Protection Engineers

International Code Council

Administrative Code Development Committee

International Conference of Building Officials

General Code Development Committee

International Conference of Building Officials

Code Development Committee

Orange Empire Chapter ICBO

Urban Wildland Interface Committee

Orange Empire Chapter ICBO

Mr. Leiendecker uses a high standard of leadership and professional excellence to provide jurisdictions plan review services and other assistance during the permitting process. His over 25 years of experience in both the private and public sector has equipped him with the skills needed to provide clients and applicants excellent service.

RELEVANT EXPERIENCE

Plan Check Supervisor | City of Anaheim, CA

Mr. Leiendecker provided direct assistance to the Building Official while evaluating alternate methods/materials and unreasonable hardship requests, providing oversight and guidance for sensitive projects, and assigning projects to plan check staff and consultants. He also collaborated with Building Inspection Supervisors to validate plan review consistency.

Plans Examiner | City of Anaheim, CA

For the City, Mr. Leiendecker provided plan check services by working with other departments, elected officials and outside agencies to effectively give customers responsive plan review and permit service. He coordinated the review of building development projects for 2-billion-dollar Anaheim Resort and Disney's California Adventure.

Plan Checker | City of Anaheim, CA

Mr. Leiendecker performed comprehensive design review of residential, commercial and industrial projects. He was able to establish and maintain working relationships with design professionals, contractors and building owners. Michael also provided counter services and technical interpretations on area development projects.

Building Inspection Supervisor | City of Anaheim, CA

As a building inspection supervisor, Mr. Leiendecker coordinated the staffing and operational activities for inspection services. He learned how to supervise, motivate and provide leadership to achieve department goals and objectives.

Building Inspector | City of Anaheim, CA

Mr. Leiendecker performed field inspection of commercial, industrial and residential structures to determine compliance with adopted codes and approved construction documents.

Systems Designer/Estimator | C.W. Taylor, Chino, CA

Mr. Leiendecker designed mechanical systems using accepted engineering principles, adopted codes and job specifications. He also formulated job specific analysis and cost breakdowns.

Gerald **Quast**

Principal Plans Examiner

LICENSES & CERTIFICATIONS

Certified Energy Plans Examiner, Non-Residential
California Energy Commission | NRE-98-1001

Certified Energy Plans Examiner, Residential
California Energy Commission | RES-93-1016

IAPMO Certified Mechanical Inspector

IAPMO Certified Plumbing Inspector

EDUCATION

Associate of Arts Degree
Coastline Community College | Fountain Valley, CA

Mr. Quast joins CSG as a plans examiner and provides plumbing and mechanical plan review for our public agency clients. He brings with him over 30 years of Public Agency experience providing inspection and plan check services for the City of Anaheim.

RELEVANT EXPERIENCE

Plumbing / Mechanical Plans Examiner | City of Anaheim, CA

Mr. Quast most recently served as the plumbing/mechanical plans examiner for the City of Anaheim. Beginning his Public Agency career as a combination building inspector, he transitioned to the Plan Check Section, and while providing plans examiner services to the City, Mr. Quast was also the staff training coordinator for eight years. During his time at Anaheim, he provided plumbing and mechanical plan check services for such projects as the Anaheim Arena, the Anaheim Stadium Expansion, several Anaheim Convention Center Expansions, the downtown ice hockey rinks, and numerous redevelopment projects. He has also reviewed plans for numerous Hotel/Motel and high-density residential developments, office buildings, parking structures, tenant improvements and warehouse projects, and numerous Resort District and amusement park expansions.

Construction & Building Codes Instructor | Fullerton Community College & Coastline Community College

Mr. Quast brings over 28 years of experience as a community college instructor, delivering construction and building code courses for Fullerton and Coastline Community Colleges. While teaching plumbing, mechanical, and building codes, Title 24 Accessibility/Energy, basic code enforcement, and blueprint reading, he has also delivered training seminars for CALBO, ICC, and IAPMO Chapters.

Plumbing Apprenticeship/Journeyman Training | Plumbing Contracting

Mr. Quast previously worked with a residential and commercial plumbing company for 15 years. After completing a 5-year California State plumbing apprenticeship program, he worked as journeyman and foreman, as well as in labor-supervision, estimation, purchasing, and as a corporate officer before becoming a plumbing contractor.

NOTABLE PROJECT EXPERIENCE

Sofi Stadium | City of Inglewood, CA

Commercial Cannabis Business Odor Management Systems | City of Santa Ana, CA

Multiple Residential Projects | City of Beverly Hills, CA

Various Projects | City of Anaheim, CA

- Numerous Projects within the Disneyland Resort District and Amusement Parks
- The Anaheim Arena
- The Anaheim Stadium Expansion
- Several Anaheim Convention Center Expansions
- Multiple Downtown Ice Hockey Rinks
- Numerous Redevelopment Projects
- Numerous Hotels/Motels
- Numerous High-Density Residential Developments, Office Buildings, Parking Structures, Tenant Improvements, and Warehouse Projects

Mike **Teemant** MCP, CBO

Principal Plans Examiner

LICENSES & CERTIFICATIONS

Master Code Professional (MCP)
Certified Building Official
Certified Building Code Official
Certified Plumbing Code Official
Combination Inspector
Commercial Combination Inspector
Commercial Energy Inspector
Commercial Energy Plans Examiner
Residential Energy Inspector/Plans Examiner
Fire Inspector II
Residential Fire Sprinkler Inspector/Plans Examiner
Building Plans Examiner
Plumbing Plans Examiner
Commercial Building Inspector
Commercial Electrical Inspector
Commercial Plumbing Inspector
Accessibility Inspector/Plans Examiner
Residential Building Inspector
Residential Electrical Inspector
Residential Mechanical Inspector
Residential Plumbing Inspector

EDUCATION

Associates of Applied Sciences: Building Technologies; Building Inspection
College of Southern Nevada, Las Vegas, NV
Chemical Engineering
University of South Alabama, Mobile, AL
Chemical Engineering

PROFESSIONAL AFFILIATIONS

Member, International Code Council (ICC)–Region I Board
Member, International Code Council (ICC)–Northern Nevada Chapter
Member, International Code Council (ICC)–Nevada Organization of Building Officials
Member, International Code Council (ICC)–Southern Nevada Chapter
Member, Board of Directors–1st Vice President 2014–2015
Member, Board of Directors–2nd Vice President 2013–2014
Awarded & Honored, "2013 Government Person of the Year" 2013
Member, International Association of Plumbing and Mechanical Officials (IAPMO) 2012–Present
Southern Nevada Chapter Board 2014–2015
Member, Southern Nevada Building Officials (SNBO) 2012
International Building Code Committee–Mechanical and Plumbing Code Amendments Committee
City of Las Vegas 2003
International Residential Code–Amending Ordinance Committee

Mr. Teemant, an experienced Master Code Professional (MCP), serves as building plan reviewer and inspector for CSG and its clients. He has over 40 years in the construction industry, with 24 years of experience in enforcing code compliance, making him especially capable in working with municipal governments on all aspects of plan review and building code enforcement.

Mr. Teemant is a highly proficient Building and Electrical Plans Examiner having conducted plan reviews on a wide array of projects. Similarly, he has extensive experience in performing inspections for compliance with international Codes and referenced standards.

He also holds experience in supervising Building, Plumbing, Mechanical, and Electrical Inspectors and support staff, as well as serving as an accomplished instructor for building plan review, provisions of the International Plumbing Code, and International Residential Code.

RELEVANT EXPERIENCE

Code Inspections | City of Boulder City, NV
Mr. Teemant provides code inspection services for the City of Boulder City. Projects includes both residential and commercial. Mr. Teemant also oversees three CSG inspectors who provide services for the Techren Solar Plant and assists with inspections when one of them calls out sick or is on vacation.

Building Official | City of Fernley, NV
As a building official for the City of Fernley, Mr. Teemant reviewed plans for compliance with adopted municipal building codes and supervised field inspections for construction and municipal code compliance. Within the Building and Safety Department, he supervised the permit technician and animal control officer. He was also instrumental in the review of policies and procedures, and the development of procedures to improve the City's workflow management system. In addition, Mr. Teemant prepared documents and presentations for city council review and approval.

Plans Examiner | City of Las Vegas, NV
Mr. Teemant reviewed plans for compliance with the adopted municipal building codes as well as interacted with design professionals and the public to explain the intent of the building codes. In his role as a plans examiner, he granted approval of plans that were compliant with codes and noted code requirements on the plans for common problems encountered in the field. as a plans examiner for the City of Las Vegas, some major projects on which he worked include the examination of high rise and large projects such as the Smith's Center, Las Vegas Outlet mall, World Market Center, Lou Ruvo Brain Center, Zappos corporate offices, Las Vegas Development center, City of Las Vegas City Hall, Soho lofts, and many hotel construction and major remodels.

Code Inspector | Clark County School District, NV

Code Instructor | City of Las Vegas Plans Exam Division, College of Southern Nevada, Las Vegas, NV

Supervisor/Foreman | Maverick Construction, Las Vegas, NV

NOTABLE PROJECT EXPERIENCE

Sofi Stadium | City of Inglewood, CA
Techren Solar Park (Techren II) | City of Boulder City, NV
UNLV College of Engineering, Academic and Research Building | State of Nevada
Projects Prior to Joining CSG for the City of Las Vegas, NV

City of Las Vegas City Hall
Lou Ruvo Brain Center
The Smith's Center
Las Vegas Outlet Mall
World Market Center
Zappos Corporate offices
Las Vegas Development Center
Soho Lofts
And many hotels and major remodels

Frank **Biangone**

Principal Plans Examiner

LICENSES & CERTIFICATIONS

Residential Building Inspector
Commercial Building Inspector | ICC 860170

EDUCATION

Advanced Construction Technology Courses | Coastline Community College, Chico, CA

PROFESSIONAL AFFILIATIONS

International Association of Plumbing and Mechanical Officials Member

Frank Biangone serves as a Senior Plans Examiner for CSG and its clients. With over 30 years of experience, Mr. Biangone is a highly knowledgeable code professional with expertise gained through extensive experience performing building plan review and inspection services for the City of Huntington Beach, CA.

RELEVANT EXPERIENCE

Senior Commercial and Residential Combination Inspector | City of Huntington Beach, CA

Mr. Biangone served the City of Huntington Beach for more than 30 years, including 5 years as Senior Commercial and Residential Combination inspector and 25 years as Principal Plumbing and Mechanical Plan Checker/Inspector performing both paper and electronic plan review.

His responsibilities included performing all commercial and residential plumbing and mechanical plan check for all projects throughout the City of Huntington Beach, assisting the Fire Department with water metering and backflow applications for water sourced fire suppression systems along with plan check of fan-assisted smoke evacuation systems, assisting the Public Works Department with onsite sewer and water plan checks, and working in conjunction with Huntington Beach Code Enforcement to assist with plumbing and mechanical code enforcement issues. Mr. Biangone also attended pre-construction meetings with contractors, designers, architects and engineers on high-profile, large-scale projects. Other duties included, writing numerous plumbing and mechanical policies for the City, assisting in the redesign of plumbing and mechanical permit forms and plumbing and mechanical plan check correction logs, and designing and performing weekly plumbing and mechanical training activities for field inspectors and managers.

Notable nonresidential plumbing and mechanical plan check projects successfully performed for the City of Huntington Beach include:

- The Strand with the Shore Break Hotel
- Hyatt Regency Resort
- Pacific City Commercial and Retail
- Bella Terra mall
- C&D Aerospace
- Hilton Waterfront Resort
- Quicksilver
- Rainbow Environmental Services Recycle Plant
- Huntington Beach Senior Center
- Hoag Health Medical Center
- Memorial Health Center
- Brethren Christian School
- OSHPOD 3 Plumbing and Mechanical Reviews

Notable multi-family residential projects reviewed include:

- The Lofts
- Boardwalk
- Village at Bella Terra
- Elan
- Luxe

Mark **Sallee**

Principal Plans Examiner

LICENSES & CERTIFICATIONS

Building Inspector
Electrical Inspector
Plumbing Inspector
| ICC 1026285
State of California Contractor's License C-10 | 387649

Mark Sallee serves as a Senior Plans Examiner for CSG and its clients. He has over 40 years of experience in the construction industry, 21 of which were as a City of Anaheim employee performing building inspection and plans examiner services. Mr. Sallee's thorough knowledge of the code and plan review and inspection processes allow him to provide the highest quality of services to our clients.

RELEVANT EXPERIENCE

Plans Examiner II | City of Anaheim, CA
As a Plans Examiner II, Mr. Sallee performed the following duties: Reviewing commercial, residential, hotel and intuitional electrical plans for conformance to current building codes; reviewing residential and commercial photovoltaic and fuel cell systems; and reviewing residential and commercial demolition plans, swimming pools, signs and residential ADU's.

Building Inspector II & III | City of Anaheim, CA
As a Building Inspector II & III, Mr. Sallee performed some of the more complex building inspections, including inspections during the construction of Disney's California Adventure, and major retrofits at Disneyland Park, the Anaheim Convention Center, Angle Stadium, Arrowhead Pond, and Boeing Industries, among others.

Mr. Sallee also performed combination-building inspections, electrical plan check, and acted in the capacity of supervisor as needed to support Management.

National Electrical Code Instructor | Coastline Community College, Fountain Valley, CA
Mr. Sallee taught the NEC in a community college format.

Electrical Instrumentation Inspector | Koury Inspection, Carson, CA
Mr. Sallee worked primarily in a Class I division I and division II hazardous location and conducted inspections on heavy industrial electrical installations as a third-party inspector for the ARCO Refinery in Carson Ca. This work included inspecting electrical substations to 69 KV, services to 4,000 amps, and motors to 3,000 horsepower, sub panels transformers, lighting, receptacles and general electrical equipment.

Electrical Contractor | Sallee Electric Co., Westminster, CA
Mr. Sallee performed work on residential, commercial and light industrial projects. His duties included electrical engineering, drafting, plan preparation, lighting design, payroll, estimating, and job site supervisor, as well as electrician and troubleshooter.

Mark **Carnahan** CBO

Building Official / Building Inspection Supervisor

LICENSES & CERTIFICATIONS

Certified Building Official
Combination Inspector
CA Commercial Building Inspector
CA Commercial Electrical Inspector
CA Commercial Plumbing Inspector
CA Commercial Mechanical Inspector
CA Residential Building Inspector
CA Residential Electrical Inspector
CA Residential Plumbing Inspector
CA Residential Mechanical Inspector
CA Combination Inspector
CA Plans Examiner | ICC 1110134-J4
B-General Building Contractor (inactive) | 746154

EDUCATION

Light Construction and Development Management Certificate Program
University of California, Irvine
Liberal Studies
California State University | Fullerton, CA

Mr. Carnahan serves as a building official and inspection manager for CSG Consultants. He has over 37 years of experience in the building industry, 20 of which were in the public sector with progressive responsibility at the City of Huntington Beach. He has a sound knowledge of construction methods and materials, principals of structural design, engineering and building inspection. As part of managing CSG's Southern California inspection staff, Mr. Carnahan developed an inspection program to train and develop the skills of new and experienced inspectors.

RELEVANT EXPERIENCE

Building Manager/Building Official | City of Huntington Beach, CA

The City of Huntington Beach created the Building Manager position for Mr. Carnahan which he performed for eight years. While managing the Building Department, he directed staff, ensured that professional work standards are met, and emphasized the importance of quality customer service. Mr. Carnahan attained pertinent knowledge and understanding of federal, state and local laws, codes and regulations including the ADA, OSHA, CALOSHA, California Codes, and the City of Huntington Beach Municipal Codes, including enforcement of zoning requirements and ordinances. He was also: a combination inspector assigned to single and multifamily housing, the Hyatt Regency Resort, and numerous commercial and industrial projects; the supervising inspector for the Strand development; and managed the plan check and inspection process from entitlement to issuance of certificate of occupancy on numerous complicated projects (Costco at Bella Terra, The Village at Bella Terra Apartments, Beach Promenade, and Edinger Plaza). He worked with the Director of Community Development and Senior Administrative Analyst to develop, modify and administer the Building Division budget and monitor expenditures. While managing the building department, Mr. Carnahan completed two cycles of the code adoption process from: writing legislative drafts, requests for legal services (RLS), request for council action (RCA's), council readings and finished the adoption process by sending the approved municipal codes to the California Building Standards Commission for filing.

Inspection Supervisor | City of Huntington Beach, CA

As an inspection supervisor, Mr. Carnahan: coordinated inspection activities with other city departments, contractors and developers; established and maintained a cooperative working relationship with those contacted in the course of work; communicated effectively both verbally and in writing; participated in professional and public meetings as required; and worked with others to analyze problems, identify alternative solutions, and accurately project consequences of proposed actions for daily issues, large or small, including monitoring work flow. When working with the City Council, he prepared and reviewed correspondence, studies, reports, and requests for council action.

Inspector I, II, & III | City of Huntington Beach, CA

Mr. Carnahan was a Building Inspector for many years at the City of Huntington Beach.

NOTABLE PROJECT EXPERIENCE

Projects Prior to Joining CSG

- Pacific City Huntington Beach | City of Huntington Beach, CA
- Huntington Beach Senior Center| City of Huntington Beach, CA
- Hardin Hyundai | City of Huntington Beach, CA

Doug **Smith**

Building Inspector

LICENSES & CERTIFICATIONS

Licensed General Contractor

ICC, UBC, CSLB Training

Framing, concrete, engineering license

Code enforcement Officer

Combination inspector commercial /residential B-5

Mr. Smith serves as Building Inspector for CSG with more than 36 years of experience. He is a seasoned Building Inspector, licensed in California. Versed in interpreting state and local regulations to complete inspections. He is a hardworking Building Inspector adept at identifying repetitive issues and specific construction problems. He is a knowledgeable Building Inspector bringing man years of experience evaluating construction sites. Proficient in ordinance requirements, erosion control and HVAC, electrical and plumbing codes. He is also a skilled Residential and Commercial Building Inspector familiar with codes, permitting requirements and corrective action procedures. Offering his experience, he has the capacity to train and mentor junior staff on procedures and codes application. He is licensed and Certified Building Inspector successful at enforcing codes and zoning requirements using local and Calif state codes. Committed to quality construction at all stages. Responsible Building Inspector and code enforcement versed in reviewing construction sites, plans, permits and licenses.

RELEVANT EXPERIENCE

Building Inspector | City of Brea, CA

Mr. Smith read and interpreted construction drawings, assessed work in progress against approved plans, and performed inspections of new construction, refurbishment, and repair projects. He investigated complaints, incidents, and accidents at job sites and conducted inspections of buildings, equipment, and grounds to identify deficiencies and evaluate potential health, safety, and code violations. Mr. Smith evaluated work for compliance with applicable city, state, and federal regulations, as well as discipline-specific codes, and documented violations by issuing corrective documentation, including stop-work orders when necessary. He provided guidance to contractors and property owners on acceptable methods and materials to correct deficiencies and bring projects into compliance with ordinances and codes. His responsibilities also included re-inspecting commercial and residential projects following failed inspections, maintaining current knowledge of inspection techniques, codes, ordinances, and regulations, and identifying recurring issues while working collaboratively with contractors to prevent reoccurrence.

Code Enforcement Officer | City of Brea, CA

Mr. Smith inspected properties to identify code violations and helped protect the safety and health of the public by ensuring buildings and land complied with applicable housing and zoning ordinances. He followed up with prior violators to confirm that corrective actions had been implemented and conducted site visits to verify compliance with approved corrective action plans. Mr. Smith also identified potential hazards and enforced safety protocols at inspection sites to prevent injuries and ensure safe conditions.

Kim **Bond**

Permit Technician

LICENSES & CERTIFICATIONS

ICC Permit Technician Certificate

EDUCATION

Inspector Class
Santiago College
Orange, CA

Paralegal
Santa Ana College
Santa Ana, CA

Kim Bond serves as a Permit Technician for CSG and its clients. She has extensive experience in general construction and job site management and over ten years of residential and commercial real estate inspection experience. Mr. Bond is dependable, organized, and an effective decision maker and communicator with clients, property owners, and real estate professionals.

RELEVANT EXPERIENCE

CSG Permit Technician | Multiple Clients

As a CSG Permit Technician, Ms. Bond performs a variety of functions within the City's Building Department, including the tasks listed below.

Building Permit Technician | City of Tustin, CA

As a Permit Technician, Ms. Bond compiles data and prepares statistical reports for management and other public agencies and provides counter coverage for the Planning Department as needed. She assists customers by directing them to appropriate planning, inspection, plan check, engineering, or fire staff for matters requiring detailed technical review or explanation. Her responsibilities include performing a variety of administrative support tasks, such as preparing correspondence and auditing permits, reviewing permit applications, fees, and plans to verify completeness, accuracy, and proper stamping prior to permit issuance. Ms. Bond determines project scope and coordinates permit processing with the Building, Planning, Public Works, and Fire Departments, and receives researches, and compiles documents in response to public information and public records requests. She calculates and assesses fees for plan checks, permit issuance, and inspections; schedules inspections in person, by telephone, and through online request systems; and files permits and plans, including preparing documents for archival scanning and assembling records for public records requests. She also verifies final inspection clearances with all City inspection, planning, and engineering requirements and issues Certificates of Occupancy.

Information Specialist | City of Irvine, CA

Ms. Bond participated in the development of responses and gathering of records for litigation-related requests for public records, reviewed researched retention schedules on changes in public records laws. He assisted with preparation of City Council Agendas and occasion copies Agendas Packets for Council Meeting.

Sean **Myers**

Permit Technician

LICENSES & CERTIFICATIONS

Permit Technician

EDUCATION

Golden West College
Huntington Beach, CA

Mr. Myers serves as a permit technician for CSG Consultants and our clients.

RELEVANT EXPERIENCE

Permit Technician | City of Garden Grove, CA

Mr. Myers assists Permit Technician staff with processing permits and reviews applications for solar, fire, mechanical, revision, and patio cover permits. She routes plans to the appropriate departments for review using the City's Viva Civic portal and provides customer service at the public counter by assisting applicants with questions and general permit-related inquiries.

Junior Processor | Texana Bank, Irvine, CA and Priority Financial Network, Orange, CA

Mr. Myers assisted Senior Processors in obtaining required documentation from borrowers and coordinated a range of third-party requests in support of loan processing activities. His responsibilities included ordering payoff statements, requesting mortgagee clause changes to homeowners' insurance policies, obtaining verifications of employment, and ordering title reports. He also requested new FHA and VA case numbers and coordinated the ordering of appraisals, tax transcripts, and IBTS and engineering reports for manufactured homes.

Technical Support Representative | Sphere Commerce, Santa Ana, CA

Mr. Myers assisted merchants with gaining access to their gateway portal (TC Vault) and provided step-by-step guidance on available products and features within the system. He troubleshot credit card terminal issues, supported merchants with API integrations escalating complex matters as needed and provided after-hours support by taking on-call customer service calls for one week each month.

CSG CONSULTANTS

Employee-Owned

OFFICES THROUGHOUT CALIFORNIA

SAN FRANCISCO BAY AREA
• Foster City • San Jose • Pleasanton •

SACRAMENTO REGION
• Sacramento •

CENTRAL VALLEY
• Newman •

CENTRAL COAST
• Paso Robles •

SOUTHERN CALIFORNIA
• Irvine •

WWW.CSGENGR.COM

888.794.2016

INTERWEST

A SAFEbuilt® COMPANY



CITY OF LAWNDALE

Building and Safety Services

January 20, 2026 | 6:00 PM PST

MAIN PROPOSAL CONTACT:
DEVIN LOCKE
Client Success Manager
949.889.5270
dlocke@interwestgrp.com

www.interwestgrp.com

January 16, 2026

Peter Kann, Community Development Director
City of Lawndale
Office of the City Clerk
14717 Burin Ave
Lawndale, CA 90260

INTERWEST
A SAFEbuilt COMPANY
1221 S. San Jacinto Avenue
San Jacinto, CA 92583
P. 951.654.3592

RE: Building and Safety Services

Members of the Evaluation Committee:

Interwest Consulting Group, Inc. (Interwest) is pleased to submit our proposal to the City of Lawndale in response to the RFP for Building and Safety Services. With over 20 years of experience and a team of more than 350 dedicated municipal professionals, Interwest is uniquely positioned to help Lawndale achieve its vision of efficient, responsive, and cost-effective building department operations.

Our approach is rooted in partnership, innovation, and adaptability. We offer the City a seamless extension of your municipal team, providing scalable staffing, specialized expertise, and advanced technology solutions. Our commitment to operational excellence, regulatory compliance, and exceptional customer service ensures that the City's building division can meet current demands and future challenges with confidence.

Based on the Scope of Services and our understanding of the City's objectives, Interwest proposes a comprehensive suite of solutions. We will streamline permit processing and plan review by leveraging digital platforms, including Building Information Modeling where appropriate, to ensure efficient intake and permit issuance for all project types. Our building inspection services utilize both on-site and secure virtual inspections, enabling faster response times, increased daily capacity, and reduced travel costs. We offer flexible staff augmentation with certified professionals to match workload fluctuations, along with ongoing training in regulatory updates and customer service best practices. To further enhance the applicant experience, we provide multi-channel support, clear communication, and educational resources for applicants, contractors, and residents.

Interwest's strategic approach is designed to maximize value and minimize costs for the City by embracing innovative methods where appropriate. We are experienced in supporting digital transformation initiatives, such as online permit portals and cloud-based document management, to help minimize manual processes and improve applicant satisfaction. Where feasible, we can facilitate secure video and photo-based inspections to increase inspection volume and reduce travel-related expenses. We are also able to assist with the development and use of real-time dashboards and analytics to monitor key performance indicators, supporting data-driven management and continuous improvement.

Devin Locke will be the Client Success Manager and Primary Contact for this opportunity. He can be reached at 949.889.5270 or dlocke@interwestgrp.com. Devin will be responsible for ensuring increasing levels of client satisfaction throughout the life of the contract by performing periodic Client Health Checks, a service uniquely provided by Interwest.

This proposal is valid for 180 days following the proposal due date. This Statement of Qualifications is valid for 36 months from the proposal due date. No addenda have been received as of January 16th. All of the information contained in this proposal for Interwest to provide Building and Safety Services for the City of Lawndale is true and correct.

As Chief Operations Officer of Interwest, I am authorized to bind the firm contractually and sign any agreements that may result from this proposal. I can be reached at 786.650.4469 or via email at bids@interwestgrp.com.

Sincerely,

Matthew K. Causley, Chief Operations Officer
Interwest Consulting Group, Inc., a SAFEbuilt Company



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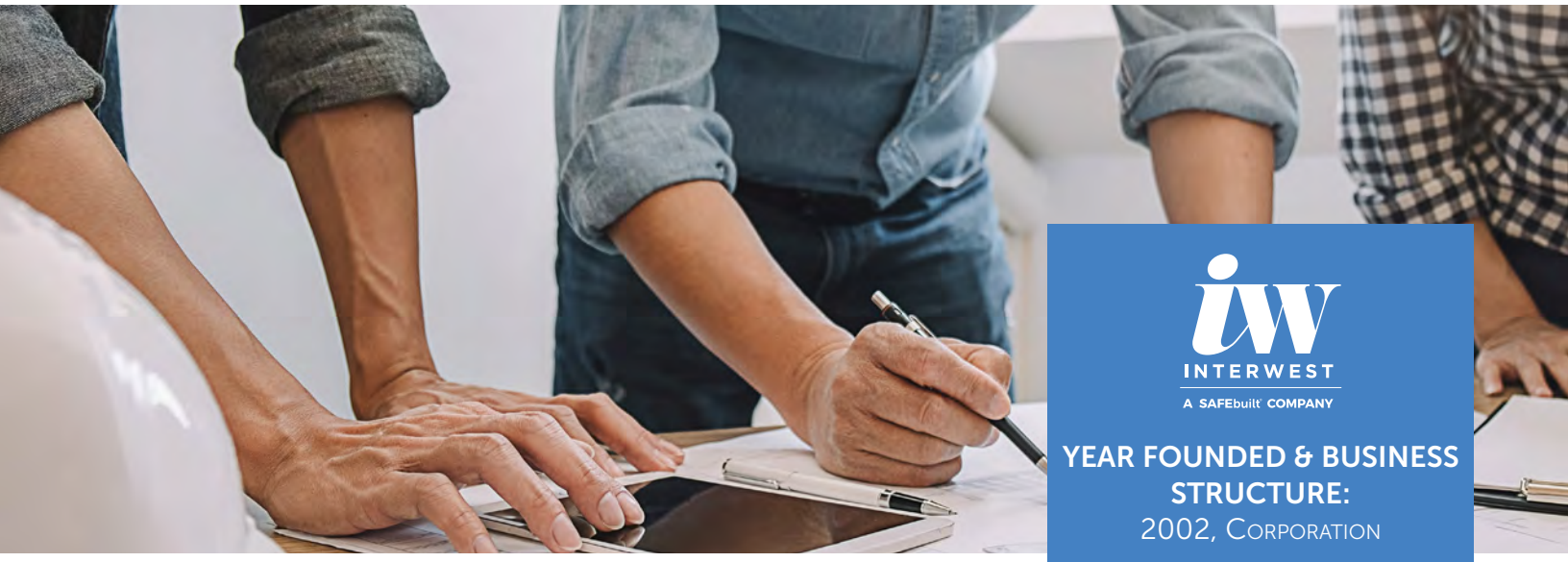
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Qualifications, Relevant Experience, and References



INTERWEST
A SAFEbuilt COMPANY



INTERWEST
A SAFEbuilt COMPANY

YEAR FOUNDED & BUSINESS STRUCTURE:
2002, Corporation

FIRM CAPACITY:
Nearly 400
Employees

PROJECT OFFICE:
1221 .S. San Jacinto Avenue
San Jacinto, CA 92583

SERVICES INTERWEST PROVIDES:

- Building Safety
- Capital Projects
- City Engineering
- Construction Management
- Development Services
- Grant Writing & Administration
- Land Development Design
- Planning & Urban Design
- Right of Way & Real Estate
- Traffic Engineering
- Transportation Planning
- Transportation Programming

Firm Overview

Interwest Consulting Group (Interwest) has extensive experience and a proven track record of successfully providing civil engineering services, various development applications, and/or specific plans, and California Environmental Quality Act (CEQA) compliance to public agencies for 23 years. We currently serve more than 330 public agencies, providing planning, capital project design, public works services, construction, and inspection services.

In 2020, Interwest became a wholly owned subsidiary of SAFEbuilt, LLC. Interwest, combined with our subsidiaries, employs nearly 400 professional staff in California, supported by SAFEbuilt's larger resources of 1,600+ national employees. Our employees span a multitude of disciplines, roles, and job placements to municipalities within building safety and public works departments throughout California.

Providing municipal engineering services is at the core of our business. We have highly qualified staff and extensive resources throughout the state. The Interwest team is comprised of Engineers, Building Inspectors, Plan Examiners, Planners, Urban Designers, Grant Writers, licensed Architects, and other professionals specializing in providing community development services to local government agencies.

Our staff has held senior and executive management positions within numerous California cities and public agencies, including the titles of Building Official, City Engineer, Public Works Director, Construction Manager, City Planner, and other management personnel. This depth of experience brings a high level of knowledge and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve.

We furnish both technical excellence and a thorough understanding of the regulatory process to assist our clients through the sometimes-daunting complexities associated with the delivery of projects, implementation of important public programs, and adoption of significant public policy.

Office Locations

SOUTHERN CALIFORNIA
9320 Chesapeake Drive, Suite 208
San Diego, CA 92123
858.560.1468 Phone

1221 .S. San Jacinto Avenue
San Jacinto, CA 92583
951.654.3592 Phone

CENTRAL CALIFORNIA
1171 West Shaw Ave., Suite 102
Fresno, CA 93711
559.448.9839 Phone

NORTHERN CALIFORNIA
9300 W. Stockton Blvd., Suite 105
Elk Grove, CA 95758
916.683.3340 Phone

39355 California Street, Suite 200
Fremont, CA 94538
510.796.3003 Phone

1171 West Shaw Ave, Suite 102
Fresno, CA 93711
559.448.9839 Phone

NEVADA
4535 W. Russell Road, Suite 13
Las Vegas, NV 89118
702.476.2202 Phone

Firm's Financial Condition

Interwest is in good financial condition, and there are NO conditions, including bankruptcy, pending litigation, planned office closures, or impending mergers, that may impede our ability to provide services. Interwest is backed by a private equity firm—The Riverside Company of Cleveland, Ohio—giving us a robust annual budget. Each year, RSM US LLP auditors provide an objective independent examination of our financials, increasing the value and credibility of our financial statements. To help demonstrate that we are financially sound, two bank references have been provided below.

Bank References

Brock Wilbor, Senior Vice President of Truist Bank
5350 Town Center Road, Suite 200
Boca Raton, FL 33486
Phone: 561.362.3554 | 954.849.8098

Rick Singleton, MidCap Financial Services
7255 Woodmont Ave., Suite 300
Bethesda, MD 20814
Phone: 240.383.1594

Experience Performing Similar Work

The Interwest Team has significant experience providing the services required in the City's Scope of Work. Below is a list of municipalities and government entities for whom Interwest Team members have provided similar services.

CLIENT	SERVICES PROVIDED	KEY PERSONNEL
Agua Caliente Band of Cahuilla Indians	Fire Plan Review, MEP Plan Review, Building Inspection	Andrew Hyatt, Hossein Afrouzeh, Oscar Barraza
Atascadero, CA, City of	Fire Plan Review	Andrew Hyatt
Bakersfield, CA, City of	Fire Plan Review	Andrew Hyatt
California Construction Authority	Building Inspection	Oscar Barraza
Cameron Park CA Fire Department	Fire Plan Review	Andrew Hyatt
Central Fire District of Santa Cruz CA	Fire Plan Review	Andrew Hyatt
Corcoran, CA, City of	Fire Plan Review	Andrew Hyatt
Coronado, CA, City of	Fire Plan Review	Andrew Hyatt
Costa Mesa, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Davis, CA, City of	Fire Plan Review	Andrew Hyatt
Dinuba, CA, City of	Fire Plan Review	Andrew Hyatt
East County JPA CA	Fire Plan Review	Andrew Hyatt
El Dorado County CA Fire Protection District	Fire Plan Review	Andrew Hyatt
El Dorado Hills CA Fire Department	Fire Plan Review	Andrew Hyatt
Encinitas, CA, City of	Plan Review	Andrew Hyatt
Central Fire District of Santa Cruz County, CA	Fire Plan Review	Andrew Hyatt
Folsom, CA, City of	Fire Plan Review	Andrew Hyatt
Kings, CA, City of	Fire Plan Review	Andrew Hyatt
La Quinta, CA, City of	Structural Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Hossein Afrouzeh, Salim Kaddorah
Lake Forest, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Lemoore, CA, City of	Fire Plan Review	Andrew Hyatt
Los Gatos, CA, Town of	MEP Plan Review	Hossein Afrouzeh

CLIENT	SERVICES PROVIDED	KEY PERSONNEL
Mammoth Lakes, CA, Town of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Manteca, CA Fire Department	Fire Plan Review	Andrew Hyatt
Merced, CA, County of	Fire Plan Review	Andrew Hyatt
Menlo Park, CA, City of	MEP Plan Review	Hossein Afrouzeh
Murrietta, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Napa, CA, County of	Fire Plan Review	Andrew Hyatt
National City, CA, City of	Fire Plan Review, MEP Plan Review	Andrew Hyatt, Hossein Afrouzeh
National City, CA Fire Department	Fire Plan Review	Andrew Hyatt
Orange, CA, County of	Structural Plan Review	Steve Kim
Palm Desert, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Palmdale, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Palo Alto, CA, City of	Fire Plan Review, MEP Plan Review	Andrew Hyatt, Hossein Afrouzeh
Pismo Beach, CA, City of	Building Inspection	Daniel Taylor
Pomona, CA, City of	Building Inspection	Oscar Barraza
Portola Valley, Town of	MEP Plan Review	Hossein Afrouzeh
Poway, CA, City of	Fire Plan Review	Andrew Hyatt
Rancho Cucamonga, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Reedley, CA, City of	Fire Plan Review, MEP Plan Review, Building Inspection	Andrew Hyatt, Hossein Afrouzeh, Oscar Barraza
Roseville, CA, City of	Fire Plan Review, MEP Plan Review	Andrew Hyatt, Hossein Afrouzeh
Roseville, CA, City of - Administrative Office of the Court	MEP Plan Review, Structural Plan Review	Hossein Afrouzeh, Salim Kaddorah
San Fernando, CA, City of	Structural Plan Review, MEP Plan Review, Building Inspection	Steve Kim, Hossein Afrouzeh, Salim Kaddorah, Oscar Barraza

CLIENT	SERVICES PROVIDED	KEY PERSONNEL
San Joaquin County Office of Education	Fire Plan Review, MEP Plan Review	Andrew Hyatt, Hossein Afrouzeh
Santa Clara, CA, City of	Fire Plan Review	Andrew Hyatt
Santa Ynez Band of Chumash Indians	Fire Plan Review, Building Inspection	Andrew Hyatt, Oscar Barraza
Santee, CA, City of	Fire Plan Review	Andrew Hyatt
Signal Hill, CA, City of	MEP Plan Review	Hossein Afrouzeh
Solana Beach, CA, City of	Fire Plan Review, Building Inspection	Andrew Hyatt, Oscar Barraza
South Placer CA Fire Department	Fire Plan Review	Andrew Hyatt
South Joaquin County Fire Authority, CA	Fire Plan Review	Andrew Hyatt
St. Helena, CA, City of	Fire Plan Review	Andrew Hyatt
Tustin, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Ukiah, CA, City of	Fire Plan Review, MEP Plan Review	Andrew Hyatt, Hossein Afrouzeh
Vernon, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review, Building Inspection	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah, Oscar Barraza
Visalia, CA, City of	Fire Plan Review	Andrew Hyatt
Wasco, CA, City of	Fire Plan Review, MEP Plan Review	Andrew Hyatt, Salim Kaddorah
Wildomar, CA, City of	Structural Plan Review, Life Safety Plan Review, MEP Plan Review, Structural Plan Review	Steve Kim, Bill Tewfik, Hossein Afrouzeh, Salim Kaddorah
Windsor, CA, Town of	MEP Plan Review	Hossein Afrouzeh
Woodlake, CA, City of	Fire Plan Review	Andrew Hyatt
Woodland, CA, City of	Fire Plan Review, MEP Plan Review	Andrew Hyatt, Hossein Afrouzeh
Yuba, CA, County of	Fire Plan Review, MEP Plan Review	Andrew Hyatt, Hossein Afrouzeh

"Plan reviews are completed on a timely basis and corrections letters are precise and easy to follow."

Robert Gray, Chief Building Official, Town of Los Gatos

Certificate of Good Standing

Secretary of State
Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name:	INTERWEST CONSULTING GROUP INC.
Entity No.:	2415639
Registration Date:	04/29/2002
Entity Type:	Stock Corporation - Out of State - Stock
Formed In:	COLORADO
Status:	Active

The above referenced entity is active on the Secretary of State's records and is qualified to transact intrastate business in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of January 02, 2026.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 404980328

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at **biz**fileOnline.sos.ca.gov.

Certifications / Licenses

Note: Interwest requested clarification of the "grading" certification required for Building Inspectors in an email to Peter Kann, dated December 29, 2025, but did not receive a response. None of Interwest's Building Inspectors possess "grading" certifications.

TEAM MEMBER	QUALIFICATIONS	% AVAIL
David Kniff, RA **Project Manager**	**State of California** Registered Architect No. C-19040 General Building Contractor, Class B License No. 707752 **State of Texas** Registered Architect No. 19798 **ICC W12 National Building Contractor**	100%
David has 45 years of practical experience as the Principal Architect of his own firm and as a General Contractor. He is an effective problem solver and can easily articulate solutions and complex problems. David has a deep understanding of current local, State and Federal codes, and has prepared plans under IBC and CBC codes for many residential and commercial projects located in California and Texas.		
Sal Kaddorah, PE **Office Manager /** **Structural Plan Review**	**International Code Council (ICC)** #861125 Building Plans Examiner **State of California** Professional Engineer, Civil #43757 **State of Nevada** Professional Engineer, Civil #20795	50%
Sal is a registered engineer with over 30 years of combined industry and municipal experience, serving major metropolitan agencies across Southern California. He dedicated 18 years to the City of Manhattan Beach, advancing from Senior Plan Check Engineer to Building Official and occasionally serving as Acting Director of Community Development. This broad municipal experience has given Sal a deep understanding of city operations and the ability to collaborate effectively with staff, developers, and the public. Throughout his career, he has built a reputation for delivering thorough, accurate plan reviews on projects of varying size and complexity. Sal remains committed to staying current with evolving codes, technologies, and best practices to ensure high-quality service and clear, consistent communication with clients.		
Hossein Afrouzeh, PE **Plan Reviewer**	**State of California** Professional Engineer, Mechanical #27117 Professional Engineer, Electrical #11588	50%
Hossein is a licensed electrical and mechanical engineer with over 40 years of experience in design, construction management support, and plan review, complemented by more than a decade in construction. A skilled project leader, he effectively manages multidisciplinary teams to ensure compliance with client expectations and code requirements. Hossein has extensive experience preparing contract documents and designing electrical systems for mid-rise residential, commercial, industrial, and educational projects—from concept through construction and commissioning. Organized and proactive, Hossein excels at managing multiple projects, resolving issues efficiently, and maintaining clear communication with clients and design teams. His deep technical knowledge and proven leadership make him a valuable asset to any City.		

TEAM MEMBER	QUALIFICATIONS	% AVAIL
Bill Tewfik PE, CASp, CBO **Plan Reviewer**	**International Code Council (ICC)** #863979 Building Codes Specialist Building Inspector Building Plans Examiner Certified Building Official **State of California** Professional Civil Engineer #50505 Certified Access Specialist #CASp-367	30%
Bill is a registered engineer and CASp professional with more than 40 years of industry experience, including 23 years serving the City of Garden Grove's Building Division. Bill has extensive experience serving municipalities and providing engineering plan review services.		
Steve Kim, PE, CASp **Plan Reviewer**	**International Code Council (ICC)** #8887591 Building Plans Examiner **State of California** Professional Engineer, Civil #88484 Professional Engineer, Structural #S7390 Certified Access Specialists #CASp-982	30%
Steve is a Senior Plan Check Engineer with over a decade of experience in his career field. He has served as the primary design engineer on several commercial projects and provided structural analysis and design services to other California municipalities. He holds many licenses and certificates, as well as education, making him well-versed and experienced in his career path.		
Andrew Hyatt **Fire Plan Reviewer**	**International Code Council (ICC)** #8415675 Fire Plans Examiner Fire Inspector I & II	30%
Andrew is a dedicated, self-motivated professional and natural leader with experience in fire code, plan review, inspections, and proper handling of hazardous materials. He is qualified with over 20 years of extensive experience in fire prevention, with specialized knowledge of current fire safety laws, codes, and ordinances.		
Oscar Barraza **Senior Inspector**	**International Code Council (ICC)** #5173156 Building Inspector California Commercial Building Inspector California Residential Building Inspector California Residential Electrical Inspector California Residential Plumbing Inspector Residential Electrical Inspector Residential Plumbing Inspector	50%
Oscar brings over 20 years of construction industry experience with more than 17 years as a Building Inspector and Code Enforcement Officer. He is highly knowledgeable of Housing and Zoning Ordinances and has worked in both the public and private sectors. Oscar understands the significance of project schedules which has served as an important asset in ensuring the timely delivery of all projects.		

TEAM MEMBER	QUALIFICATIONS	% AVAIL
Daniel Taylor, CFI-I **Building Inspector**	**International Code Council (ICC)** #5208747 California Commercial Building Inspector California Residential Building Inspector California Commercial Mechanical Inspector California Commercial Plumbing Inspector California Residential Plumbing Inspector California Residential Mechanical Inspector Building Inspector Commercial Building Inspector Commercial Mechanical Inspector Commercial Plumbing Inspector Fire Inspector I Mechanical Inspector Mechanical Inspector UMC Plumbing Inspector Plumbing Inspector UPC Reinforced Concrete Special Inspector Legacy Residential Mechanical Inspector Residential Plumbing Inspector Structural Masonry Special Inspector **State of California Fire Marshal's Office** Fire Plans Examiner #360-2815 Fire Prevention Officer #160-2815 Fire Protection Specialist #260-2815 **National Fire Protection Association** Fire Inspector II #CFI-I-111134	50%
Daniel's inspection experience, education, and technical abilities make him a skilled building inspector who is able to take on most any project. He has more than 20 years of experience working as a Fire Inspector with the University of California, Irvine, and has performed commercial and residential building inspections while with the County of Arlington, VA.		
Michelle Cook **Permit Technician**	13 Years of Administrative Experience	100%
Michelle has 10 years of experience with Interwest. Five years of this experience is directly providing Permit Technician and other administrative services to various clients in California.		

References

AGENCY	SERVICES PROVIDED	REFERENCE CONTACT INFORMATION
City of Lake Forest, CA	Full-Service Building Safety Services	**Gayle Ackerman, Director of Development Services** 100 Civic Center Dr Lake Forest, CA 92630 **Phone:** 949.461.3460 **Email:** gackerman@lakeforest.gov
City of San Fernando, CA	Full-Service Building Safety Services	**Ron Garcia, Community Development Director** 117 Macneil Street San Fernando, CA 91340 **Phone:** 818.452.3188 **Email:** rgarcia@sfcity.org
City of Vernon, CA	Building Inspection & Plan Check Services	**Daniel Wall, Director of Public Works** 4305 S. Santa Fe Ave. Vernon, CA 90058 **Phone:** 323.583.8811 **Email:** dwall@cityofvernon.org

Proposed Team

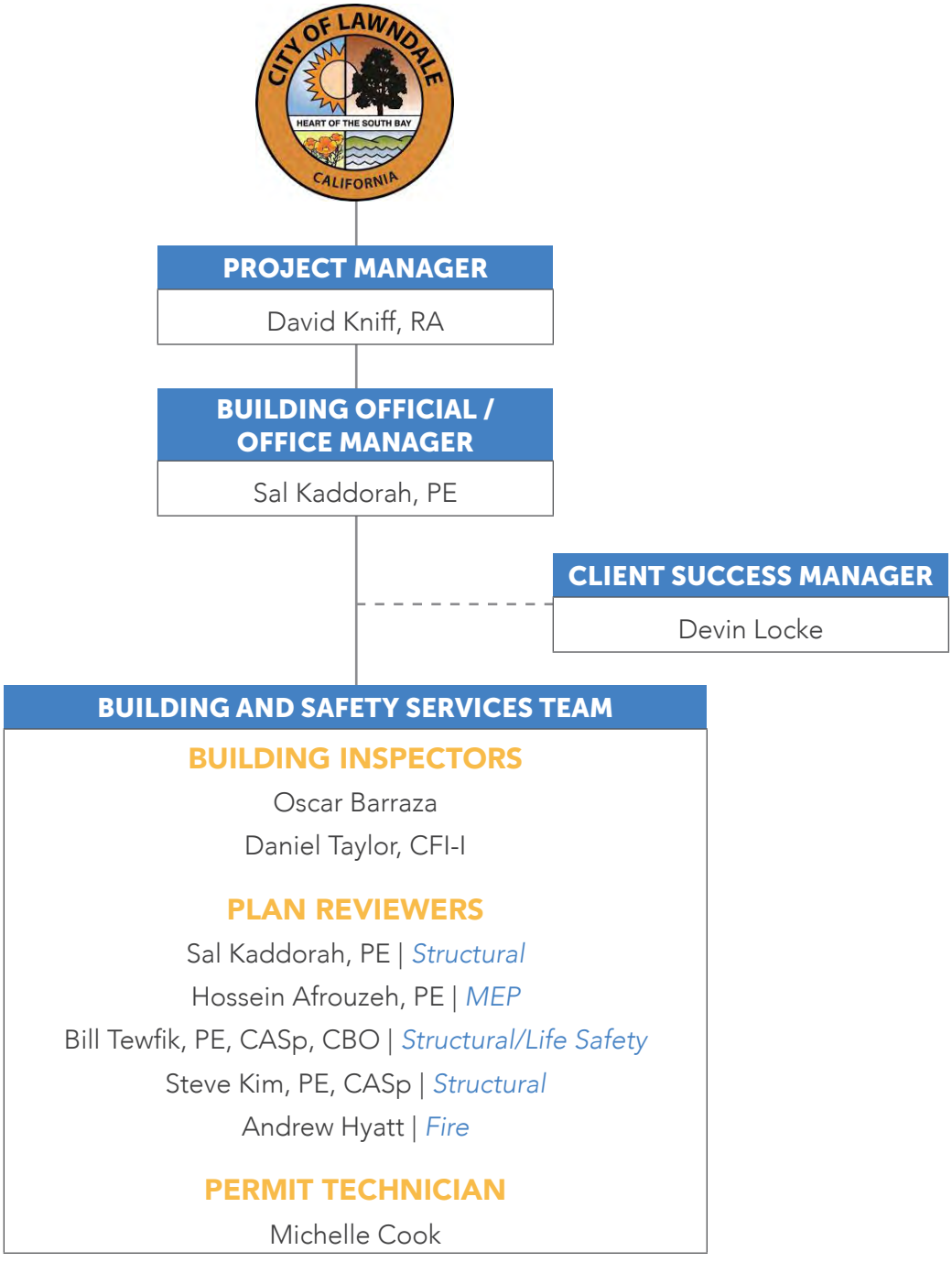


INTERWEST
A SAFEbuilt COMPANY

Organizational Chart

Key personnel listed in the below organizational chart will be available to the extent proposed for the duration of the required services. Interwest acknowledges that no person designated as "key" shall be removed or replaced without the prior written concurrence of the City.

Interwest will provide all services required under this contract without any need for sub-consultants





David Kniff, RA

Director of Operations

46 Years of Experience | 7 Years with the Firm

Education

Mesa Community College

Licenses & Certifications

State of California
Registered Architect #C-19040
General Building Contractor, Class B License #707752

State of Texas
Registered Architect #19798

ICC W12 National Building Contractor

Work History

- **Director of Operations**
  Interwest Consulting Group
  2021 – Present
- **Architectural Plans Examiner**
  Esgil – A SAFEbuilt Company
  2019 – 2021
- **Principal Architect**
  KEA Architecture – Development
  1987 – 2019
- **Project Manager**
  Architects Coombs – Mesquita
  1980 – 1987

Project Experience

- **Project Manager**
  Interwest Consulting Group Contract with the City of Barstow, CA
  Interwest Consulting Group Contract with the City of Blythe, CA
  Interwest Consulting Group Contract with the City of Brawley, CA
  Interwest Consulting Group Contract with the City of Calexico, CA
  Interwest Consulting Group Contract with the City of Chula Vista, CA
  Interwest Consulting Group Contract with the City of Coronado, CA
  Interwest Consulting Group Contract with the City of Encinitas, CA
  Interwest Consulting Group Contract with the City of Escondido, CA
  Interwest Consulting Group Contract with the City of Healdsburg, CA
  Interwest Consulting Group Contract with Imperial County, CA
  Interwest Consulting Group Contract with the City of La Mesa, CA
  Interwest Consulting Group Contract with the City of Lemon Grove, CA
  Interwest Consulting Group Contract with the City of Menifee, CA
  Interwest Consulting Group Contract with the City of National City, CA
  Interwest Consulting Group Contract with the Pechanga Resort and Casino
  Interwest Consulting Group Contract with the City of Poway, CA
  Interwest Consulting Group Contract with the City of Rancho Mirage, CA
  Interwest Consulting Group Contract with the City of San Diego, CA
  Interwest Consulting Group Contract with the City of San Jacinto, CA
  Interwest Consulting Group Contract with the San Pasqual Band of Mission
  Interwest Consulting Group Contract with the City of San Rafael, CA
  Interwest Consulting Group Contract with the City of Solana Beach, CA
  Interwest Consulting Group Contract with the City of Temecula, CA
  Interwest Consulting Group Contract with the University of California, San Diego
  Interwest Consulting Group Contract with the Viejas Tribal Gaming Commission
  Interwest Consulting Group Contract with the Viejas Tribal Government



Salim "Sal" Kaddorah, PE

Senior Plan Review Engineer

INTERWEST
A SAFEbuilt COMPANY

41 Years of Experience | 11 Years with the Firm | English-Arabic Bilingual

Education

MS, Civil Engineering, Specialization in Structural Engineering Design
California State University, Sacramento, CA

BS, Civil Engineering
California State University, Sacramento, CA

Licenses & Certifications

International Code Council (ICC)
#861125
Building Plans Examiner

State of California
Professional Engineer, Civil #43757

State of Nevada
Professional Engineer, Civil #20795

Work History

- **Senior Plan Review Engineer**
  Interwest Consulting Group, a SAFEbuilt Company
  2015 – Present
- **Building Official**
  City of Manhattan Beach, CA
  2011 – 2015
- **Principal Plan Check Engineer**
  City of Manhattan Beach, CA
  2000 – 2011
- **Senior Plan Check Engineer**
  City of Manhattan Beach, CA
  1997 – 2000
- **Associate Plan Check Engineer**
  City of Sacramento, CA
  1990 – 1997
- **Design Engineer**
  William Merkel Associates
  1985 – 1990

Project Experience

- **Senior Plan Review Engineer**
  Interwest Consulting Group Contract with the City of Costa Mesa, CA
  Interwest Consulting Group Contract with the City of El Monte, CA
  Interwest Consulting Group Contract with the City of La Quinta, CA
  Interwest Consulting Group Contract with the City of Lake Forest, CA
  Interwest Consulting Group Contract with the Town of Mammoth Lakes, CA
  Interwest Consulting Group Contract with the City of Murrieta, CA
  Interwest Consulting Group Contract with the City of Palmdale, CA
  Interwest Consulting Group Contract with the City of Rancho Cucamonga, CA
  Interwest Consulting Group Contract with the City of Santa Barbara, CA
  Interwest Consulting Group Contract with the City of Tustin, CA
  Interwest Consulting Group Contract with the City of Vernon, CA
  Interwest Consulting Group Contract with the City of Wasco, CA
  Interwest Consulting Group Contract with the City of Wildomar, CA

HA

Hossein Afrouzeh, EE, ME

Electrical Engineer

53 Years of Experience | 11 Years with the Firm | English-Farsi Bilingual

Education

MS, Engineering Science and Management
Polytechnic State University

BS, Electrical Engineering
Tehran Poly Technique/Amir Kabir University

Licenses & Certifications

State of California
Professional Engineer, Mechanical #27117
Professional Engineer, Electrical #11588

Work History

- **Senior Engineering Plan Reviewer**
  Interwest Consulting Group, a SAFEbuilt Company
  2015 – Present
- **Lead Senior Peer Review Engineer**
  FTRNV International | SBG Jeddah
  2013 – 2015
- **Principal and Director of Operations**
  Procedure Engineers, Inc.
  1987 – 2013
- **Electrical Department Manager**
  Malcom Lewis Associates
  1984 – 1987
- **Electrical Engineer and Department Deputy**
  Elliot Group
  1981 – 1984
- **Technical Director and Construction Site Liaison**
  Modern Osloob
  1973 – 1979

Project Experience

- **Plan Reviewer**
  Interwest contract with the Agua Caliente Band of Cahuilla Indians
  Interwest contract with the City of El Monte, CA
  Interwest contract with the City of La Quinta, CA
  Interwest contract with the City of Lake Forest, CA
  Interwest contract with the Town of Los Gatos, CA
  Interwest contract with the Town of Mammoth Lakes, CA
  Interwest contract with the City of Menlo Park, CA
  Interwest contract with the City of Murrietta, CA
  Interwest contract with the City of National City, CA
  Interwest contract with the City of Palm Desert, CA
  Interwest contract with the City of Palmdale, CA
  Interwest contract with the City of Palo Alto, CA
  Interwest contract with the Town of Portola Valley, CA
  Interwest contract with the City of Rancho Cucamonga, CA
  Interwest contract with the City of Reedley, CA
  Interwest contract with the City of Roseville, CA
  Interwest contract with the City of Roseville, CA - Administrative Office of the Court
  Interwest contract with the City of San Fernando, CA
  Interwest contract with the San Joaquin County Office of Education
  Interwest contract with the City of Signal Hill, CA
  Interwest contract with the City of Tustin, CA
  Interwest contract with the City of Ukiah, CA
  Interwest contract with the City of Vernon, CA
  Interwest contract with the City of Wasco, CA
  Interwest contract with the City of Wildomar, CA
  Interwest contract with the County of Yuba, CA

  Culinary Lab Plan Review
  Interwest contract with the California Administrative Office of Courts
  Interwest contract with the Costa Mesa, CA
  Interwest contract with the City of Merced, CA
  Interwest contract with the Napa County, CA
  Interwest contract with the Town of Poway, CA
  Interwest contract with the City of Reedley, CA
  Interwest contract with the Santa Ynez Band of Chumash Indians
  Interwest contract with the Town of Windsor, CA
  Interwest contract with the City of Woodland, CA

BT

Nabil "Bill" Tewfik, PE, CASp, CBO

Plans Examiner/Building Official

INTERWEST
A SAFEbuilt COMPANY

45 Years of Experience | 9 Years with the Firm | English-Arabic-French Multilingual

Education

BS, Civil Engineering
Alexandria University, Egypt

Licenses & Certifications

International Code Council (ICC)
#863979
Building Codes Specialist
Building Inspector
Building Plans Examiner
Certified Building Official

State of California
Professional Civil Engineer #50505
Certified Access Specialist #CASp-367

Work History

- **Plans Examiner**
  Interwest Consulting Group, a SAFEbuilt Company
  2016 – Present
- **Building Official**
  City of Garden Grove
  2012 – 2016
- **Plan Check Engineer**
  City of Garden Grove
  1993 – 2012
- **Contract Project Engineer**
  Private Practice
  1991 – 1993
- **Project Engineer**
  McLean and Schultz
  1990 – 1991
- **Project Engineer**
  Battaglia Associates
  1987 – 1990
- **Project Engineer**
  Severud Associates
  1981 – 1987
- **Project Engineer**
  Mecan Arbed Company
  1980 – 1981

Project Experience

- **Plans Examiner**
  Interwest Consulting Group Contract with the City of Costa Mesa CA
  Interwest Consulting Group Contract with the City of El Monte, CA
  Interwest Consulting Group Contract with the City of Inglewood, CA
  Interwest Consulting Group Contract with the City of Murrieta, CA
  Interwest Consulting Group Contract with the City of Palmdale, CA
  Interwest Consulting Group Contract with the City of Pomona, CA
  Interwest Consulting Group Contract with the City of Signal Hill, CA
  Interwest Consulting Group Contract with the City of Tustin, CA
  Interwest Consulting Group Contract with the City of Vernon, CA

SK

Steve Kim, PE, CASp

Senior Plan Check Engineer

12 Years of Experience | 4 Years with the Firm

INTERWEST
A SAFEbuilt COMPANY

Education

MS, Civil Engineering (Structural Emphasis)
University of Southern California

BS, Civil Engineering
California State Polytechnic University, Pomona, CA

Licenses & Certifications

International Code Council (ICC)
#8887591
Building Plans Examiner

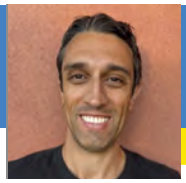
State of California
Professional Engineer, Civil #88484
Professional Engineer, Structural #S7390
Certified Access Specialists #CASp-982

Work History

- **Senior Plan Check Engineer**
  Interwest Consulting Group, a SAFEbuilt Company
  2022 – Present
- **Senior Plan Check Engineer**
  City of Riverside, CA - Department of Building and Safety
  2020 – 2022
- **Safety Plans Examiner III**
  City of Riverside, CA - Department of Building and Safety
  2019 – 2020
- **Structural Engineer**
  KPFF Consulting Engineers
  2017 – 2019
- **Project Manager**
  Gouvis Engineering Consulting Group, Inc.
  2015 – 2017
- **Engineering Technician II**
  Orange County, CA Public Works Development Services
  2015
- **Project Manager/Full Stack Developer**
  Toda World, Inc.
  2012 – 2015

Project Experience

- **Engineering Plan Review**
  Interwest Consulting Group Contract with the City of Costa Mesa, CA
  Interwest Consulting Group Contract with the City of El Monte, CA
  Interwest Consulting Group Contract with the City of La Quinta, CA
  Interwest Consulting Group Contract with the City of Lake Forest, CA
  Interwest Consulting Group Contract with the City of Murrieta, CA
  Interwest Consulting Group Contract with the City of Palmdale, CA
  Interwest Consulting Group Contract with the City of Pomona, CA
  Interwest Consulting Group Contract with the City of Rancho Cucamonga, CA
  Interwest Consulting Group Contract with the City of Vernon, CA
  Interwest Consulting Group Contract with the City of Wildomar, CA
  Interwest Consulting Group Contract with the City of Woodland, CA
  Interwest Consulting Group Contract with the Orange County, CA
  Interwest Consulting Group Contract with the Town of Mammoth Lakes, CA



Andrew Hyatt

Fire Plans Examiner

INTERWEST
A SAFEbuilt COMPANY

24 Years of Experience | 4 Years with the Firm | U.S. Air Force Veteran

Education

BS, Cardiovascular Science
Ohio State University

AS, Fire Technology
Cabrillo Community College

Licenses & Certifications

International Code Council (ICC)
Registration # 8415675
Fire Plans Examiner
Fire Inspector I & II

Work History

- **Fire Plans Examiner**
  Interwest Consulting Group, a SAFEbuilt Company
  2022 – Present
- **Fire Prevention Specialist II**
  City of Santa Clara, CA Fire Department
  2009 – 2022
- **Fire Inspections & Plan Review**
  City of Santa Clara, CA Fire Department
  2007 – 2009
- **Applicant Consultant, Hazardous Materials Division**
  City of Santa Clara, CA Fire Department
  2008 – 2009
- **Computer Systems Operator**
  United States Air Force, Air National Guard
  2002 – 2008

Project Experience

- **Fire Plans Examiner**
  Interwest Contract with the Agua Caliente Band of Cahuilla Indians
  Interwest Contract with the City of Atascadero, CA
  Interwest Contract with the City of Bakersfield, CA
  Interwest Contract with the City of Bellflower, CA
  Interwest Contract with the Cameron Park CA Fire Department
  Interwest Contract with Central Fire District of Santa Cruz, CA
  Interwest Contract with the City of Corcoran, CA
  Interwest Contract with the City of Coronado, CA
  Interwest Contract with the City of Davis, CA
  Interwest Contract with the City of Dinuba, CA
  Interwest Contract with East County JPA, CA
  Interwest Contract with the City of El Dorado County CA Fire Protection District
  Interwest Contract with the City of El Dorado Hills CA Fire Department
  Interwest Contract with the City of Encinitas, CA
  Interwest Contract with the Central Fire District of Santa Cruz County, CA
  Interwest Contract with the City of Folsom, CA
  Interwest Contract with the City of Kings, CA
  Interwest Contract with the City of Lemoore, CA
  Interwest Contract with the City of Manteca, CA Fire Department
  Interwest Contract with the County of Merced, CA
  Interwest Contract with County of Napa, CA
  Interwest Contract with the City of National City, CA
  Interwest Contract with the City of National City CA Fire Department
  Interwest Contract with the City of Palo Alto, CA
  Interwest Contract with the City of Poway, CA
  Interwest Contract with the City of Reedley, CA
  Interwest Contract with the City of Roseville, CA
  Interwest Contract with the San Joaquin County Office of Education, CA
  Interwest Contract with the City of Santa Clara, CA
  Interwest Contract with the Santa Ynez Band of Chumash Indians
  Interwest Contract with the City of Santee, CA
  Interwest Contract with the City of Solana Beach, CA
  Interwest Contract with the South Placer CA Fire Department
  Interwest Contract with the South Joaquin County Fire Authority, CA
  Interwest Contract with the City of St. Helena, CA
  Interwest Contract with the City of Ukiah, CA
  Interwest Contract with the City of Visalia, CA
  Interwest Contract with the City of Wasco, CA
  Interwest Contract with the City of Woodlake, CA
  Interwest Contract with the City of Woodland, CA
  Interwest Contract with the County of Yuba, CA

MC

Michelle Cook

Permit Technician/Administrative Assistant

13 Years of Experience | 10 Years with the Firm

INTERWEST
A SAFEbuilt COMPANY

Work History

- **Permit Technician / Administrative Assistant**
  Interwest Consulting Group, a SAFEbuilt Company
  2021 – Present
- **Administrative Assistant**
  Interwest Consulting Group Contract with the City of Perris
  2016 – 2021
- **Recreation Leader**
  City of Perris, CA
  2015 – 2016
- **Administrative Assistant**
  Law Office of James Deaguliera
  2012 – 2015

OB

Oscar Barraza

Building Inspector

28 Years of Experience | 14 Years with the Firm | English-Spanish Bilingual

Education

Architecture & Drafting Studies
Los Angeles Pierce College

Code Enforcement Modules 1 & 3
Rio Hondo College

Licenses & Certifications

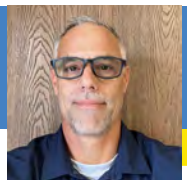
International Code Council (ICC) #5173156
Building Inspector
California Commercial Building Inspector
California Residential Building Inspector
California Residential Electrical Inspector
California Residential Plumbing Inspector
Residential Electrical Inspector
Residential Plumbing Inspector

Work History

- **Building Inspector**
  Interwest Consulting Group, a SAFEbuilt Company
  2012 – Present
- **Building Inspector/Code Enforcement Officer**
  JAS Pacific
  2010 – 2012
- **Building Inspector/Code Enforcement Manager**
  City of Palmdale, CA
  2003 – 2009
- **Construction Supervisor**
  California Restoration Construction
  2002 – 2003
- **Construction Supervisor**
  Financial Interior Design
  1998 – 2002

Project Experience

- **Plan Reviewer**
  Interwest Contract with the City of San Fernando, CA
  Interwest Contract with the City of Solana Beach, CA
- **Building Inspector**
  Interwest Contract with the Agua Caliente Band of Cahuilla Indians, Cathedral City, CA
  Interwest Contract with the California Construction Authority
  Interwest Contract with the City of Pomona, CA
  Interwest Contract with the City of Reedley, CA
  Interwest Contract with the City of San Fernando, CA
  Interwest Contract with the Santa Ynez Band of Chumash Indians
  Interwest Contract with the City of Vernon, CA



Daniel "Dan" Taylor, CFI-I

Building Inspector

23 Years of Experience 2 Years with the Firm

Education

AS, Building Inspection Technology
Coastline Community College

AS, Fire Prevention Technology
Santa Ana College

Licenses & Certifications

International Code Council (ICC)
#5208747
California Commercial Building Inspector
California Residential Building Inspector
California Commercial Mechanical Inspector
California Commercial Plumbing Inspector
California Residential Plumbing Inspector
California Residential Mechanical Inspector
Building Inspector
Commercial Building Inspector
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Fire Inspector I
Mechanical Inspector
Mechanical Inspector UMC
Plumbing Inspector
Plumbing Inspector UPC
Reinforced Concrete Special Inspector Legacy
Residential Mechanical Inspector
Residential Plumbing Inspector
Structural Masonry Special Inspector

State of California Fire Marshal's Office
Fire Plans Examiner #360-2815
Fire Prevention Officer #160-2815
Fire Protection Specialist #260-2815

National Fire Protection Association
Fire Inspector II #CFI-I-111134

Work History

- **Building Inspector**
  Interwest Consulting Group, a SAFEbuilt Company
  2024 – Present
- **Building Inspector**
  Arlington County, VA
  2023 – 2024
- **Inspection Manager/Senior Building Inspector-FM**
  University of California, Irvine
  2011 – 2023
- **Fire Prevention Officer-EH&S**
  University of California, Irvine
  2008 – 2011
- **Inspector of Record-DC&S**
  University of California, Irvine
  2003 – 2008

Project Experience

- **Building Inspector**
  Interwest Contract with the City of Pismo Beach, CA

Detailed Work Plan



INTERWEST
A SAFEbuilt COMPANY

Understanding of Services

We understand that the City seeks comprehensive Building and Safety services to support its ongoing development needs. The Interwest team brings comprehensive expertise in providing the required services, including a certified Building Official and a highly qualified team capable of delivering full Building Division administration, plan review, permitting, and inspection services. We recognize that the City requires a coordinated, customer-focused approach to efficiently manage plan checks, inspections, and permit processing, while providing support to divisions such as Code Enforcement and Planning and ensuring effective coordination with City departments and external agencies. Interwest recognizes the City's priority to maintain compliance with state and local building codes while offering accessible, technology-supported services that enhance community safety and service delivery.

Building Official Services

Interwest's certified Building Officials bring extensive expertise in municipal building administration, regulatory compliance, and operational efficiency, offering full- or part-time services that include:

- **Department Administration:** Oversight of daily operations, staff, and resources.
- **Quality Assurance:** Technical review of plan checks and inspections.
- **Code Adoption & Implementation:** Updates to California Building Standards and local amendments.
- **Public Engagement:** Responding to inquiries and providing guidance.
- **Permitting System Management:** Support for electronic permitting platforms.
- **Preliminary Code Review:** Evaluation of discretionary planning applications.
- **Code Enforcement & Abatement:** Coordination of enforcement strategies.
- **Policy & Procedure Development:** Maintenance of departmental manuals.
- **Reporting & Analytics:** Preparation of activity and performance reports.
- **Public Meeting Participation:** Technical representation at City meetings.

The Interwest team delivers responsive, expert Building Official services that uphold compliance and public trust.



Plan Review Services

Every plan examination is in the capable hands of a licensed Civil or Structural Engineer or an ICC-Certified Plans Examiner, so you know you are receiving expert guidance. We can draw on our regional offices for those more complex projects or during busy periods to ensure everything flows seamlessly.

Our plans examiners are not just knowledgeable about the latest building codes and review procedures; they are also committed to finding quick solutions to any challenges that arise. We take pride in our collaborative approach, working closely with project applicants to swiftly identify and resolve code violations or issues with local ordinances.

With thorough plan reviews, we aim to deliver complete and accurate construction documents, helping to minimize questions and complications once construction begins. Your project is in good hands, and we are here to make the process as smooth as possible.

Meeting Availability

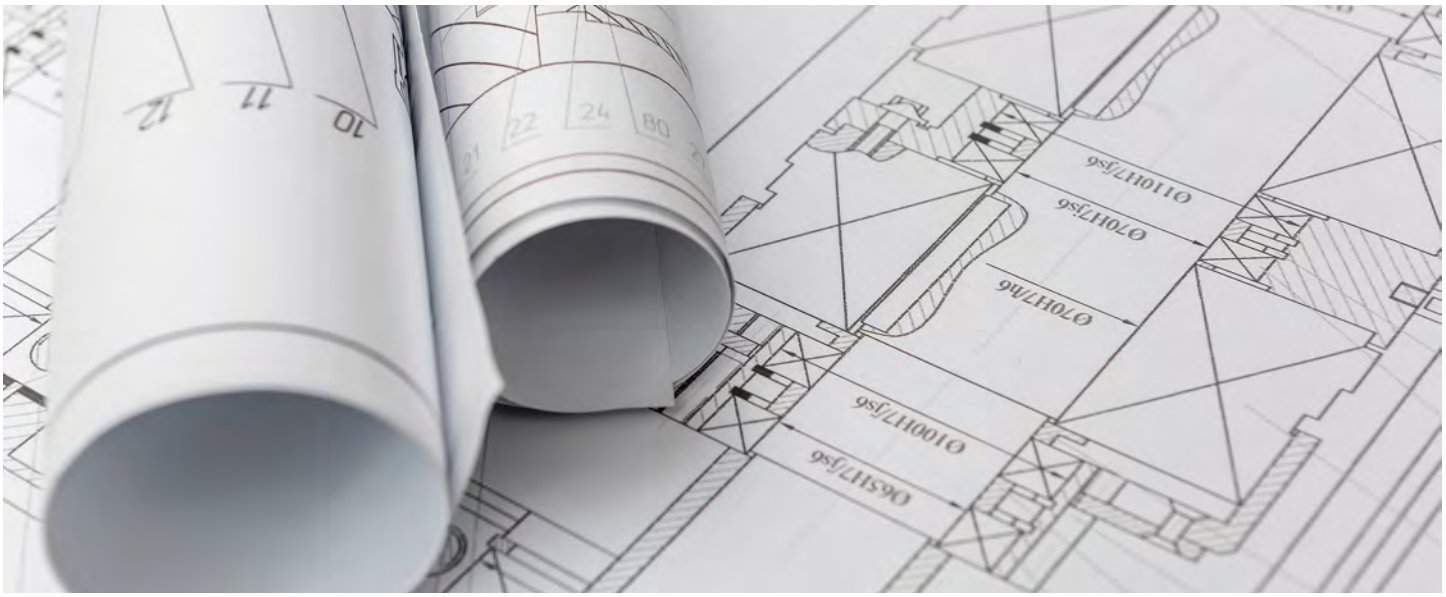
All Interwest personnel assigned to the project will be available to attend a meeting (virtual or in person) at the City to address questions or discuss issues with City staff, design team and/or construction team that may arise on a project at no additional cost to the City for projects paid on percentage. We understand that these meetings may occur prior to permit submittal, during the review process, and after permit issuance and typically will not exceed two hours for each meeting.

Interwest's staff will be available to attend bi-annual plan review and/or inspection-related meetings at the City at no additional cost to the City and that these meetings typically do not exceed two hours.

Communicating Plan Review Results

When plan reviews are not immediately approved, Interwest will provide a detailed list of comments that reference specific drawings and applicable code sections. This clear and concise document will serve as a valuable resource for clients, designers, contractors, and owners. At the end of each review cycle, we will send both an electronic and hard copies of the comments to the designated applicant and City representative. Once all issues are resolved, we will deliver two complete sets of the final documents, clearly marked as "reviewed," to the City for final approval. Interwest will handle all pick-up and delivery of plan review documents from the City at no cost, aiming for same-day service.

Interwest's staff will be available to discuss projects and technical data via phone or other means with the City's staff, design team and/or construction team at no additional cost to the City for projects paid on percentage.



Electronic Plan Check Services

Electronic plan checks offer numerous benefits, including significantly faster turnaround times, instant feedback to developers, applicants, or architects, secure document access, and reduced paper storage. Interwest is actively providing electronic plan review services for various jurisdictions across California. We understand that the City uses electronic plan review services extensively. Our team is extremely familiar with platforms such ProjectDox, ComDev (Community Development by Central Square, formerly known as TRAKiT), and Bluebeam Studio Sessions. Interwest is committed to collaborating with the building department to deliver thorough, accurate, and timely reviews. We use Bluebeam for plan reviews, which are backed by full-service licensing. Our process for electronic plan review is presented in the figure below.



Technical Capabilities in Plan Check Areas



Mechanical, Electrical, and Plumbing

Interwest's California-licensed Mechanical and Electrical Engineers are well-versed in the application of California Mechanical, Plumbing, and Electrical Codes, including, but not limited to:

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



LEED

Developed by the U.S. Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design, construction, operations, and maintenance solutions. LEED certification consists of several different rating systems that apply to many building types—commercial as well as residential and measures how well a building performs across many sustainability metrics, including energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.



Access Compliance - CASp Review

All Interwest's CASp-certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. They are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance regulations. We offer support to municipalities for compliance enforcement and/or developing a transition plan towards compliance, and successfully partner with persons with disabilities to address the needs and requirements of both entities. We are available for plan review and/or evaluations and consultation, and can assist our clients in interpreting various issues relating to access compliance.



Fire Code Plan Review

We have a complete staff of experienced and licensed professional fire protection plans examiners and inspectors for your fire life safety needs. Our staff can check plans for compliance with all applicable fire code and standard requirements, including but not limited to the following: ICC Fire Code, Uniform Fire Code, California Fire Code, Life Safety Code, NFPA standards, and your local/regional amendments.



Green Building Standards

Our staff is familiar with the incorporation of CALGreen building criteria into project designs and the potential impact related to the building codes. In addition, staff members have participated in the development of various "green" standards for super adobe, rammed earth, and straw bale construction, to name a few.



OSHPD 3

Our staff of plan examiners has extensive experience in providing plan reviews for OSHPD 3 projects. Our staff is well versed with the OSHPD 3 requirements contained in the California Building Code. We also have OSHPD-certified inspectors available on an as-needed basis.



Flood Zones

Interwest's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones, as several of our clients have developments that occur in areas prone to flooding. Interwest's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as the local jurisdiction's ordinances. In addition, members of Interwest's staff have participated in state-sponsored committees to establish guidelines and regulations for construction in areas designated as flood zones.

Code Interpretations

Code interpretations will be reviewed and approved by the Chief Building Official or designated City staff. We provide unbiased recommendations and relevant background information to assist the Building Official or Fire Marshal in making informed decisions. All plan review comments will go through the City Building Department for thorough review and approval, ensuring that every detail meets the necessary standards.

Special Projects and Accelerated Services

Interwest is committed to meeting each project's unique needs, whether fast-track, multi-phased, or accelerated services are required. We collaborate closely with City staff to set project-specific turnaround goals and procedures tailored to your project's complexity and construction schedule.

Our dedicated team of engineers and plan examiners will work hand-in-hand with the City to address any plan review issues. We value collaboration and will engage directly with you and your designers throughout the process to resolve challenges swiftly and efficiently.

On-Site Consultant Services & Meeting Attendance

Our team is available for pre-construction and pre-design meetings, field visits, and assistance for inspection personnel as needed. With some reasonable limitations, these meetings are included as part of our plan review service.

Interwest's engineers and plans examiners are readily available to collaborate with City staff, the design team, applicants, and contractors to address any plan review and code-related issues. We guarantee a response to any City inquiries arising during field inspections within one business day for each authorized plan check that receives a construction permit. Rest assured, we will respond to voicemails, emails, and faxes within 24 hours.

Plan Review Tracking Method & Billing Process

Our experienced team is well-versed in working with various project-tracking databases used by building departments. We'll keep electronic records up to date and make project-related entries as directed by the City. Additionally, we'll create and maintain a Jurisdiction File that includes details on unique amendments, billing arrangements, contact information, and any special requests you'd like us to consider.

Interwest utilizes a custom-designed database to track all plans throughout the review process, from your initial pick-up request to the delivery of the final approved documents. We can provide information such as the project name, the City's project number, assigned reviewers, dates of receipt, review cycles, and completion dates. Beyond standard phone communication, we can send custom reports via email.

We also offer on-line tracking for the City through a tailored web template designed to meet your reporting and information needs. Our staff is available during business hours to answer any questions about the ongoing plan review via phone or email. We maintain active email accounts and are committed to being responsive to the needs of both the City and applicants. If we're unable to take a call directly, we promise to return it within 24 hours.

Technology

We utilize our proprietary technology, partner solutions, operational best practices, and national and local certified experts to deliver meaningful results and higher service levels. Interwest brings a comprehensive set of innovative technology solutions, including CommunityCore (our proprietary building services software), digital plan review and workflow management, geographic information systems, field management technology, custom application development, IT support, software integration, and analytical solutions. We also integrate with a full range of local government software systems.

Turnaround Times

We consistently complete 99% of our customers' plan reviews on schedule for both commercial and residential projects as our standard business practice. Multidisciplinary reviews are typically performed in our offices, but we are available for on-site work when required upon the City's request. Our goal is to exceed your request for reviews and to deliver reviews and rechecks within our typical time frames listed in the table below.

MAXIMUM TURNAROUND TIME			
TYPE OF JOB	**1st REVIEW**	**2nd REVIEW**	**EXPEDITED REVIEW**
Minor alterations or additions	10 Business Days	5 Business Days	5 Business Days (Initial) and 5 Business Days for any subsequent reviews
Solar or ESS systems	5 Business Days	3 Business Days	
Single- family dwellings	10 Business Days	5 Business Days	
Multi-tenant dwellings	15 Business Days	5 Business Days	
Commercial tenant-improvement construction under 10,000 SF	10 Business Days	5 Business Days	
Commercial construction over 10,000 SF	15 Business Days	5 Business Days	
Processing and completion of all subsequent recheck plan reviews.	Hourly rate after the 3rd review		

Accelerated Plan Review

The City may occasionally request that plan review turnaround times be accelerated (expedited), typically due to a sudden and unanticipated urgency. In this accelerated plan review request, Interwest shall complete the initial plan review within fewer than five (5) business days from receiving the plans. Re-reviews shall be completed in five (5) business days or less. Exact turnaround times for Accelerated Plan Review requests may also be specifically negotiated between the applicant, the jurisdiction, City, and Interwest.



Field Inspection Services

Assigned staff will perform inspection services as needed to verify that the work of construction is in conformance with the approved project plans as well as identify issues of non-compliance with applicable building and fire codes. Our field inspection services will include site inspections and writing legible and understandable correction and violation notices and field reports. In addition, we will be available to answer in-person or telephone inquiries.



We understand that municipal codes may be frequently updated, so we will ensure that the projects we are inspecting are compliant with current code requirements. More specifically, we will ensure compliance with Title 24 California Building Standards Codes covering structural, life safety, disabled access, energy conservation, green building, plumbing, mechanical, and electrical installations in residential, commercial, industrial, existing, and historical buildings.

Interwest's ICC-/CASp Certified Inspectors have performed fire and building inspection services on a wide variety of construction projects, including new residential developments, large custom homes, and commercial, institutional, assembly, essential service buildings, and industrial projects. When necessary for large or fast-track projects, multiple inspectors are available.

Interwest's Inspectors will provide field inspections, including site inspections of projects to verify conformance with approved drawings and specifications, which will include a review of the permit documents to verify that on-site conditions are consistent with the approved documents for square footage, setbacks, heights, and any other applicable conditions. Upon completing inspections, Interwest's Inspectors will fill out all required City forms and documents to ensure seamless service.

Inspector Qualifications & Certifications

Interwest retains inspectors who are motivated to achieve the highest level of experience and certification. We work hard to match your jurisdiction's level of safety and code compliance. All Interwest Inspectors are ICC-Certified. Inspection personnel assigned will be able to read, understand, and interpret construction plans, truss drawings, and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing, and work effectively with contractors, the public, and general staff. Inspectors will possess knowledge of approved and modern methods, materials, tools, and safety used in building inspection and the most current building standards.

Resumes of proposed personnel will be provided to the City for approval prior to performing any services.

Virtual Inspections

If the City wishes, our team can provide Remote Virtual Inspections (RVI), utilizing existing video technology to inspect buildings or building systems. RVI is designed to deliver a comprehensive inspection that meets the minimum standards set by California Codes and local ordinances.



"Interwest has been a great firm to work with here in San Juan Capistrano. All Interwest staff have been incredibly professional, reliable, and generally take pride in the service they provide the City. This shows in their work product."

– Thomas Toman, Director of Public Works, City of San Juan Capistrano, CA

Proposed Approach and Management Plan

Interwest has extensive experience and a proven track record of seamlessly integrating building plan review, building inspection, building official services, and community development services as-needed, in a cost-effective manner. Our services consist of providing a single staff member or a complete team. We tailor our staff to fit your specific needs.

What the City Can Expect from their Interwest Team

Our team will deliver services according to processes, local concerns, expected schedules, and the level of customer service required to provide outstanding support for the project. Interwest's goal is to make our clients successful. Our quality and training, proven business practices, and a core commitment to customer satisfaction, ensure you will receive the highest levels of performance, professionalism, and responsiveness in the industry.

All Interwest Team Members will:

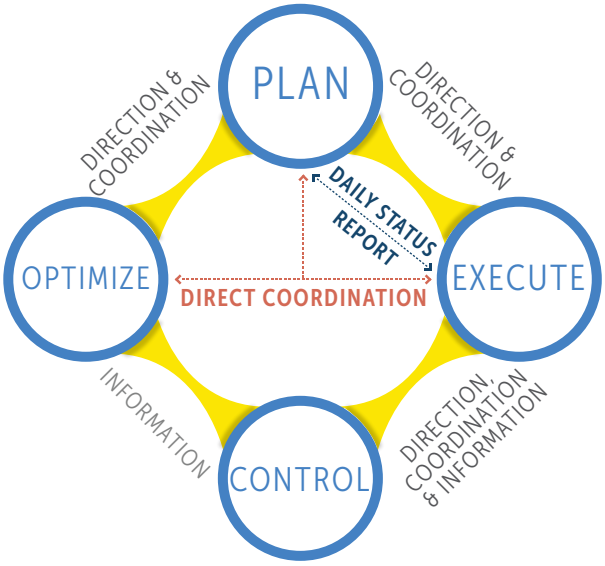
Wear/display proper identification.	Possess & maintain required licenses/certifications to perform all professional services.	Be knowledgeable of design principles, local zoning, and topographical site plans.	Be proficient in and knowledgeable of all applicable federal, state, and local laws, rules, regulations, directives, codes, and ordinances.
Extend exemplary customer service while performing duties and interacting with client staff, elected and appointed officials, construction firms, and the public.	Attend meetings as required by the client.	Exhibit professional and courteous conduct and appearance during interactions.	Meet all job safety requirements and OSHA safety standards.

General Project Management Approach

Our project management approach begins with applying our Plan, Execute, Control, Optimize (PECO) philosophy. The PECO framework, illustrated to the right, is based on our team's experience and industry best practices endorsed by the Project Management Institute. We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method.

Using the PECO framework, the Interwest team delivers a project management approach that combines the right people, processes, and tools to perform the Scope of Services requirements. The Interwest team's process is structured to streamline our resources and provide responsive services. Successful execution of public works services starts with a responsive team structure that can anticipate and address resource needs.

Our team works on multiple tasks simultaneously and our organizational structure supports the staff in overseeing this process effectively. **Project Manager David Kniff, RA**, will ensure overall project performance and completion.



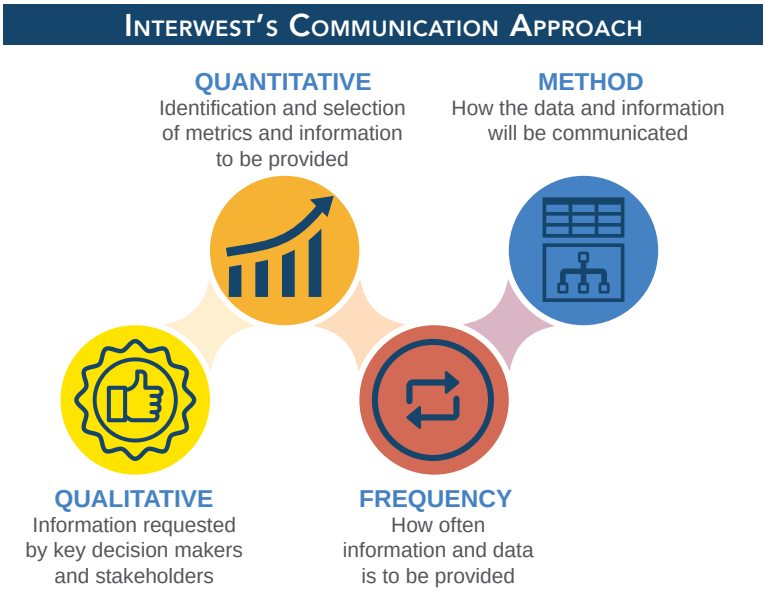
The PECO framework delivers a contract management approach that combines the right people, processes, and tools to perform contract work.

Approach to Communication and Coordination

One of the keys to the efficient and successful flow of information is clear, effective communication. Everyone involved with a contract of this size and scope must be aware of changes, progress, and challenges. We commit to working with you to determine the best ways to communicate the right information to the right people at the right time. Our priority is to ensure the best possible experience working with our team—with minimum impact on the City and its citizens.

Meetings are an integral part of the plan, especially at contract start-up. Everyone involved must be aware of progress and changes to expect going forward. We will prepare communications that can be shared with all City staff, detailing what to expect during contract transition and moving forward.

We work with you to develop a schedule and format to meet your needs for aggregate reporting. Report formats may include monthly, quarterly, and annual reports summarizing activity levels, adherence to performance metrics, and other items of special interest to the City. We ensure our work effort is clearly communicated to the City throughout the contract's life, adjusting as necessary.



Quality Assurance / Quality Control

Interwest uses sophisticated project management tools to maintain up-to-date schedules, coordinate staff time, and track the project budget. We hold weekly internal planning staff meetings to determine project priorities, deliverables, and staffing needs to ensure that projects are completed on time and on budget. Interwest performs internal reviews of all work products before submitting to the City to ensure high quality. Our iterative process and coordination ensures that product deliverables exceed expectations. To achieve these goals, we employ the following practices:

01

IDENTIFY ISSUES EARLY

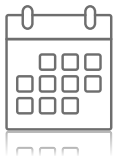
There may be key issues associated with a project or assignment that, left unresolved, have the potential to cause delays or require work to be redone. Identifying key project issues early can result in overall time and cost savings.



02

CONSIDER OPTIONS

We approach our work with open minds, consider a range of approaches and solutions, and help our clients identify the right solution.



03

AGREE ON INITIAL DELIVERABLES

We provide draft work products at key intervals. The client agency's timely review and direction help ensure successful outcomes.



04

PERIODIC TEAM MEETINGS

Regular team meetings, as often as every week based on the level of activity, help ensure services are meeting the client agency's expectations.



05

COST TRACKING

Interwest's accounting systems are flexible and able to present information in a form that best serves our clients' needs. We are able to provide real-time project costs as needed.





Budget Control

Interwest's Project Manager will maintain budget-tracking reports that identify budgeted or estimated costs versus actual costs to monitor individual task orders and budgets. These reports will identify each item, enabling the Project Manager to keep the City apprised of overall project costs. The following are key components that help ensure success for every Interwest project:

- Define clear expectations for scope, schedule, and budget
- Establish project controls to maintain project schedule and budget
- Assign personnel to effectively handle all tasks and maximize efficiency

The approach to controlling project budgets is to identify if the budget is sufficient for the scope of work being requested at the beginning of a project and track the budget throughout the life of the project. Interwest will work with the City and become familiar with the commitments to understand the basis of the budget amount to help ensure additional scope is not added without consideration of how it affects the budget. If the project is in jeopardy of being over budget, immediate attention is provided to address why and determine what steps need to be taken to get the project back on budget.

Interwest will also implement the following procedures to control project costs:

- Recommend the completion of waiver valuations, where applicable
- Group field visits and set appointments in advance to maximize the use of driving time
- Sort the casework by level of difficulty and assign it to the appropriate experience level of the agents
- Ensure that agents are prepared before presenting offer packages to establish credibility early and improve the probability of successful negotiations
- Anticipate issues or obstacles early and immediately implement corrective action
- Match the staffing needs to the work being assigned to ensure that projects are not overstaffed

Schedule Control

Interwest's proposed key personnel understand the importance of keeping a project on schedule. As with any project, issues may arise that will delay or require the need to accelerate a project schedule. One of the best management tools available to monitor and control a project schedule is the utilization of Microsoft Project software. Interwest will provide the City with a revised project schedule during the early management phase of the project upon completion of the kickoff meeting. This schedule will be presented to the City for review and recommendation. Our team will continue to monitor milestone progress and make recommendations as necessary with the ultimate goal of keeping the project on schedule.

Interwest understands a schedule is intended for both the Consultant and the City to coordinate their resources for reviewing submissions and for reporting to other City staff and departments. Project Budgets are controlled by consistent review throughout the design life of a project. Additionally, Interwest's Quality Assurance/Quality Control (QA/QC) process requires cross-discipline and independent reviews at each milestone.

Interwest has considerable bench strength in times of high demand. Our staff is large enough to access additional personnel if there is ever a need to bring a project back on schedule due to an on-call consultant-caused delay at no extra cost to the City. Our mission is to deliver timely services by staying apprised of things in advance—a "no surprises" approach that keeps our team on task to meet and exceed the City's expectations.

Schedule of Rates



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Schedule of Rates

Per instructions on page 7 of the City's RFP, the Schedule of Rates are available in a separate file on the provided USB drive.

Contract Exceptions



INTERWEST
A SAFEbuilt COMPANY

Contract Exceptions

Interwest has reviewed the City's Contract Services Agreement and respectfully requests the following exceptions indicated in red below.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City, which consent shall not be unreasonably withheld or delayed. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. ~~Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void.~~ No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

4.4 Independent Contractor.

Add the following sentence to the end of this section:

Notwithstanding the preceding, Consultant shall have no liability under this section to the extent that the acts or omissions leading to the determination that a Consultant employee was eligible for enrollment in PERS were taken at the direction of City.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance.

(d) Professional Liability or Error and Omissions Insurance. A policy of _____ insurance in an amount not less than $1,000,000.00 per claim and annual aggregate limit of $2,000,000 with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

All of the above policies of insurance, except workers compensation, shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Consultant shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Consultant agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible. ~~If the Consultant's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Consultant.~~

Note: Interwewst has insurance to cover all of our business; we allocate this by contract. The City may receive the benefit of higher limits or not, depending on the number and nature of claims filed.

5.2 Indemnification

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless City and the City's Parties from and against any and all third-party losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused ~~in whole or in part~~ by any negligent or wrongful act, error or omission of Consultant, its officers, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any third-party liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), ~~where~~ to the extent the same arise out of~~, are a consequence of, or are in any way attributable to, in whole or in part,~~ the intentionally wrongful or negligent performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, employees or subcontractors of Consultant.

Consultant shall have the right to control the defense and settlement of any claim for which indemnification is sought, provided that Consultant shall not enter into any settlement that requires and admission of wrongdoing by an indemnitee without that indemnitee' consent. Consultant's indemnification obligations are contingent upon timely notice of the matter for which indemnity is sought, such that defense of the matter is not compromised and the reasonable cooperation of the indemnitee in the defense of the matter.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Consultant, its employees, and subcontractors exclusively as a result of ~~in~~ the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. For the avoidance of doubt, Consultant shall retain all rights and title to pre-existing intellectual property and any improvements thereto. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval. Notwithstanding any provision of this Agreement to the contrary, Consultant shall have no liability, with respect to (i) the use by City of unfinished or draft documents and materials or (ii) the use of documents and materials for any project other than that for which they were prepared or (iii) the use of documents and materials after a change in applicable codes or law.

END OF EXCEPTIONS

Required Forms



INTERWEST
A SAFEbuilt COMPANY

Required Forms

The following forms were noted as required on page 8 of the RFP, but were not provided. Interwest requested the below forms in an email to Peter Kann, dated December 29, 2025, but were not provided with a response.

- Affidavit of Non-Collusion and Non-Discrimination
- Federal Lobbyist Requirements
- Debarment and Suspension Certificate

Interwest will gladly update our proposal with the requested forms when they are provided.

INTERWEST

A SAFEbuilt® COMPANY



CITY OF LAWNDALE

Building and Safety Services

COST PROPOSAL

January 20, 2026 | 6:00 PM PST

MAIN PROPOSAL CONTACT:
DEVIN LOCKE
Client Success Manager
949.889.5270
dlocke@interwestgrp.com

www.interwestgrp.com

Cost Proposal

Building Plan Review Services

Hourly Fees

For the building department plan review services as identified in this proposal, Interwest proposes plan review services on an hourly basis (per submittal) using the rates in the Schedule of Hourly Billing Rates outlined on the following page.

The minimum Plan Review fee for any proposed project shall be 1.5 hours.

Restamp reviews of a project will be provided for a $150 fee. Restamp includes review of project documents due to corrections from other city departments after Building has already been approved/completed review.

For the review of deferred submittals such as truss calculations, stairs, etc., submitted after the projects have been approved, reviews will be assessed on an hourly basis (per submittal) utilizing the Schedule of Hourly Billing Rates provided.

For the review of rechecks, revisions to previously approved drawings, reviews will be assessed on an hourly basis (per submittal) utilizing the Schedule of Hourly Billing Rates provided.

Rechecks due to significant design changes after the review has been approved/completed will be assessed on an hourly basis (per submittal) utilizing the Schedule of Hourly Billing Rates provided.

Projects requiring additional inspections, additional re-inspection or additional plan check of revised plans shall be determined using the current preferred hourly rate established by Interwest. (one-hour minimum).

This hourly rate does not include fire plan check services, engineering/grading plan review services, or subconsultant services, which can be added to the service and will be charged at the current Interwest hourly rates.

Code Consultation

Interwest Consulting Group will, at the Client's request, assist with code interpretations, alternate materials, design and construction methods, equipment reviews, flood hazard determinations, code modifications, research reports, peer reviews, and related services for any project with a current plan review or permit number, working collaboratively with city staff on unique or specific code items. **These services will be provided at no additional cost under full-service contracts that include a building official**; otherwise, they will be billed at the preferred hourly rate of the assigned staff member.

For projects or services without a current plan review or permit number including, but not limited to, reinspection's after final, code enforcement support, plan change code review, and preliminary or discretionary reviews, etc., charges will apply at the standard hourly rate of the Interwest staff performing the service. **These services will be provided at no additional cost under full-service contracts that include a building official.**

Hourly Rate Schedule

Building Safety Services

Certified Building Official	$180
Deputy Building Official	$170
Senior Plans Examiner	$160
ICC Building Plans Examiner	$155
Licensed Plan Review Engineer (structural, civil, electrical, mechanical) / Architect	$165
Supervising Structural Engineer	$210
Senior Structural Engineer	$195
Structural Engineer	$170
Inspector of Record	$160
CASp	$145
Senior Inspector	$150
Inspector III (Includes RVI)	$145
Inspector II (Includes RVI)	$135
Inspector I (Includes RVI)	$125
Permit Technician III	$100
Permit Technician II	$95
Permit Technician I	$85
Trainee (Inspector)	$85
Trainee (Admin, Tech)	$75

Expedited Fees

Expedited plan reviews will be provided at a rate of 150% of the fees stated and will be completed in one-half the time frames proposed for non-expedited plan reviews. Expedited plan reviews should be requested prior to the initial submittal and will apply to each review cycle up to completion. Any agreed upon turnaround time less than the time frames stated below for any project will be considered expedited and will be billed at 150% of the stated fee for such project.

CPI Increase: Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI"). Such increase shall never exceed 4%. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

Municipality and Consultant will review the agreed upon hourly rates annually to discuss adjusting hourly rates to reflect increases in the costs incurred by consultant to provide Services.

Client will be responsible for any applicable taxes in addition to the fees due for Services.

The fees, rates and terms in this RFP proposal are valid for 180 days from the RFP due date.

Submitted To

City of LAWNDALE

Office of the City Clerk
14717 Burin Ave, Lawndale, CA 90260
Re: Building and Safety Services

Attn.: Peter Kann
Community Development Director

Cost Proposal

BUILDING & SAFETY SERVICES

City Proposal No. 23-021



TRANSTECH
Est. 1989

www.transtech.org
855.595.2495 (toll-free)

Submitted By

TRANSTECH Engineers, Inc.

Contact Person for this Proposal:
Dennis Tarango, CBO
Principal Building Official
E: Dennis.Tarango@transtech.org
C: 909-821-7117

Your Projects | Our Passion
A Trusted Community Partner
CLICK HERE TO WATCH OUR B&S SERVICE VIDEO
www.transtech.org
855.595.2495 (toll-free)

TRANSTECH
Est. 1989

January 20, 2026

submitted via e-mail to a.fernandez@lomitacity.com

City of LAWNDALE
Office of the City Clerk
14717 Burin Ave, Lawndale, CA 90260
Re: Building and Safety Services

Attn.: Peter Kann, Community Development Director

Cost Proposal, BUILDING AND SAFETY SERVICES, City Proposal No. 23-021

Dear Mr. Kann:

As required, Cost Proposal is submitted separately.

Thank you for the opportunity to submit this proposal.

Should you have any questions, or require additional information, please contact us.

Sincerely,

Dennis Tarango, CBO, CSP, Principal Building Official
E: dennis.tarango@transtech.org
C: 909-821-7117, O: 909-595-8599, ext.127

Melissa Demirci, CEO
E: melissa.demirci@transtech.org
C: 909-851-5765, O: 909-595-8599, ext.123

3.3 Schedule of Rates

(as required, Cost Proposal is submitted separately)

STAFFING LEVELS:

Staff Position	Service Levels
Permit Technician	Full time
Building Inspector	Full time
Plan Checker for Counter Hours	Approximately four hours per week for counter hours
Deputy Building Official	As needed
Building Official	As needed
Plan Checkers	As needed to meet established plan review turnaround times

COST OF SERVICES:

Plan review services shall be provided based on a percentage of the City's monthly plan review revenues.

Additional staff services, including but not limited to Permit Technician, Plan Checker, Building Inspector, and Building Official services, for entitlement reviews, instances where no plan check fees are collected, and other requested services, shall be provided at the standard hourly rates.

Services	Fees
Plan Check Services	50% of plan check fees collected as per the fee schedule
Where no plan check fees are collected, entitlement reviews	$160/hr.
Expedited Plan Check Services	Additional 50% of standard fees
As needed staff services	Standard Schedule of Hourly Rates
Permit Technician	$80/hr.
Building Inspector	$125/hr.
Deputy Building Official/Plan Checker	$170/hr.
Building Official	$190/hr.
The hourly fee rates are increased each year July 1st automatically by the percentage change Los Angeles-Long Beach-Anaheim California Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve-month period as calculated for February by the U.S. Department of Labor Bureau of Labor Statistics and published by the United States Bureau of Labor Statistic.	

Following is Transtech's Fee Schedule for all staff classifications:

TRANSTECH ENGINEERS, INC.
SCHEDULE OF HOURLY RATES
Effective: July 1, 2025 - June 30, 2026
Rates are average ranges, negotiable and can be adjusted to establish a fee for each assignment based on the specific project's scope, when such projects are identified by the City.

ENGINEERING			
Field Technician	$91	-	$101
Engineering Technician	$101	-	$112
Assistant CAD Drafter	$112	-	$128
Senior CAD Drafter	$128	-	$144
Associate Designer	$144	-	$160
Senior Designer	$160	-	$176
Design Project Manager	$203	-	$213
Assistant Engineer	$123	-	$133
Associate / Staff Engineer	$155	-	$171
Senior Civil Engineer	$213	-	$235
Traffic Analyst Technician	$106	-	$118
Associate Traffic Analyst	$160	-	$171
Senior Traffic Analyst	$171	-	$181
Professional Transportation Planner	$181	-	$197
Traffic Engineer Technician	$101	-	$112
Associate/Staff Traffic Engineer	$155	-	$171
Traffic Engineer	$181	-	$197
Senior Traffic Engineer	$197	-	$218
Project Manager	$197	-	$218
Senior Project Manager	$218	-	$235
Deputy City Engineer	$181	-	$203
City Engineer	$203	-	$218
Principal Engineer	$218	-	$240
BUILDING & SAFETY			
Permit Technician	$80	-	$91
Plan Check Technician/Analyst/Supervisor	$133	-	$149
Building Inspector	$123	-	$139
Senior Inspector	$133	-	$149
Plans Examiner/Checker	$149	-	$165
Plan Check Engineer	$160	-	$181
Deputy Building Official	$171	-	$181
Building Official	$176	-	$192

CONSTRUCTION MANAGEMENT			
Labor Compliance Analyst	$155	-	$165
Funds Coordinator	$160	-	$171
Office Engineer	$155	-	$165
Construction Inspector	$149	-	$160
Senior Construction Inspector	$160	-	$171
Construction Manager	$181	-	$197
Resident Engineer	$197	-	$213
PUBLIC WORKS INSPECTION			
Public Works Inspector	$149	-	$160
Senior Public Works Inspector	$160	-	$171
Supervising PW Inspector	$171	-	$181
SURVEY AND MAPPING			
Survey Analyst	$160	-	$165
Senior Survey Analyst	$165	-	$171
2-Man Survey Crew	$368	-	$384
Survey & Mapping Specialist	$197	-	$213
Licensed Land Surveyor	$224	-	$235
FUNDING & GRANT WRITING			
Funds Analyst	$155	-	$160
Senior Funds Analyst	$160	-	$171
Grant Writer	$176	-	$181
Funds & Grant Project Manager	$197	-	$208
PLANNING			
Community Development Technician	$85	-	$96
Planning Technician	$96	-	$106
Assistant Planner	$106	-	$128
Associate Planner	$128	-	$149
Senior Planner	$155	-	$176
Planning Manager	$181	-	$203
ADMINISTRATIVE STAFF			
Administrative/Clerical	$75	-	$85
Project Accountant	$85	-	$96

The above fees are increased each year July 1st automatically by the percentage change Los Angeles-Long Beach-Anaheim California Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve-month period as calculated for February by the U.S. Department of Labor Bureau of Labor Statistics and published by the United States Bureau of Labor Statistic.

Submitted To

City of LAWNDALE

Office of the City Clerk
14717 Burin Ave, Lawndale, CA 90260
Re: Building and Safety Services

Attn.: Peter Kann
Community Development Director

Technical Proposal

BUILDING & SAFETY SERVICES

City Proposal No. 23-021



TRANSTECH
Est. 1989

www.transtech.org
855.595.2495 (toll-free)

Submitted By

TRANSTECH Engineers, Inc.

Contact Person for this Proposal:
Dennis Tarango, CBO
Principal Building Official
E: Dennis.Tarango@transtech.org
C: 909-821-7117

Our proposal is submitted in the formatted and structured as specified in RFP Page 3 of 42, Section titled PROPOSAL CONTENT and Proposal Sections are structured as specified.

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On Page 7 of 42, the RFP includes a table titled **"Required Proposal Sections and Documents."** The table, provided below, identifies each required item and the corresponding proposal section in which it is addressed.

	Required Proposal Sections and Documents		Reference Proposal Section
1	**Company Certification and Personnel Verification** Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective consultant. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement.	Required	Please see Proposal Section: ***3.4a Contract Signature Authority Certification*** Please see Proposal Section: ***3.4b California Secretary of State Good Standing Certification*** Please see Proposal Sections: ***2.1 Qualifications, Relevant Experience, and References*** ***2.2 Proposed Team***
2	**Subconsultant List (if applicable)** Include the subconsultant's qualifications and the nature and extent of work to be performed by each subconsultant.	Required if Applicable	Please see Proposal Section: ***2.1f Subconsultants Qualifications***
3	**Cost Proposal** Include all pricing information relative to the engagement as a Cost File separate from the Proposal.	Required	Please see Proposal Section: *(as required, Cost Proposal is submitted separately)*
4	**Client Reference List** Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of 3 references for work performed within the last 3 years.	Required	Please see Proposal Section: ***2.1g References***
5	**Modification, Changes or Exceptions to the City Agreement for Contract Services** Exceptions to the specifications of any proposed items, contract terms and conditions shall be fully described and stated in writing	Required if Applicable	Please see Proposal Section: ***3.4d Contract Comments***
6	**Affidavit of Non-Collusion and Non-Discrimination**	Required	Please see Proposal Section: ***3.4e Affidavit of Non-Collusion and Non-Discrimination***
7	**Federal Lobbyist Requirements**	Required	Please see Proposal Section: ***3.4f Federal Lobbyist Requirements***
8	**Debarment and Suspension Certificate**	Required	Please see Proposal Section: ***3.4g Debarment and Suspension Certificate***
9	**Certificate of Compliance with Labor Code Section 3700**	Required	Please see Proposal Section: ***3.4h Certificate of Compliance with Labor Code Section 3700***

Your Projects | Our Passion
A Trusted Community Partner
CLICK HERE TO WATCH OUR B&S SERVICE VIDEO
www.transtech.org
855.595.2495 (toll-free)

TRANSTECH
Est. 1989

1. LETTER OF TRANSMITTAL

January 20, 2026

City of LAWNDALE
Office of the City Clerk
14717 Burin Ave, Lawndale, CA 90260
Re: Building and Safety Services

submitted via e-mail to a.fernandez@lomitacity.com

Attn.: Peter Kann, Community Development Director

Proposal, BUILDING AND SAFETY SERVICES, City Proposal No. 23-021

Dear Mr. Kann:

Transtech is pleased to submit this Proposal for the subject services.

1.a Identification of Proposer

The proposal is submitted by Transtech Engineers, Inc.

Following is a brief qualifications summary of Transtech relevant to the services requested:

- ✓ Established in 1989, Transtech (a California Corporation) is a **multi-disciplinary engineering consulting** firm. Transtech has been **in business for over 36 years.**

- ✓ Transtech is currently **providing municipal services to approximately 100 public agencies**, Including **Building and Safety Services to several agencies. Some Jurisdictions that we provide building and safety services include:**
  - City of Alhambra
  - City of Azusa
  - City of Bell
  - City of Carson
  - City of Commerce
  - City of Hawaiian Gardens
  - City of Hidden Hills
  - City of Irwindale
  - City of Montebello
  - City of Monterey Park
  - City of Ontario
  - City of Rancho Palos Verdes
  - City of Rosemead
  - City of Santa Fe Springs
  - City of Seal Beach
  - City of South El Monte
  - City of South Pasadena
  - City of Temple City
  - City of West Covina

- ✓ **We also provide Building Official, Plan check and Inspection services to several tribes for their Casino/Hotel Developments, which are some of the largest tribal projects:**
  - Tejon Indian Tribe (Hard Rock Casino, Resort Hotel, Event/Convention Center (Valuation $1 Billion)
  - Yuhaaviatam of San Manuel Nation (Casino Expansion, Resort Hotel, Event/Convention Center, Valuation $700 Million)
  - Snoqualmie Indian Tribe (Casino Expansion, Resort Hotel, Parking Structures, Valuation $300 Million)
  - Tule River Tribe (New Casino, Resort Hotel, Event/Convention Center, Valuation $300 Million)

- ✓ **Special Project**
  - Ontario Sports Complex:, Transtech provided Building Official, Plan check and Inspection services: (Valuation: $400 Million)

- ✓ **Transtech's Building and Safety Services/Capacity in numbers (2025):**
  - Individual Projects Plan Checked: appr. 12,000
  - Building Inspections Performed: appr. 34,000
  - Documents files Reviewed: appr. 79,000
  - Plan Check Portal set up for 40 Jurisdictions

- ✓ **Experience in working with Los Angeles County and Fire Department:**
  - We also interact with and coordinate plan checks and work closely with County Fire Department in many cities.

- ✓ **Experience successfully transitioning several jurisdictions from Los Angeles County Service:**
  - Irwindale (2025)
  - Santa Fe Springs (2024)
  - Carson (2023)
  - Commerce (2019)
  - Temple City (2014)

- ✓ **Efficient Transition Implementation:**
  - Smooth and Swift Service Transition
  - Full Transition to Paperless Plan Checking
  - Electronic Plan Submittal Portal
  - Transtech's Automated Permitting System (TTAPS)

- ✓ **Electronic Plan Check:**
  - Transtech provides Electronic Plan Check. We maintain and manage electronic plan submittal portals for over 40 cities.

1.b Subconsultants

Transtech may use the following specialty service sub-consultants, with whom Transtech has been working in several Cities in same capacities.

- Soils Report Review Support: GEO-ADVANTEC, Inc.; www.geoadvantec.com
- Landscape Architecture Review Support: WITHERS & SANDGREN, Ltd; www.withersandsandgren.com

1.c Proposal Validity Statement

The Proposal shall remain valid for a period of not less than 90 days from the date of submittal.

1.d Qualifications Validity Statement

The Qualifications are valid for a minimum of 36 months (initial agreement term).

1.e Addenda Acknowledgement

None posted at City's RFP web-site as of 1/19/26.

1.f Authorized Signature

Melissa Demirci, CEO 

1.g Proposal Statement

We attest that all information submitted with the proposal is true and correct

Our service philosophy

Transtech shares the City's commitment to delivering a top-quality customer experience to the communities we serve. Through innovation and responsiveness, we operate with integrity, flexibility, and professionalism. We push beyond bureaucracy by thinking creatively, embracing solutions-oriented approaches, and consistently providing excellent customer service.

Our service philosophy is built on our "Customer Care" approach—delivering ***high-quality, timely, efficient, cost-effective, and customer-friendly services****.*

✓ *Transtech employs a* ***structured and efficient project execution approach*** *that enables us to deliver the*

highest-quality products and services to the City.

- ✓ *We start by **working with the applicant early on** and during plan review to help them prepare a set of plans which have all of the required information clearly and logically presented.*
- ✓ *When appropriate, we **proactively provide recommendations to simplify complex details, and incorporate elements that are straightforward to verify in the field**. Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during the plan review process. And in the case of homeowners, **this policy often demonstrates early on that the City really is truly a partner in a process that can often be a source of stress and tension for many applicants.***
- ✓ *This policy reduces the number of plan review rechecks required, **allows the applicant to obtain a permit much sooner**, and reduces the overall process time.*

Thank you for the opportunity to submit this proposal.

Should you have any questions, or require additional information, please contact us.

Sincerely,

Dennis Tarango, CBO, CSP, Principal Building Official
E: dennis.tarango@transtech.org
C: 909-821-7117, O: 909-595-8599, ext.127

Melissa Demirci, CEO
E: melissa.demirci@transtech.org
C: 909-851-5765, O: 909-595-8599, ext.123

2. TECHNICAL PROPOSAL

2.1 Qualifications, Relevant Experience, and References

2.1a Firm Profile

Established in 1989, Transtech (a California Corporation) is a **multi-disciplinary engineering consulting** firm. Transtech has been **in business for over 36 years** and provides **municipal services to approximately 100 public agencies, including Building and Safety Services to several Agencies.**

Our **multi-disciplinary** service capabilities include:

- Building & Safety Services, Building Official, Building Inspection, Plan Check, Building Code Enforcement
- Civil Engineering
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection
- Federally Funded Project Management
- Grant Writing
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Eng
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Eng
- Emergency, Support Services

One of the unique qualifications of Transtech is that we serve public agencies as municipal contract service providers. We serve as **Building Official, Building Plans Examiner, Building Inspector, Permit Technician**, **Building Code Enforcement,** City Engineer, City Traffic Engineer, Map/Plan Checker, Public Works/Permit Inspector, CIP Manager, Construction Manager, Construction Inspector, Designer, Federally Funded Project Manager and in other capacities for a number of public agencies.

Transtech has a **large pool of well experienced staff and resources readily available** to provide requested services, and **respond to requests in a timely, efficient, and cost-effective manner**. Our staff and resources include **approximately 250 professionals.**

We are **proud to support civic and community activities**, which demonstrates our commitment to the progress, health, and well-being of the communities we serve. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events, programs, causes, and initiatives. Our goal is not just to serve as an engineering consultant which is what we are best at, but actively partnering with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in. The Transtech Team is very passionate about giving back, especially through youth empowerment and workshops to encourage middle school and high school students to pursue higher education and to get involved in STEM related fields, like engineering. Several of our team members have been involved in various organizations and spoke at countless events to encourage the youth and young women in particular to pursue Engineering in both their academic and career paths.

2.1b Financial Condition

Transtech is in sound financial condition, and there are no existing or anticipated circumstances-including bankruptcy, pending or threatened litigation, planned office closures, or impending mergers or acquisitions-that would impair Transtech's ability to perform and successfully complete the project.

2.1c Similar Experience

Transtech's Building and Safety Services in numbers:

- ✓ Transtech is currently **providing municipal services to approximately 100 public agencies**, Including **Building and Safety Services to several agencies. Some Jurisdictions that we provide building and safety services include:**
  - City of Alhambra
  - City of Azusa
  - City of Bell
  - City of Carson
  - City of Commerce
  - City of Hawaiian Gardens
  - City of Hidden Hills
  - City of Irwindale
  - City of Montebello
  - City of Monterey Park
  - City of Ontario
  - City of Rancho Palos Verdes
  - City of Rosemead
  - City of Santa Fe Springs
  - City of Seal Beach
  - City of South El Monte
  - City of South Pasadena
  - City of Temple City
  - City of West Covina

- ✓ **We also provide Building Official, Plan check and Inspection services to several tribes for their Casino/Hotel Developments, which are some of the largest tribal projects:**
  - Tejon Indian Tribe (Hard Rock Casino, Resort Hotel, Event/Convention Center (Valuation $1 Billion)
  - San Manuel Band of Mission Indians (Casino Expansion, Resort Hotel, Event/Convention Center, Valuation $700 Million)
  - Snoqualmie Indian Tribe (Casino Expansion, Resort Hotel, Parking Structures, Valuation $300 Million)
  - Tule River Tribe (New Casino, Resort Hotel, Event/Convention Center, Valuation $300 Million)
  - Yuhaaviatam of San Manuel Nation (YAMAWAA Casino) (Valuation $700 Million)

- ✓ **Special Project**
  - Ontario Sports Complex:, Transtech provided Building Official, Plan check and Inspection services: (Valuation: $400 Million)

- ✓ **Transtech's Building and Safety Services/Capacity in numbers (2025):**
  - Individual Projects Plan Checked: appr. 12,000
  - Building Inspections Performed: appr. 34,000
  - Documents files Reviewed: appr. 79,000
  - Code Adoptions 15 Cities with 15 Ordinances and 30 Council Meetings
  - Plan Check Portal set up for 40 Jurisdictions

- ✓ **Experience in working with Los Angeles County and Fire Department:**
  - Transtech is under a multi-year contract with the County of Los Angeles providing as-needed Building and Safety Plan Check Services to the County.
  - We also interact with and coordinate plan checks and work closely with County Fire Department in many cities.

- ✓ **Experience successfully transitioning several jurisdictions from Los Angeles County Service:**
  - Irwindale (2025)
  - Santa Fe Springs (2024)
  - Carson (2023)
  - Commerce (2019)
  - Temple City (2014)

- ✓ **Efficient Transition Implementation:**
  - Smooth and Swift Service Transition
  - Full Transition to Paperless Plan Checking
  - Electronic Plan Submittal Portal
  - Transtech's Automated Permitting System (TTAPS)

- ✓ **Electronic Plan Check:**
  - Transtech provides Electronic Plan Check. We maintain and manage electronic plan submittal portals for over 40 cities.

Few Examples of Building and Safety Projects by Transtech:



Agency: CITY OF AZUSA
Project: The Orchard Mix-Use-Development. (Valuation $55 m). The project included Mixed-use project including 163 residential units, 23,000 S.F. of retail, Laemmle Theater, and parking garage.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector.***



Agency: CITY OF AZUSA
Project: OneLegacy Transplant Recovery Facility. (Valuation $40 m). The project included a complete remodel of the existing building and the expansion to include additional office and laboratory space, a convention center, amenities for the staff, a parking structure, and a helipad for medical team transportation.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector.***



Agency: CITY OF BELL
Project: Residential Development. (Valuation $4 m). This development includes new 14 new two-story detached single-family dwellings.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector.***



Agency: CITY OF COMMERCE
Project: Warehouse with Office Space Development (Valuation $20 m). This development includes one-story of warehouse with mezzanines for office use of 114,898 square feet of total floor area in a 5.65-acre lot.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector, City Engineer, City Traffic Engineer.***



Agency: CITY OF SOUTH EL MONTE
Project: Chico Residential Development (Valuation $15 m). This development includes 13 buildings with 70 residential units.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector, City Engineer, City Traffic Engineer.***



Agency: CITY OF ALHAMBRA
Project: Main Street Collection (Valuation $23 m). This development includes 4-story mixed-use project with 8,200 s ft retail space, 52 condos, 9 live/work units, 19 townhomes, and 6 shopkeeper units.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector, City Engineer, City Traffic Engineer.***



Agency: CITY OF WEST COVINA
Project: Asteria Residential Development (Valuation $40 m). This development includes 158-unit residential homes.
Transtech Services: Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector, City Engineer, City Traffic Engineer.***



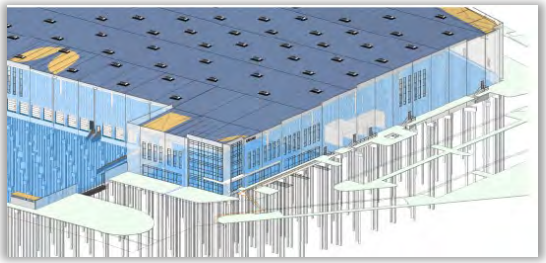
Agency: CITY OF TEMPLE CITY
Project: Blossom Walk Residential Development (Valuation $6 m). This development includes 24-unit condominiums and 4 single family homes.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector, City Engineer, City Traffic Engineer.***



Agency: CITY OF WEST COVINA
Project: Medical Center Building (Valuation $20 m). This project is a new Medical Office Building of approximately 55,000 sf that will operate 24/7 providing a radiation oncology department and infusion department.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector, City Engineer, City Traffic Engineer.***



Agency: CITY OF SOUTH PASADENA
Project: 820 Mission Development LLC (Valuation: $10M). This project is a new office building with one residential unit above, new 15-unit townhomes, and offices with subterranean parking, convert existing 3-story industrial building into 9 residential units, construct 13 townhomes.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector.***



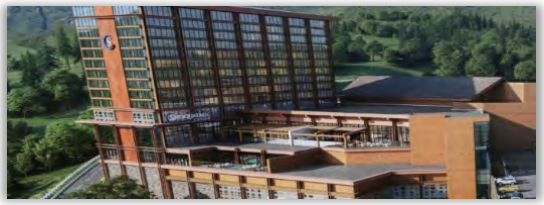
Agency: CITY OF CARSON
Project: The District at South Bay (Valuation $175 m). This development includes Industrial Buildings on 73 acres with 5 industrial building with 1,5 million sq ft and Country Mart project including 5 restaurant / retail buildings, 4 drive through restaurants on an approximate 11-acre site. There will be a park component.
Transtech Services:
- Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
- **Building Plan Check/Inspection.**
- ***Transtech serves as the City's Contract Building Official, Plan Checker, Inspector.***



Agency: CITY OF ONTARIO
Project: City's Minor League Baseball Stadium Project, Parking Structure (Valuation $400 Million).
Transtech Services: Project Building Official, Building Plan Check, Inspection.



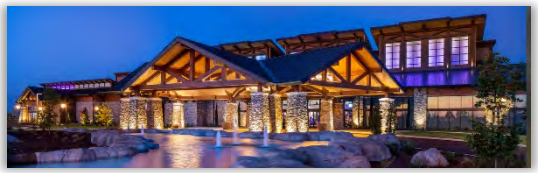
Agency: YUHAAVIATAM OF SAN MANUEL NATION
Project: Casino Expansion, Resort Hotel, Event/Convention Center, Parking Structure (Valuation $400 Million).
Transtech Services: Building Plan Check/Inspection, Fire Plan Check.
Transtech also serves as the Tribe's and Casino's (they are 2 separate entities) Contract Building Official, Plan Checker, Inspector.



Agency: SNOQUALMIE INDIAN TRIBE, WASHINGTON
Project: Casino expansion/remodel, hotel tower, parking structure (Valuation $330 Million).
Transtech Services: Project Building Official, Building Plan Check, Inspection, Fire Plan Check.



Agency: TEJON INDIAN TRIBE
Project: Hard Rock Casino and High-Rise Resort Hotel (Valuation $1 Billion).
Transtech Services: Project Building Official, Building Plan Check, Inspection, Fire Plan Check.



Agency: TULE RIVER INDIAN TRIBE
Project: Casino Expansion, Resort Hotel, Parking Structures, (Valuation $300 Million)
Transtech Services: Project Building Official, Building Plan Check, Inspection, Fire Plan Check.

2.1d Certifications and Licenses

Our staff members are certified by the International Code Council (ICC). We have staff who have reached the highest possible level of code administration with the **Master Code Professional designation certification from the ICC**.

Following are various ICC certifications held by various staff members:

Building Official Certifications:
- ✓ Certified Master Code Professional
- ✓ Building Code Official
- ✓ Building Official

Plan Check Certifications:
- ✓ Res. Building Plans Examiner
- ✓ Commercial Building Plans Examiner
- ✓ California Building Plans Examiner
- ✓ Certified Sustainability Professional

Inspection Certifications:
- ✓ Combination Inspector
- ✓ Commercial Building Inspector
- ✓ Residential Building Inspector
- ✓ Accessibility Inspector
- ✓ Commercial Energy Conservation Inspector
- ✓ Electrical Inspector
- ✓ Commercial Electrical Inspector
- ✓ Residential Electrical Inspector
- ✓ Residential Energy Conservation Inspector
- ✓ Residential Building Inspector
- ✓ California Building Inspector
- ✓ California Commercial Plumbing Inspector
- ✓ California Residential Mechanical Inspector
- ✓ California Residential Mechanical Inspector

Additional Inspection Certifications:
- ✓ IAPMO Plumbing, Mechanical Inspector
- ✓ Fire Code Inspector
- ✓ Fire Inspector II
- ✓ California UST Inspector

- ✓ CalGreen Plans Examiner
- ✓ Accessibility Plans Examiner
- ✓ Commercial Energy Conservation Plans Examiner
- ✓ Residential Plans Examiner
- ✓ Mech. Plans Examiner
- ✓ Plumbing Plans Examiner
- ✓ Electrical Plans Examiner
- ✓ Residential Mechanical Inspector
- ✓ Mechanical Inspector
- ✓ Commercial Mechanical Inspector
- ✓ Plumbing Inspector
- ✓ CalGreen Inspector
- ✓ Building Inspector CBC
- ✓ Building Inspector UBC
- ✓ Plumbing Inspector UPC

Permit Technician Certification:

- ✓ Permit Technician

CACEO Certified Code Enforcement Officer

State of California Safety Assessment Program:

- ✓ CalOES SAP Evaluator
- ✓ In addition, some of our staff members are certified as **Fire Plan Checkers and Inspectors**,

Several of our engineers are licensed as Professional Engineers by the State of California Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG).

- ✓ PE (Licensed Civil Engineer
- ✓ TE (Licensed Traffic Engineer)
- ✓ PLS (Licensed Land Surveyor)
- ✓ QSD (Construction General Permit Qualified SWPPP Practitioner)
- ✓ QSP (Construction General Permit Qualified SWPPP Developer)
- ✓ QISP (Industrial General Permit Qualified Industrial Stormwater Practitioner)
- ✓ PMP (Professional Transportation Planner)
- ✓ RSP (Registered Safety Professional)
- ✓ CASp (Certified Access Specialist)
- ✓ PMP (Certified Project Management Professional)
- ✓ CPSWQ (Certified Professional in Storm Water Quality
- ✓ CPESC (Certified Professional in Erosion and Sediment Control)
- ✓ LEED AP (Professional with specialty credential with knowledge in green building practices
- ✓ Registered Construction Inspector by American Construction Inspectors Association
- ✓ Certified International Municipal Signal Association "IMSA" level III Technician

2.1e Specialized Training, Experience, Professional Competence

One of the unique qualifications of Transtech is that we serve public agencies as municipal contract service providers. We serve as **Building Official, Building Plans Examiner, Building Inspector, Permit Technician**, **Building Code Enforcement,** City Engineer, City Traffic Engineer, Map/Plan Checker, Public Works/Permit Inspector, CIP Manager, Construction Manager, Construction Inspector, Designer, Federally Funded Project Manager and in other capacities for a number of public agencies.

We have completed **successful transitioning of Building and Safety Services for several jurisdictions from Los Angeles County Service**.

We provide **Electronic Plan Check.** We have set-up **Plan Check Portal for 40 Jurisdictions**.

In 2025, we **performed appr. 12,000 plan checks of individual Projects** (total number of documents reviewed was appr. 74,000), and **appr. 34,000 building inspections**.

We also provide **Building Official, Plan check and Inspection services to several tribes for their Casino/Hotel Developments**, which are **some of the largest tribal projects with valuation exceeding $2 billion**.

We are serving as Project Building Official, Plan Checker and Inspector for a **large Sports Complex Project, (Ontario Sports Complex) with valuation $400 Million**.

Our staff members are involved in many local and national International Code Council (ICC) and California Building Officials (CALBO) committees, and are involved in the development of local and national guidelines and codes for Building and Safety:

- Chair; ICC Sustainability Membership Council
- Chair; ICC LA Basin Chapter Inspection Committee
- Commissioner; ICC Codes & Standards Council
- Commissioner; CALBO Green Committee
- ICC Los Angeles Basin Chapter Board of Directors
- ICC Building Officials Membership Governing Council
- ICC Code Development Committee Vice Chair
- ICC Technology/Web Advisory Group

- Commissioner; ICC/CALBO CA Exam Committee
- Commissioner; CALBO Outreach/Communications Committee
- IAS Accreditation Committee
- ICC LA Chapter Accessibility Committee
- Commissioner; CALBO State Licensing Boards Committee

2.1f Subconsultants Qualifications

- **Soils Report Review Support: GEO-ADVANTEC, Inc.; www.geoadvantec.com**:
  Address: 457 West Allen Avenue, Suite 113; San Dimas, CA 91773 *T: (909) 305-0400*
  Geo-Advantec offers comprehensive services in various areas from site feasibility evaluation thought project completion for a wide range of projects and services, which include: Geotechnical Eng.; Eng. Geology; Geotechnical Earthquake Eng.; Geotechnical Instrumentation; Pavement Eng.; Forensic Geotechnical Eng.; Grading Monitoring and Field Testing; Soils & Materials Laboratory Testing; Special Inspection Services. Geo-Advantec owns a certified laboratory accredited by AMRL (ASSHTO Materials Reference Laboratory), in conformity to the requirements of the AASHTO Accreditation Program (AAP), AASHTO R-18, ASTM D3740 and ASTM E329; CCRL (Cement and Concrete Reference Laboratory); Caltrans; DSA (the Department of the State Architects); Army Corp of Engineers.

- **Landscape Architecture Review Support: WITHERS & SANDGREN, Ltd; www.withersandsandgren.com**:
  Address: 20948 Tulsa Street; Chatsworth, CA 91311 *T: (818) 291-0200*
  Withers & Sandgren has been involved in providing varying levels of support to Community Development Departments for over twenty years. The firm has provided counter support for walk in plan reviews, been monthly Design Review Committee attendees, as well as presenters with planning staff to Planning Commissions and City Councils.

Transtech has worked with the above sub-consultants on many projects.

2.1g References

CITY OF ALHAMBRA

Address:	*111 South First Street, Alhambra, CA 91801*
Services Provided:	**Building & Safety Services (Building Official, Plan Check, Inspection, Permit Issuance)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check
Service Duration:	Started in 1993 – Ongoing Service
Contact:	Andrew Ho, Community Development Director T: 626-570-5041; E: andrewho@cityofalhambra.org

CITY OF AZUSA

Address:	729 N. Azusa Avenue, Azusa, CA 91702
Services Provided:	**Building & Safety Services (Building Official, Plan Check, Inspection, Permit Issuance)**
Service Duration:	Started in 2019 – Ongoing Service
Contact:	Jose Jimenez, Director of Economic & Community Development T: 626-812-5236; E: jose.jimenez@azusaca.gov

CITY OF BELL

Address:	6330 Pine Avenue, Bell, CA 90201
Services Provided:	**Building & Safety Services (Building Official, Plan Check, Inspection, Permit Issuance)**
Service Duration:	Started in 2015 – Ongoing Service
Contact:	Guillermo Arreola, Community Development Director

T: 323- 588-6211; E: garreola@cityofbell.org

CITY OF CARSON

Address: 701 E. Carson Street, Carson CA 90745
Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection, Permit Issuance),** CIP Management
Service Duration: Started in 2023 – Ongoing Service
Contact: Robert Lennox, Ed.D., Assistant City Manager
T: 310-952-1728; E: RLennox@carsonca.gov

CITY OF COMMERCE

Address: *2535 Commerce Way, Commerce CA 90040*
Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection, Permit Issuance)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check
Service Duration: Started in 2015 – Ongoing Service
Contact: Ernie Hernandez, City Manager
T: 323-722-4805; E: ehernandez@ci.commerce.ca.us

CITY OF ROSEMEAD

Address: 8838 Valley Boulevard, Rosemead, CA 91770
Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection, Permit Issuance)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check
Service Duration: Started in 2022 – Ongoing Service
Contact: Ben Kim, City Manager
T: 626-569-2169; E: bkim@cityofrosemead.org

CITY OF SANTA FE SPRINGS

Address: 11710 E. Telegraph Road, Santa Fe Springs, CA 90670
Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection, Permit Issuance)**
Service Duration: Started in 2023 – Ongoing Service
Contact: Rene Bobadilla, City Manager
T: 562- 868-0511; E: RBobadilla@santafesprings.org

CITY OF SOUTH EL MONTE

Address: 1415 Santa Anita Avenue, South El Monte, CA 91733
Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection, Permit Issuance)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check
Service Duration: Started in 2018 – Ongoing Service
Contact: Rene Salas, City Manager
T: 626-579-6540; E: rsalas@soelmonte.org

CITY OF ONTARIO

Address: 1333 S. Bon View Avenue, Ontario CA, 91761
Project: **City's Minor League Baseball Stadium Project (Valuation $100 M):**
Services Provided: **Project Building Official, Building Plan Check and Inspection**
Service Duration: Started in 2024 – Ongoing Service

Contact: Dan Beers, Design & Construction–Director
T: 909-395-2806; E: DBeers@ontarioca.gov

Following are references letters from few public agencies where we provide similar services.



Gateway to the San Gabriel Valley

111 South First Street Alhambra California 91801

December 4, 2024

To Whom It May Concern,

It is my privilege to provide this letter of reference for Transtech Engineers, Inc., who have been a cornerstone in supporting the City of Alhambra's Building and Safety operations for nearly 30 years. Their dedication to quality, professionalism, and responsiveness has made them an essential partner in our efforts to deliver exceptional services to our community.

As the Community Development Director, overseeing the Transtech's Building and Safety operations, I have had the opportunity to work closely with Transtech's team, and their contributions are nothing short of outstanding. They manage a wide range of responsibilities, including the roles of Building Official, Permit Technician, Building Inspector, and Plan Check/Review, all of which they execute with precision and care. Their ability to handle complex tasks while maintaining exceptional customer service is a testament to their expertise and commitment.

One of Transtech's greatest strengths is their ability to balance technical excellence with a personal touch. They consistently demonstrate a deep understanding of the City's needs, offering thoughtful solutions and clear communication that builds trust with both City staff and the public. From navigating intricate code compliance issues to ensuring efficient plan review processes, Transtech's team approaches every challenge with professionalism and a focus on collaboration.

Over the years, their support has extended far beyond Building and Safety operations, contributing to our Public Works and Community Development Departments through their expertise in CIP Management, Traffic Engineering, Grant Administration, and more. This versatility has been instrumental in helping Alhambra achieve its goals while maintaining the highest standards of service.

I have seen firsthand the positive impact of Transtech's work, from satisfied residents and business owners to streamlined internal processes that benefit the entire City. Their professionalism, reliability, and dedication to our community make them a trusted partner we are proud to work with.

It is with confidence that I highly recommend Transtech Engineers, Inc. to any organization seeking a team that prioritizes quality, responsiveness, and community care.

Sincerely,

Andrew Ho, Director of Community Development

DECEMBER 3, 2024

RE: City of Azusa Letter of Reference for Transtech Engineers, Inc.

To Whom It May Concern,

It is my pleasure to write this Letter of Reference for Transtech Engineers, Inc., who have been a trusted partner to the City of Azusa since 2019. Their contributions to our Building Department, including services as Building Official, Plan Check, and Inspection, have significantly enhanced our ability to serve the community with efficiency and professionalism.

Working closely with Transtech over the years, I have been consistently impressed by their dedication to excellence. Their team brings a depth of technical knowledge and expertise to every project, coupled with a proactive and collaborative approach. This combination has allowed them to seamlessly integrate into our operations, ensuring that our department functions smoothly and effectively.

What sets Transtech apart is their unwavering commitment to customer service. They have a unique ability to balance the technical demands of their work with a people-centered focus, earning positive feedback from residents and applicants alike. Whether assisting a homeowner with a permit or guiding a developer through a complex project, their staff consistently demonstrates professionalism, patience, and clarity.

Transtech's responsiveness and flexibility are equally commendable. Their team has consistently risen to the occasion, meeting the evolving needs of the City with thoughtful solutions and a can-do attitude. Whether addressing tight deadlines or navigating challenging code compliance issues, they approach every task with diligence and attention to detail.

The City of Azusa has benefited greatly from Transtech's expertise, reliability, and genuine care for the community. Their contributions have helped us maintain high standards of safety and service while fostering trust and satisfaction among those we serve.

I have also had the pleasure to work with the Transtech team in other agencies as my role as Community Development Director in both the Cities of Commerce and South El Monte.

I wholeheartedly recommend Transtech Engineers, Inc. to any organization seeking a professional and dependable partner. Their commitment to quality and customer service continues to make a positive impact here in Azusa..

Thank you for your attention. Should you have any additional questions or inquiries regarding this Letter, I may be reached via phone at (626) 812-5236 or via email at jose.jimenez@azusaca.gov.

Sincerely,

Jose Daniel Jimenez
Director of Economic and Community Development – City of Azusa

CITY OF COMMERCE

Vilko Dom
Assistant City Manag

December 2, 2024

To Whom It May Concern,

It is with great enthusiasm that I provide this letter of reference for Transtech Engineers, Inc., a trusted and integral partner to the City of Commerce since 2003. Transtech's extensive expertise and collaborative approach have made them an essential extension of our staff at City Hall, working closely with department directors to meet the evolving needs of our community.

Transtech provides a comprehensive suite of services, including Building & Safety, Plan Check, Inspection, City Engineering, Traffic Engineering, CIP Management, Construction Management and Inspection, Federally Funded Project Management, Grant Writing, Engineering Design, Public Works Permit Inspections, Map Check, and Planning Support.

A significant contribution from Transtech is their leadership in managing the City's Capital Improvement Program (CIP), overseeing projects from initial conception through to completion. Their team excels at handling all aspects of project management, ensuring efficiency, quality, and compliance with funding requirements.

Several projects managed by Transtech have been recognized as Project of the Year by the American Public Works Association (APWA). These accolades underscore the exceptional quality and transformative impact of their work. Projects like the Washington Boulevard Roadway Widening and Reconstruction and the Atlantic Boulevard Corridor Improvement Project demonstrate their ability to successfully manage large-scale, federally funded initiatives that enhance mobility, safety, and the overall quality of life in Commerce.

One of Transtech's standout achievements has been transitioning the City's Building and Safety Services from Los Angeles County to a fully in-house operation. This seamless transition included establishing key services such as Building Official, Plan Check, Permit Technician, and Inspection Services, ensuring continuity of service and a more tailored approach to the needs of our residents and businesses.

Transtech's commitment to customer service and community engagement sets them apart. Their team consistently delivers high-quality work with professionalism and a deep regard for fostering positive relationships with City staff, residents, and stakeholders. Their responsiveness, attention to detail, and proactive communication have strengthened the City's ability to deliver exceptional service.

Transtech Engineers, Inc. remains an invaluable partner for the City of Commerce. Their dedication to quality, innovation, and collaboration has greatly contributed to our City's growth and success. I highly recommend their services to any organization seeking a professional, community-focused team that goes above and beyond to meet expectations.

Sincerely,

Vilko Domic
Assistant City Manager

MAYOR:
STEVEN LY

MAYOR PRO TEM:
MARGARET CLARK

COUNCIL MEMBERS:
SANDRA ARMENTA
SEAN DANG
POLLY LAM

City of Rosemead

8838 E. VALLEY BOULEVARD
ROSEMEAD, CALIFORNIA 91770
TELEPHONE (626) 569-2160
FAX (626) 569-2303

December 2, 2024

RE: Trantech Engineers, Inc. – Letter of Recommendation

To whom it may concern,

It is my pleasure to provide this letter of reference for Transtech Engineers, Inc., a firm that has become a vital partner to the City of Rosemead. Their professionalism, technical expertise, and unwavering commitment to excellence have been instrumental in supporting our City's infrastructure, operations, and community services in both the Public Works and Community Development Departments.

Transtech provides comprehensive City Engineering and Building and Safety services to Rosemead, which include roles such as Building Official, Plan Check, Building Inspection, Public Works Engineering, Traffic Engineering, CIP Management, Construction Management, and Grant Writing and Administration. In addition, they support the City with as-needed professional services like project planning, design, management, and inspection.

Their contributions to our Capital Improvement Program (CIP) have been remarkable, helping us complete a variety of projects ranging from infrastructure upgrades to park enhancements and pavement rehabilitation. Transtech's ability to guide projects from concept to completion, while ensuring compliance with all technical and regulatory requirements, has been invaluable.

Their Building and Safety team consistently demonstrates their expertise through efficient plan reviews, thorough inspections, and responsive customer support. By integrating modern solutions such as an electronic portal and providing counter services, Transtech has streamlined our processes and ensured accessibility for residents, applicants, and businesses.

What sets Transtech apart is their strategic approach to securing funding for key City projects. Their efforts have resulted in substantial grant awards, including over $100 million for the 710 North Corridor Mobility Improvements Project. These achievements are a testament to their ability to deliver results that align with the City's goals and priorities.

Transtech's team has always been approachable, responsive, and deeply committed to serving the Rosemead community. Whether collaborating with City staff or interacting with residents, their professionalism and dedication shine through in every aspect of their work. They have truly become an extension of our City team, ensuring that our shared vision for Rosemead's growth and development becomes a reality.

Additionally they have been great community partners in supporting various community related events and initiatives that are important to the City such as backpack giveaway for the youth, participating in school initiatives, and more.

Based on my experience, I highly recommend Transtech Engineers, Inc. Their expertise, dedication to quality, and focus on customer service make them an outstanding partner for any city or organization.

Sincerely,

Ben Kim
City Manager

CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540* FAX (626) 579-2107

December 3, 2024

In South El Monte, we value partnerships that reflect our community's commitment to collaboration, dedication, and progress. Transtech Engineers, Inc., a trusted partner since 2016, embodies these qualities in their work with our City, providing expertise and proactive solutions that support our Public Works and Community Development Departments.

Transtech delivers comprehensive City Engineering and Building and Safety services, including City Engineer, Traffic Engineer, Building and Safety, CIP Project Management, Public Works Engineering, Construction Management, Grant Writing and Administration, and as-needed professional services. Their seamless integration into City operations has allowed us to provide exceptional services to residents and businesses.

As part of the City's Capital Improvement Program (CIP), Transtech provides turn-key project management from inception to construction. Their team has successfully delivered complex projects, including pavement rehabilitation, traffic signal improvements, sidewalks, parks, and facilities enhancements. With a focus on quality and community impact, they ensure projects are completed efficiently, on schedule, and within budget, while securing funding and maintaining regulatory compliance.

Transtech has also secured millions in funding and delivered transformative projects such as HSIP and ATP initiatives, improving traffic safety, accessibility, and infrastructure throughout South El Monte.

Their Building and Safety team excels in plan check services, ensuring compliance with all applicable codes and regulations. Through timely reviews, responsive counter support, and modern tools like an electronic portal, Transtech has made the process efficient and accessible for residents, businesses, and developers.

Beyond their technical expertise, Transtech actively engages with the community, supporting events, youth programs like Harvard Day, and organizations through partnerships with the Chamber of Commerce. Their dedication to fostering strong connections reflects their genuine commitment to South El Monte's well-being.

Transtech's focus on quality, timeliness, and customer service has strengthened our ability to meet the needs of our growing community. I confidently recommend Transtech Engineers, Inc. Their dedication to excellence and community engagement continues to make a lasting impact in South El Monte, and I am certain they would be an invaluable asset to any organization.

Sincerely,

Rene Salas, City Manager

CITY OF MONTEREY PARK
320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov

City Council
Henry Lo
Vinh Ngo
Jose Sanchez
Thomas Wong
Elizabeth Yang

City Clerk
Maychelle Yee

City Treasurer
Amy Lee

December 23, 2024

I am pleased to provide this letter of reference for Transtech Engineers, Inc., a trusted partner to the City of Monterey Park since 2013. Their comprehensive services and collaborative approach have made them an invaluable extension of our staff, working closely with department directors to serve our community effectively.

Transtech provides a wide range of services, including City Engineering, Traffic Engineering, Building Official duties, Building Inspection, Plan Check, CIP Management, Grant Writing and Administration Support, and General Engineering. Their expertise has been instrumental in managing complex projects and delivering unique city initiatives.

Notably, Transtech has been especially helpful in expediting the delivery of the City's CIP projects. This includes serving as the project and construction manager for numerous city projects, including parks, playgrounds, pavement rehabilitation, ADA projects, and water and sewer upgrades throughout the City. They have also been instrumental in securing substantial funding allocations for critical transportation infrastructure improvements. Their Building and Safety team, led by the Building Official, has been integral in ensuring that plan checks, inspections, and permitting processes are conducted quickly, efficiently, thoroughly, and in full compliance with applicable codes and standards. The use of an electronic portal and counter support has further streamlined these processes, ensuring excellent customer service for residents, applicants, and businesses.

Transtech remains customer service-oriented and professional in all its interactions with City Staff, the public, applicants, and residents. They are highly responsive to the City's and the community's needs, providing excellent service and fostering trust with those they work alongside.

Their professionalism, reliability, and proactive approach extend across all work areas. Whether managing large-scale CIP projects or providing essential Building and Safety services, Transtech consistently delivers quality results that meet and exceed expectations. Their professionalism, reliability, and proactive approach have made an impact on our operations and the community we serve.

Transtech goes above and beyond its technical services, continuously participating in and supporting many community events and activities in the City.

I am very confident in recommending Transtech Engineers, Inc. Their professionalism, dedication to customer service, and ability to deliver results make them an outstanding partner for any city or agency.

Sincerely,

Inez Alvarez
City Manager

CITY OF
SANTA FE SPRINGS
11710 Telegraph Road · CA · 90670-3679 · (562) 868-0511 · Fax (562) 868-7112 · www.santafesprings.org
"A great place to live, work, and play"

December 16, 2024

To Whom It May Concern,

It is with great enthusiasm that I write this letter of reference for Transtech Engineers, Inc., who have been a valuable partner to the City of Santa Fe Springs. Their contributions to our Building and Safety Services have been instrumental in elevating the City's operations and enhancing our ability to serve the business and residential community.

Transtech successfully led the transition of the City's Building and Safety Services from Los Angeles County to a fully in-house operation. This seamless transition included establishing roles such as Building Official, Plan Checkers, Permit Technicians, and Inspection Services. Transtech's expertise ensured the process was both efficient and effective, enabling the City to maintain uninterrupted services during the transition while implementing a streamlined, high-quality service model tailored to our needs. This also included an online electronic plan check portal and resulted in quicker turn around times for plan checks.

What sets Transtech apart is their commitment to partnership and excellence. Their team consistently goes above and beyond to provide proactive, responsive, and solution-oriented support. Whether handling complex plan reviews or field inspections, Transtech has demonstrated an unwavering dedication to professionalism, technical precision, and customer service.

The feedback from our residents and businesses has been overwhelmingly positive, with many commending the enhanced efficiency and clarity of the Building and Safety processes under Transtech's management. Internally, their collaborative approach has strengthened our ability to navigate challenges and meet regulatory requirements with confidence.

I have also had the privilege to work with them in other agencies including in Montebello, Commerce, Pico Rivera, and Huntington Park.

They have a high commitment to community engagement and giving back to the communities they serve.

If you require any further information or have additional questions, please do not hesitate to contact me.

Sincerely,

René Bobadilla, P.E.
City Manager

CITY OF ONTARIO

303 EAST B STREET | ONTARIO, CALIFORNIA 91764 (909) 395-2000 FAX (909) 395-2070 OntarioCA.gov

PAUL S. LEON
MAYOR

DEBRA PORADA
MAYOR PRO TEM

ALAN D. WAPNER
JIM W. BOWMAN
RUBEN VALENCIA
COUNCIL MEMBERS

SHEILA MAUTZ
CITY CLERK

JAMES R. MILHISER
TREASURER

SCOTT OCHOA
CITY MANAGER

December 02, 2024

Subject: Transtech Engineers, Inc. Reference Letter

To Whom It May Concern:

It is my pleasure to write this reference letter for Transtech Engineers, Inc. based on my experience with them in the City of Ontario.

Transtech serves as City's project and program manager for various CIP Projects, including some of the largest. Transtech also provides Project Specific Building Official, Plan Check, Inspection and Permit Processing Services to the City.

They have always been professional and courteous with all of their interactions with the City and the public and provide highest quality services in an efficient and cost-effective manner. They have extensive public works, engineering, and building and safety knowledge and experience. Their commitment to quality and quick responsiveness for any needs the City may have sets them apart from others.

On behalf of the City, and based on my professional experiences with Transtech, I highly recommend their services.

If you have any further questions, please feel free to contact me.

Sincerely,

Dan Beers
Design & Construction – Principal Project Manager
P: 909.395.2806 | C: 818.388.0212| F: 909.395.2601
dbeers@ontarioca.gov

City of Ontario
1333 S. Bon View Ave
Ontario CA, 91761

2.2 Proposed Team

2.2a Qualifications of Project Manager

DENNIS TARANGO, CBO, CSP, Principal Building & Safety Official, ICC Certified Building Official, Plans Examiner and Inspector



Education: Cal Poly, Engineering; Fresno State BA; Rio Hondo College

Registrations/Certifications:

- ICC Certified Building Official, Plans Examiner, Commercial Building Inspector, Building Inspector; UBC, Fire Plans Examiner

Highlights: ICC Sustainability Membership Council Governing Committee

Mr. Tarango has over 20 years of experience in building and safety. He is experienced in managing building and safety departments of different municipalities. Currently he is serving as Building Official for Transtech Contract Cities. At Transtech, Mr. Tarango is responsible for the Building and Safety Division as well as business development, client relations, and management oversight. With his analytical and strategic management skills, he provides strong leadership and develops staff to enhance the Departments abilities. Prior to working for Transtech, Mr. Tarango served as Deputy Building Official, Plans Examiner, and Senior Building Inspector for various local cities including the City of Diamond Bar, City of Yorba Linda, and City of Hemet.

2.2b Staff Resumes

AYLA JEFFERSON, CBO, CSP, Principal Building & Safety Official, ICC Certified Building Official, Plans Examiner and Inspector



Education: Rio Hondo College, CE, Bosphorous Univ, Athanee Royal, Belgium

Registrations/Certifications

- ICC Certifications: Building Code Official, Certified Building Official, Certified Sustainability Professional, Accessibility Inspector, Accessibility Plans Examiner, Building Plans Examiner, California Building Plans Examiner, CalGreen Plans Examiner and Inspector, Building Inspector CBC, Building Inspector UBC, Plumbing Inspector UPC, California Commercial Plumbing Inspector, Residential Mechanical Inspector, California Residential Mechanical Inspector, Permit Technician
- IAPMO Plumbing, Mechanical Inspector

Highlights: Ms. Jefferson has over 25 years of experience in private and governmental sector. She has extensive experience in managing building and safety departments of different municipalities under Transtech contracts. She has served as Building Official, Deputy Building Official, Plan Checker, Code Enforcement Official, Community Improvement Coordinator, Planning Technician, and Inspector for various municipalities.

BILL DORMAN, CBO, CSP, ICC Certified Building Official, Plans Examiner, Inspector



Education: AS, Architecture - East Los Angeles College; BA, University of La Verne

Registrations/Certifications: ICC Certified Building Official, Plans Examiner, Building Inspector

Highlights: Mr. Dorman has over 30 years of experience in Building and Safety. He serves as Building Official/Plan Checker/Inspector at various Transtech contract cities. He has extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects. Prior to joining Transtech, he has served in various capacities, including as Building Official/Code Administrator for the City of Pasadena.

JASON ROBBINS, CBO, CSP, ICC Certified Building Official, Plans Examiner, Inspector Education



Education: A.A. and A.S. Degrees; Cal State LA, Computer Science (In Progress)
Registrations/Certifications: ICC Certified Building Inspector, Commercial Building Inspector, Res. Combo, Building, Electrical, Mechanical, Plumbing Inspector, Permit Technician
Highlights: Mr. Robbins has over 8 years of experience working in governmental environments. He is assigned to various Transtech Contract Cities. He has served as Permit Technician and as Building Inspector under Transtech's contract cities, including at the City of Alhambra, City of South Pasadena, City of Temple City, City of Montebello, and City of Seal Beach. Mr. Robbins also has experience working alongside Los Angeles County Staff at City of Commerce as a Permit Technician.

JONATHAN TARANGO, ICC Certified Building Inspector, CALGreen Inspector/Plans Examiner, Permit Technician



Education: Construction Management, Fullerton College; General Education, Mount Sac College
Registrations/Certifications: ICC Residential Building Inspector, Residential Plumbing Inspector, & Residential Electrical Inspector
Highlights: Mr. Tarango has over 6 years of City government experience working in many diverse communities. His experience includes working as a Building Inspector and Permit Technician at various Transtech contract cities.

MICHAEL ROBERTS, CBO, MCP, ICC Certified Building Official, Plans Examiner and Inspector



Education: Associate of Applied Science, Building Inspection Technology – Chemeketa Community College, Salem Oregon; Fire Code Administration, National Fire Academy – Emmitsburg, Maryland
Registrations/Certifications: ICC Certified Master Code Professional, Building Code Official, Building Official, Plumbing Inspector, Combination Inspector, Commercial Building Inspector, Accessibility Plans Examiner / Inspector, Commercial Energy Conservation Plans Examiner, Commercial Energy Conservation Inspector, Electrical Inspector, Commercial Electrical Inspector, Residential Electrical Inspector, Residential Energy Conservation Inspector, Residential Building Inspector, Residential Mechanical Inspector, Residential Plans Examiner, Mechanical Inspector, Commercial Mechanical Inspector, Fire Code Inspector, Fire Inspector II

- ICBO Certified Structural Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Fire Code Official

Highlights: Mr. Roberts has over 30 years of experience in municipalities, including governmental development administration. He has reached the highest possible level of code administration with the Master Code Professional designation certification from the International Code Council and has proven superior leadership abilities. He has served as Building Official, Community Development Director, Senior Plans Examiner, Plans/Residential Examiner, and Inspector for various municipalities and served as Principal Consultant. Serving as a Building Official for many years, He has vast knowledge of municipal government operations, including preparation and presentation of staff reports and resolutions to city councils, committees, and related interaction with members of the public, other city departments, and other governmental agencies.

ROBERT HERNANDEZ, ICC Certified Plans Examiner and Inspector



Education: Coastline College, Electrical and mech code classes; Fullerton College, Building construction code.
Registrations/Certifications: ICC Certified Plans Examiner, Inspector-Res Building, Commercial, Res Plumbing, Commercial Plumbing
Highlights: Mr. Hernandez has over 30 years of experience and has served as Inspector and

Plan Checker. His prior experience includes working for various cities as inspector and plan checker.

JEFFREY KAO, PE, CBO, CASp, ICC Certified Building Official, Plans Examiner and Inspector



Education: MS, BS Civil Engineering, Cal Poly
Registrations/Certifications: Registered Civil Engineer; CASp; ICC Certified Building Official, California Building Plans Examiner, CalGreen Inspector, CalGreen Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Building Inspector
Highlights: Mr. Kao has over 20 years of experience and has been working at Transtech as Deputy Building Official, Senior Plans Examiner, On-Site Over the Counter Plans Examiner and performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, South Pasadena, and Temple City. Mr. Kao has broad knowledge of building and safety operations, including working in the capacity of Deputy Building Official and Plans Examiner. His past experience includes working as a structural engineer for 4 years at a structural design firm.

CALVIN CHANG, PE, ICC Certified Plans Examiner



Education: MS, BS Civil Engineering
Registrations/Certifications: Registered Civil Engineer, ICC Certified Plans Examiner
Highlights: Mr. Chang has 30 years of experience and has been working at Transtech as Deputy Building Official, Senior Plans Examiner, On-Site Over the Counter Plans Examiner. He has performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, Temple City, Huntington Park, San Manuel Indian Reservation and San Bernardino. Prior to joining Transtech, he was a Sr. Plans Examiner at the City of Burbank. Mr. Chang has extensive experience in Building Codes, code interpretations and resolving code related construction and plan check problems on a broad range of residential and commercial projects.

TIMOTHY O'CONNER, ICC Certified Building Inspector



Education: Los Angeles Trade Tech – Supervision Course
Registrations/Certifications: ICC Certified Building Inspector; ICC Certified Combination Dwelling Inspector; Management Resource Inc., Leadership Library; Management Leadership Library, Looking into Leadership; CalOES SAP Evaluator
Highlights: Mr. O'Conner has over 9 years' experience in construction including commercial, residential, and tilt-up construction. Mr. O'Conner is a Certified Building Inspector and a Certified Combination Dwelling Inspector. He has knowledge in instructing inspectors in the proper procedures and techniques of inspection and the application of interpretation of building, mechanical and zoning code provisions and department policies.

GREGORY AHERN, ICC Certified Inspector, ICC Certified Fire Inspector



Education: Associates of Science Degree – Public Works Construction - Citrus Community College
Registrations/Certifications

- ICC Certified Residential Building Inspector, ICC Certified Residential Mechanical Inspector, ICC Certified Residential Plumbing Inspector. ICC Fire Inspector I, ICC California UST Inspector Certification
- Hazardous Waste Operator and Emergency Operations Certification (HAZWOPER)
- Aboveground Petroleum Storage Tank Inspector Certification EPA (APSA)
- FT 101: Fire Protection Organization, FT 102: Fire Prevention Technology, FT 103: Fire Protection Equipment System, FT104: Building Construction/Fire Protection, FT 105: Fire Behavior & Combustion – Hancock Community College

Highlights: Mr. Ahern has over twenty years' experience inspecting commercial development

in the City of Glendale. He has in depth experience inspecting high-rise mixed-use development projects, as well as industrial projects.

FRANKIE LOPEZ, ICC Certified Building Inspector



Education: Los Angeles Trade Technical College; A/S Degree in Inspection Technology
Registrations/Certifications: ICC Building Inspector, ICC Residential Building Inspector, I.C.B.O. Certified-1985-16108, CalOES SAP Evaluator
Highlights: Mr. Lopez has over 28 years of experience as a Building Inspector for the City of Los Angeles. His experience includes inspecting one- and two-family dwellings and inspecting foundations, electrical, heating, plumbing, framing (structural and non-structural), insulation, application of stucco, installation of roofing, and final completions on structures regarding residential homes. Mr. Lopez has completed several roofing, rain gutter installations, water sprinklers, heating/air conditioning and ductwork repair and installation projects. Prior to joining Transtech Engineers, Mr. Lopez worked as a Part Time Building Inspector for the Cities of Diamond Bar, San Dimas, San Gabriel, San Marino, Walnut and La Verne.

JULIE ROBBINS, ICC Certified Permit Technician / Service Coordinator



Education: B.A., Political Science, University of La Verne; Associates in BA; Paralegal Education; Political Science; General Education; SCACEO Code Enforcement Courses, Rio Hondo Community College
Registrations/Certifications: ICC Certified Permit Technician; CACEO Certified Code Enforcement Officer
Highlights: Mrs. Robbins has approximately 34 years of City Government and Building and Safety experience. Mrs. Robbins has been working in Transtech's Building and Safety department in various contract cities performing various clerical and technical duties in support of Building Inspections, Plan Checkers, and the Building Official.

JEREMY REED, ICC Certified Building Inspector, Permit Technician



Education: Citrus College
Registrations/Certifications: ICC Certified Building Inspector, Permit Technician
Highlights: Mr. Reed has over 9 years of experience working in governmental environments. He is assigned to various Transtech Contract Cities. Mr. Reed has served as a Permit Technician and a Building Inspector under contract cities such as City of South Pasadena, Alhambra, Hawaiian Gardens, West Covina and Maywood. Some of Mr. Reeds roles as a building inspector include conducting building, electrical, mechanical, and plumbing inspections; ensuring that all proper documents are obtained prior to finalization of permits; and answering questions that contractors, developers, engineers, or homeowners may have regarding code requirements. Mr. Reed is the currently serving City of Maywood Building and Safety Division, he provides permit issuance and inspection services.

NICHOLAS TARANGO, ICC Certified Building Inspector, Permit Technician



Education: Fullerton College
Registrations/Certifications: ICC Permit Technician, Residential Building Inspector
Highlights: Mr. Tarango's experience includes working as a Permit Technician at local public agencies including City of South Pasadena and City of Alhambra. As a permit technician he performs preliminary review of permit applications and plan submittals for completeness and accuracy and determines appropriate fees. In addition, he also routes plans, issues permits, and manages logs and records, and provides information to the public relating to the status of projects and permits.

STEVE RIVAS, ICC Certified Building Inspector, Permit Technician



Education: Engineering and Construction Technology, Mount San Antonio College (In progress)
Registrations/Certifications: ICC Certified Residential Building Inspector and Permit Technician
Highlights: Mr. Rivas' is working as a Permit Technician at the City of West Covina. Some of his major responsibilities include processing permit applications electronically and answering any questions applicants might have regarding the permit process. Mr. Rivas has a passion for knowledge. Since joining the Transtech Team, he has received his Permit Technician Certification and Residential Building Inspector Certification through ICC. He is currently training to conduct Field Inspections.

ROCIO GONZALEZ, ICC Certified Permit Technician



Education: Business Administration, United Education Institute
Registrations/Certifications: ICC Certified Permit Technician
Highlights: Mrs. Gonzales has served as a Permit Technician for six years at various Transtech Contract Cities which include City of Alhambra, City of South Pasadena, City of Temple City, City of West Covina, and City of Montebello. As a permit technician she receives and processes various permit applications, plans, and specifications, determining appropriate fees, routes plans, issues permit, provide other information of a general and technical nature. Her prior experience includes 10 years as customer service representative and bookkeeper for a large retail corporation. Her responsibilities included processing store paperwork for corporate use, reporting daily finances to corporate office, and problem resolution.

NATHAN ESTABROOK, ICC Certified Permit Technician



Education: B.S., Cal State, Fullerton
Registrations/Certifications: ICC Certified Permit Technician, First Aid CPR and BLS Certified
Highlights: Mr. Estabrook is working as a Permit Technician at the City of West Covina. Some of his responsibilities include processing permit applications and performing technical work for permit applications. He performs clerical work that supports the operations involved with the issuance and coordination of the building inspection and permit process. He also ensures that all necessary approvals are obtained.

PAUL AUDOUY, ICC Permit Technician, Building and Mechanical Inspector



Education: B.S. Business and Engineering, Coventry University
Registrations/Certifications: ICC Certified Permit Technician, Residential Building Inspector, and Resident Mechanical Inspector
Highlights: Mr. Audouy has begun his knowledge of Transtech procedures by learning the responsibilities of a Go Post Technician. Here has assisted by reviewing plans, checking for accuracy regarding valid project numbers, and verifying acceptance of plans. As well as processing submitted applications and electronic plan review. As a Permit Technician for our client city, Carson, he receives and processes various permit applications, plans, and specifications, determines appropriate fees, issues permit, provide other information of a general and technical nature. This also entails verifying the accuracy according to the building code and explaining requirements.

JEFFREY UEDA, ICC Certified Residential Building Inspector



Education: B.A. in Business Candidate, Cal Poly Pomona, In progress
Registrations/Certifications: ICC Certified Residential Building Inspector, Resident Plumbing Inspector and CALGreen Inspector/Plans Examiner
Highlights: Mr. Ueda has been working in Transtech's Building and Safety Department as an ICC Certified Residential Building Inspector for various contract Cities. Some of his roles as a building inspector include conducting building and local land inspections; ensuring that all

proper documents are obtained prior to finalization of permits and citations; as well as answering questions to related parties such as contractors, developers, engineers, or homeowners may have regarding code requirements. Mr. Ueda works closely with contractors, developers, engineers, and residents to answer any questions they might have regarding their inspections. He ensures that inspections and adherence to codes help maintain the quality and safety of buildings, occupants, and the community at large.

MELISSA DEMIRCI, RSP, CEO



Education: BS Civil Engineering, Cal Poly Pomona
Registrations/Certifications: Licensed Roadway Safety Professional
Highlights: Ms. Demirci has over 15 years of experience in Contract and Project Management. She oversees our municipal contracts and will service as the Contract Principal for this contract. She has her BS Degree in Civil Engineering from Cal Poly Pomona. She coordinates and interfaces with Transtech's Building and Safety Division to develop special projects to ensure a successful applicant experience during the plan review, permit issuance and inspection process. Her prior experience includes working at the City of Los Angeles, Mayor's Office Energy and Environment Team.

2.2c Key Personnel and Sub-consultants

Contract Principal
DENNIS TARANGO, CBO, CSP, Principal Building Official
ICC Cert. Building Official, Plans Examiner and Inspector

Project Staffing Assignment/Controls Lead
AYLA JEFFERSON, CBO, CSP, Principal Building Official
ICC Cert. Building Official, Plans Examiner and Inspector

Plan Check Controls/Coordination Lead, goPost Manager
JULIE ROBBINS, Sr. Permit Technician
ICC Cert. Permit Tech., CACEO Cert. Code Enforcement Officer

Areas of sub-consultant Work - When needed, we use following Specialty sub-consultant services:

- Geotechnical/Soils Review Support: GEO-ADVANTEC, Inc.; www.geoadvantec.com
- Landscape Review Support: WITHERS & SANDGREN, Ltd.; www.withersandsandgren.com

Transtech has worked with the above sub-consultants on many projects.

2.2d Key Personnel Availability Statement

Key personnel will be available to the extent proposed for the duration of the required services and acknowledging that no person designated as "key" shall be removed or replaced without the prior written concurrence of the City.

2.2e Organizational Chart

City of LAWNDALE
Peter Kann
Community Development Director



Contract Principal
DENNIS TARANGO, CBO, CSP, Principal Building Official
ICC Cert. Building Official, Plans Examiner and Inspector



Project Staffing Assignment/Controls Lead
AYLA JEFFERSON, CBO, CSP, Principal Building Official
ICC Cert. Building Official, Plans Examiner and Inspector



Plan Check Controls/Coordination Lead, goPost Manager
JULIE ROBBINS, Sr. Permit Technician
ICC Cert. Permit Tech., CACEO Cert. Code Enforcement Officer



MELISSA DEMIRCI, CEO

Large pool of well-experienced staff and resources readily available locally to provide requested services, and respond to requests in a timely, efficient, and cost-effective manner.

Approx. 250 staff, including building officials, plan checkers, inspectors, permit technicians, engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic/transportation analysts, technicians, etc.

Specialty sub-consultants:
- **Geotechnical/Soils Review Support: GEO-ADVANTEC, Inc.; www.geoadvantec.com**
- **Landscape Review Support: WITHERS & SANDGREN, Ltd.; www.withersandsandgren.com**

Transtech has worked with the above sub-consultants on many projects.

2.3 Detailed Work Plan

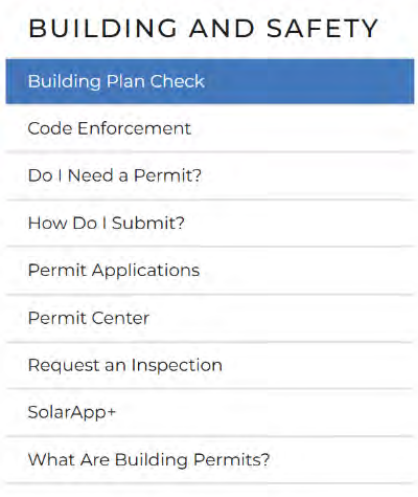
2.3a Understanding, Approach, Philosophy

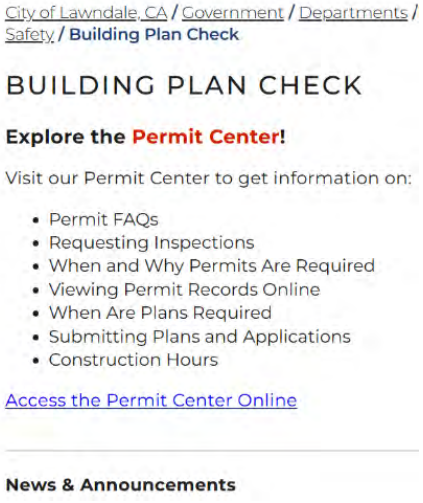
2.3a1 UNDERSTANDING

The City of Lawndale desires to select a qualified firm to provide Building and Safety Services, including:

a. Building Division Administration
b. Building Plan Check
c. Building Inspection
d. Building Counter Operations

The intent is to enter an initial (3)-year agreement for Contract Service which may be extended annually by the City, at its sole discretion, for two additional one-year renewals; totaling five (5) years.





Since 1964, Building and Safety services and Engineering Services for the City of Lawndale has been provided by the Los Angeles County Department of Public Works ("LA County"). The City desires to select a qualified firm to provide building and safety services, including Building Division Administration, Building Plan Check, Building Inspection, and Building Counter Operations.

2.3a2 CURRENT SERVICE PROVIDERS' STAFFING LEVELS AND RESPONSIBILITIES

The following provides a summary of the positions LA County and Other Consultants have in City Hall:

4 Leaf Inc. currently uses (1) one permit technician to process and issue building, electrical, grading, mechanical, miscellaneous, pool, plumbing, and sewer permits. Their responsibilities include:

- Review and verifiers work product and/or reports for accuracy prior to submittal.
- Maintains organized and accurate project records (ex: permits, record drawings, designs, etc.)
- Coordinate and responds to requests for information within established timelines.
- Identifies and clarifies technical information (e.g., building permit requirements, zoning regulations, etc.) to customers and directs/refers them to the appropriate agencies, as needed.
- Reviews plans and provides accurate and complete code-compliance information relevant to the customer's request.
- Reviews and checks forms (e.g., permit applications, bonds, easements, affidavits, etc.) for accuracy, completeness (including required documentation and authorized signatures) and compliance with relevant codes and regulations before submittal.
- Issues complete and accurate permits according to appropriate codes and departmental policies.
- Calculates and collects the appropriate fees according to appropriate codes and departmental policies.
- Greets callers and office visitors promptly and courteously according to departmental policies customer service standards.
- Responds promptly to all email inquiries.
- Reviews and process online permits.

LA County currently uses one (1) part-time combination building inspector to provide inspections throughout the construction process until projects are completed and can be signed-off. Their minimum required certifications are a valid certification in building inspection and a valid certificate in all the following: electrical, grading, mechanical, and plumbing inspection from a recognized certification organization in a code used by the Couty of Los Angeles. Their responsibilities include:

- Retrieves and verifies appropriate permits and other related documentation for scheduled inspections.
- Reviews construction plans, codes, ordinances, and other reference materials for the more complex projects prior to inspections to accurately identify issues and ensure compliance with applicable codes and ordinances.
- Schedule site visits within established timelines.
- Performs inspections of the larger, more complex structures and buildings (e.g., shopping malls, large restaurants, apartment complexes, etc.) within established timelines to ensure compliance with County's Building Laws and other related federal, state, and local code requirements and zoning ordinances.
- Identifies deficiencies in construction site work and initiates the process to ensure compliance with code and ordinance requirements.
- Identifies and addresses potential safety hazards in accordance with applicable safety requirements and directives.
- Enters, updates, and organizes inspection results and relevant information into the record-keeping systems within established timelines.

- Conducts complex field inspections and studies to verify general conformity with engineering designs as represented on approved plans and/or industry practices.
- Prepares accurate and thorough field inspection and survey reports to verify general conformity with professional engineering techniques and methods in accordance with departmental and industry standards.
- Collects appropriate data to support complex design in compliance with regulatory agency requirements and/or with division practices.
- Resolves and documents technical discrepancies/issues in accordance with applicable codes and engineering practices.

LA County currently uses one (1) part-time Plan Check Engineer for plan review and plan approval for construction, including architectural and structural plans. Their responsibilities include:

- Reviews engineering documents by accurately and thoroughly identifying discrepancies/issues that are not in compliance with applicable codes, standards and sound engineering principles.
- Communicates review comments and feedback to relevant parties within established timelines.
- Reviews, approves and signs engineering plans, specifications, and cost estimates within established timelines.
- Conducts complex field inspections and studies to verify general conformity with engineering designs as represented on approved plans and/or industry practices.
- Develops recommendations and implements solutions that reflect an understanding of field operations/conditions and sound engineering practices.
- Resolves and documents technical discrepancies/issues in accordance with applicable codes and engineering practices.
- Reviews and verifies work products and/or reports for accuracy prior to submission.
- Prepares and signs/stamps plans, specifications, and cost estimates within established timelines.
- Coordinates and responds to requests for information within established timelines.
- Provides higher level engineering advice to field personnel and internal customers that reflect an understanding of sound engineering principles.
- Identifies and coordinates the review of plans by appropriate personnel and/or agencies to ensure job approach complies with professional engineering techniques and methods.
- Accurately identifies discrepancies/issues in design and/or construction phases to ensure compliance with applicable codes, standards, regulatory agencies, and sound engineering principles and communicates to all relevant parties.
- Accurately applies sound engineering principles to the job.

LA County currently uses one (1) as-needed, off-site, Building Official/Office Manager. The minimum required certifications are a California licensed professional engineer. The responsibilities include:

- Assists in identifying and preparing plans that reflect schedule, staffing, funding sources, appropriate materials needed, technical requirements and all relevant stakeholders.
- Verifies that product quality meets established standards (e.g., Quality Assurance/Quality Control) according to divisional, departmental, and regulatory guidelines.
- Coordinates and responds to requests for information within established timelines.
- Participates in coordinating and building consensus between customers, divisions, and internal/external agencies.
- Accurately identifies and evaluates new legislation/regulations in order to determine the effect upon departmental operations and recommends a sound course of action.
- Informs technical staff of changes to pertinent laws, rules, and regulations within established timelines to ensure a clear understanding.
- Accurately interprets and explains rules, regulations and policies (e.g., engineering guidelines), and any changes, to staff within established timelines.
- Coordinates the training of staff in the use of applicable systems.
- Provides accurate technical guidance and relevant feedback within established timelines.

- Delivers training in a clear, technically accurate, concise, and professional manner that reflects current and sound engineering practices.
- Thoroughly prepares and makes presentations which are well organized and audience appropriate.
- Responds to inquiries accurately and thoroughly and when necessary, follows up on information or provides appropriate referrals within established timelines
- Assigns work to be completed within stated timelines to appropriate personnel and communicates work expectations.
- Implements new policies and procedures to improve productivity and quality of work.
- Selects employees for particular work assignments and assists in making recommendations for employees or release of personnel in accordance with varying workloads.
- Identifies and researches appropriate training needs and available resources to secure technical training on an-ongoing basis.
- Ensures all appropriate safety guidelines are followed and that staff members attend all required safety training.
- Ensures that staff work meets standards and/or expectations and is in compliance with established policies.

Through LA County, the City also has access to the LA County Department of Public Works' Electrical Engineers, Mechanical/Plumbing Engineers, Geotechnical Engineers, Soils Engineers, Drainage and Grading Engineers, on an as-needed basis. These experts do not have offices in City Hall.

2.3a3 SCOPE OF WORK

The following Scope of Work represents the services and responsibilities the successful proposer will be expected to provide and perform. Please indicate the skills, ability and/or services which distinguish the firm to make it the best choice for the City. Additional services or tasks which, in your opinion, should be included must be clearly identified.

Conversely, requested services or tasks which, in your opinion, should not be included, or are specifically excluded from the proposal, must also be clearly identified.

The Final Scope of Work, as may be modified through negotiations and/or by written addendum issued by the City, will be made part of the Agreement with the successful proposer.

1. BUILDING DIVISION ADMINISTRATION

a. Consultant shall provide an ICC certified Building Official. The Building Official shall be responsible for the daily administration of the Building Division activities, and shall perform the following services, including but not limited to:

i. Function as the Building Official as set forth in the California Building Code, in other City adopted building codes and ordinances, and as specified in Federal and State law.
ii. Issue Certificates of Use and Occupancy for building and structures.
iii. Manage, coordinate, and over the building permit and plan check, building inspection, building counter services so that they function as one building and safety organization.
iv. Maintain, amend and develop ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health, safety, and welfare of its citizens.
v. Make determinations on the approval and use of alternative materials and methods of construction.
vi. Make final interpretations concerning the application of building and safety codes.
vii. Monitor the collection of building plan check, inspection, and permit fees and other building activity level indicators, submit monthly activity reports to the City based on this information, and notify the

City of any staffing changes necessary to maintain the performance standards.

viii. Perform all other administrative building and safety related duties, including developing and implementing office policies and procedures and assuring that files and plans are secured, organized and kept up to date.

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

x. Ensure all building related activity is entered into the City's permit tracking system in an accurate, complete and timely manner.

b. Assist the City's Community Development Department to update the uniform building and safety, and fire codes, including any local amendments, in accordance with the schedules established by the State of California:

c. Within the first thirty days of the Agreement, the Consultant shall assemble and review all existing City policies, ordinances and conditions pertaining to Building Division operations and document any areas of insufficient, incomplete or missing information. Based on this review, the Consultant shall develop a timetable for the preparation or revision of policies, ordinances and conditions and present a report to the Community Development Director for consideration.

2. BUILDING PLAN CHECK SERVICES

a. Provide an ICC Certified Plans Examiner to be available at the Building Division Counter from 7:00 a.m. to 11:30 a.m., on Tuesday, except City designated holidays, to:

i. Manage, coordinate and oversee the building permit and plan check, building inspection, and building counter processes in the absence of the Building Official.

ii. Perform over-the-counter plan checks.

iii. Answer technical questions from the public, including inquiries regarding building and safety codes and regulations.

iv. Perform building plan checks.

v. Assist in more difficult inspections, in addition to other duties as assigned

b. Perform architectural, structural, plumbing, mechanical and electrical plan check review for buildings and structures for compliance with applicable Federal and State laws, building and safety codes, City ordinances, and acceptable engineering practices. Plans not checked by Consultant at the City's offices may be plan checked at the Consultant's local office.

c. Confirm building use, occupancy, and type of construction, and review construction of buildings and structures to determine satisfaction of safety requirements.

d. Check for compliance with all applicable codes adopted by the City, including, but not limited to: Uniform Housing Code, California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Swimming Pool Code, Uniform Solar Energy Code, and Sign, Tent, and Relocated Building Codes and any applicable adopted local amendment, State of California codes or regulations.

e. Review and approve building/structural revisions to plans required during construction.

f. Calculate building permit and plan check fees, and review permit issuance.

g. Coordinate building permit requirements and interface with City Departments and other agencies, including but not limited to the Public Works Department, Planning Division, the Los Angeles County Fire Department and the Environmental Health Department of the County of Los Angeles. This also includes Building Division review, comment and provision of "conditions of approval" for site plans and building plans as part of discretionary planning applications.

h. Provide expedited plan check when requested by the City.

3. BUILDING INSPECTION SERVICES

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

b. Inspect buildings and structures, for which building permits have been issued, for compliance with the

approved plans and applicable codes and ordinances.

c. Inspect for compliance with conditions of approval set forth by the City's Community Development Department, Planning Commission, and/or City Council.
d. Coordinate with various City and County agencies and departments, including but not limited to the Los Angeles County Fire Department, Environmental Health Department of the County of Los Angeles and other governmental agencies providing services, and/or having jurisdiction over any aspect of a development project in order to obtain compliance with the above building and safety codes and regulations.
e. Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
f. During inspections, issue stop/correct work notices, or notices of violation
g. when violations of the above referenced codes and regulations occur.
h. Provide all vehicles, fuel, maintenance and other equipment necessary for field personnel to carry out building permit inspections and duties.
i. Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
j. Input daily inspection information into the City's computer permit tracking system.

4. BUILDING COUNTER OPERATIONS

a. Receive, process and issue building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications. Input information into city's computer tracking system.
b. Monitor and track the status of building permit applications and plan checks for expiration and develop a process to notify applicants prior to the expiration of their building permits.
c. Keep daily logs of building permit and inspection activities. Submit monthly, quarterly and annual reports of Consultant's activities to the City. The reports shall include, but not be limited to, the fees collected, the staffing levels provided, the staff hours expended, the number of permits issued, the number of inspections (by type) made, and other financial, operational, and statistical information pertinent to the Building Plan Check and Inspection services process.
d. Provide public information regarding building permit applications, plan check and inspection services and related matters.
e. Identify and collect all required fees for building permit applications and other Building Division services. Facilitate the collection of fees from other department and/or agencies that are due and payable prior to or concurrent with the issuance of a building permit.
f. Establish, maintain and update all forms in compliance City requirements, regulations, adopted standards, State or other laws and ordinances necessary for the operation of the Building Division, including "hand-out" sheets which explain building permit application processing procedures identified as being provided by the City.
g. All approval stamps, applications, forms and other documents used in providing Building and Safety Services to the City shall be identified with the City Seal and other identification indicating that the approval stamps, applications, and documents are from the City of Carson. All of the stamps, applications, forms, and other documents or supplies shall be the property of the City. (Costs for the provision of these processing tools and supplies shall be the responsibility of the City.)

2.3a4 PERFORMANCE STANDARDS & MONITORING

a. The Consultant shall be responsible for providing monitoring information to the City that shows achievement of the performance standards and that personnel are providing helpful and courteous service to customers. The monitoring may include, but is not limited to, customer feedback through written questionnaires and interviews and observations at the building counter and during building permit inspections, and monthly statistical reports.
b. City has established Performance Standards that are to be applied to the processing of plan checks,

building permits, and general service to the public that interacts with the Community Development Department. These Performance Standards are described in subsections below. The Consultant recognizes the targets established in the Performance Standards, and will adhere to these measures in the performance of its services for the City. The City reserves the right to add, amend or eliminate Performance Standards at any time during the term of this Agreement. The City may use the Performance Standards to gauge the effectiveness of the Consultant's service to the City. At the City's request, the Consultant shall be responsible for providing monitoring information which shows that personnel providing services to the City are achieving the Performance Standards.

c. Consultant shall provide services which meet the following maximum expected turn-around-times for plan check and inspection services. In practice, Consultant shall provide these services with the fastest turn-around-time feasible.

Additionally, the following Performance Standards shall be used as a guide to determine staff levels.

i. Plan Check - The initial check for building plans for *new large scale high density multi-family and mixed-use projects shall be completed within twenty (20) working days or less from the date of plan submittal*.

The initial check of building plans for *new commercial, industrial and residential buildings shall be completed within ten (10) working days or less from the date of plan submittal*.

The initial check of building plans for *commercial, industrial and residential remodels, renovations and additions shall be completed within five (5) working days or less from plan submittal*.

All rechecks of building plans shall be completed within five (5) working days or less from resubmittal.

Plan Check review for routine and simple structures and items shall be completed over-the-building counter. Routine and simple structures and items include, but are limited to; reroofs; patio covers; and fences/walls.

ii. Inspection – *All building inspections requested by 4:00 p.m. on a working day shall be conducted on the next working day with an a.m./p.m. commitment and a two (2) hour window*.

As special circumstances may dictate, after hour or weekend inspections will be conducted.

At times, building inspectors shall conduct themselves in a courteous and professional manner and utilize the phone to help coordinate and narrow inspection times with applicants.

iii. Counter – Provide service and support for the building counter a minimum of ten (10) hours per working day. The building counter shall be open to the public and sufficiently staffed from the hours of 7:00 A.M. to 6:00 P.M., Monday through Thursday, excluding City holidays. Counter hours may be subject to a reasonable change by the City, including but not limited to, the hours of 7:00 a.m. to 6:00 p.m., with the potential for staggered work hours to cover the additional time.

Keep written information regarding building permit application, plan check, and inspection process updates.

Answer the building counter phone when not with a customer at the counter and return telephone calls within two hours. Respond to all email inquiries within one working day.

On an as needed basis, assist the City in providing or updating any Building Division information on the City's website.

2.3a5 SERVICE PHILOSOPHY

Our service philosophy is built on our "Customer Care" approach—delivering **high-quality, timely, efficient, cost-effective, and customer-friendly services**.

- ✓ Transtech employs a **structured and efficient project execution approach** that enables us to deliver the highest-quality products and services to the City.
- ✓ We start by **working with the applicant early on** and during plan review to help them prepare a set of plans which have all of the required information clearly and logically presented.
- ✓ When appropriate, we **proactively provide recommendations to simplify complex details, and incorporate elements that are straightforward to verify in the field**. Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during the plan review process. And in the case of homeowners, **this policy often demonstrates early on that the City really is truly a partner in a process that can often be a source of stress and tension for many applicants.**
- ✓ This policy reduces the number of plan review rechecks required, **allows the applicant to obtain a permit much sooner**, and reduces the overall permit process time.
- ✓ Transtech provides all plan check **comments on electronic files**. All plan check comments are provided on pdf format electronically, **as well as hard copies**. Plan review corrections are written clearly and are **fully detailed to explain the Code deficiency**.
- ✓ To help the applicant better understand the problem, Transtech provides as much information during plan review as possible. We believe that if the applicant has a **clear understanding of the problem**, he or she can take the necessary steps to correct the condition. This policy reduces the number of plan review rechecks required, allows the applicant to **obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan. Unclear and/or cryptic corrections are never written, and all correction lists, except those written over the counter, are typed and printed on a laser printer.
- ✓ Our plan checkers **confer early on and respond to questions** from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks where the plan corrections.
- ✓ Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field**.
- ✓ All telephone calls or e-mails received are returned within the same working day, or the following day. We take pride in our "**Same Day Response**" motto.
- ✓ **Responsiveness is an integral part** of Transtech's "customer friendly" service approach.
- ✓ We will strive to **enhance the City's image by public trust** to be the most desirable community to live, invest and conduct business.
- ✓ Customer Care means highest quality customer service. Transtech is committed to providing **"Customer Care"** to the City, City's patrons, responding quickly and effectively to the walk-in, telephone, and electronic inquiries of the public related to our services.

2.3b Proposed Approach and Work Plan

2.3b1 APPROACH/WORK PLAN

Plan Check Processing:

When a plan check order is received, it is logged and reviewed by Building Staff and then assigned to

applicable plan checkers. The plan check duration is monitored thru the plan check log data base, which generates messages at identified intervals to inform plan checker and supervising Sr. Staff so that they are aware of how the progress and status continuously. If any potential delay is monitored, necessary steps are taken, such as meeting with plan checker to review the schedule, workload, performance, and identify actions, including assigning additional staff, if necessary, to ensure timely completion of assignment.

Plan Check Coordination:

- Our plan checkers respond to questions from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks.
- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field. This pro-active approach reduces inspection time and questions, and applicant frustration, while increasing overall compliance, by producing a better set of plans during plan review process. Especially, when the applicant is a homeowner trying to improve his/her property, this policy often demonstrates early on that the City really is here to help.

Approach to Meeting with Applicants:

Our staff is available to applicants by phone and through email or through virtual meeting for questions or available to meet for rechecks if necessary. Our policy is to meet with applicants virtually via TEAMS or ZOOM but we also have an available facility at our office meetings with applicants.

Quick Turn Around Time and Expedited Services / Off-Business Hours/Weekend Services:

- Transtech also provides expedited service when requested.
- If the City receives a request from applicants for expedited plan check services, Transtech staff will provide additional resources to accommodate such a request.
- If the City requests inspection services, Transtech staff will provide additional resources to accommodate inspection requests during off business hours and weekends.

Emergency Response:

In the event of a local or regional emergency or disaster, our staff will be accessible to the extent feasible based on the conditions and circumstances. All of our building officials and inspectors have gone through extensive training to be SAP Evaluator and registered with the State of California Safety Assessment Program.

Training Program:

We offer any City staff, who are involved in inspection, plan check and permit issuance, an option to participate in our training program for code updates and process, as well as ICC certification training.

Other Services:

Transtech is a full-service municipal consulting firm that currently provides a variety of different city services for public agencies. We understand that Transtech would be responsible for all correspondence related to activities of the Building and Safety Division. In addition, Transtech would respond to any complaints, perform investigations, provide problem-solving methods for unique or challenging plan check or code interpretation issues, provide report writing and policy & procedure recommendations, and attend City Council and Commission meetings as requested by the City Manager or designee.

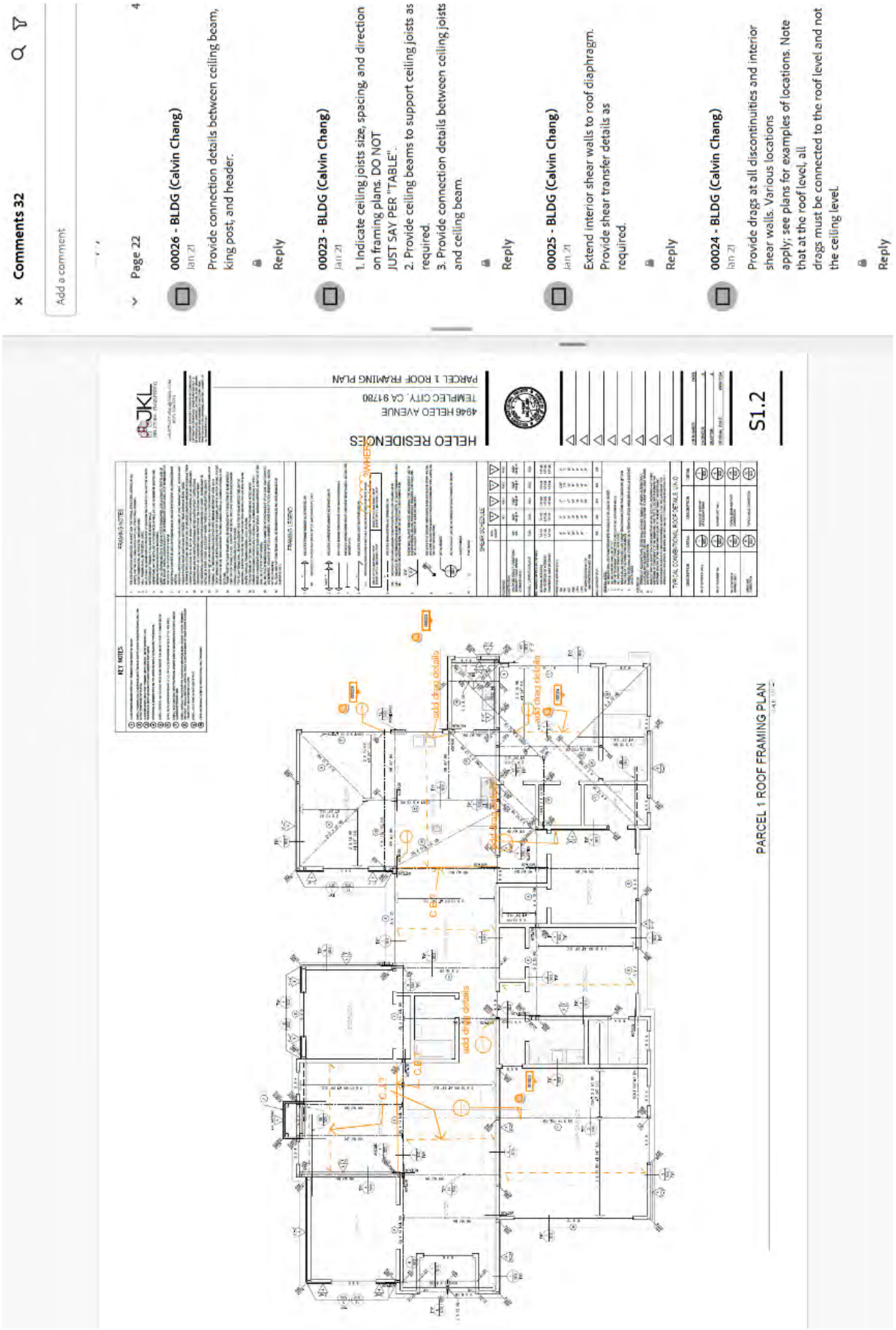
ELECTRONIC PLAN CHECK

- **Transtech provides Electronic Plan Check:** Transtech has integrated many technological assets into its services to provide the most efficient and cost-effective service possible. We provide fully automated electronic plan submittal, plan checking, and tracking. We provide this on our company portal, as well as offer same portal access to our client cities on their web sites.
- ***The electronic plan check system we use is e-PlanSoft™****: PlanSoft™ is the leading provider of electronic*

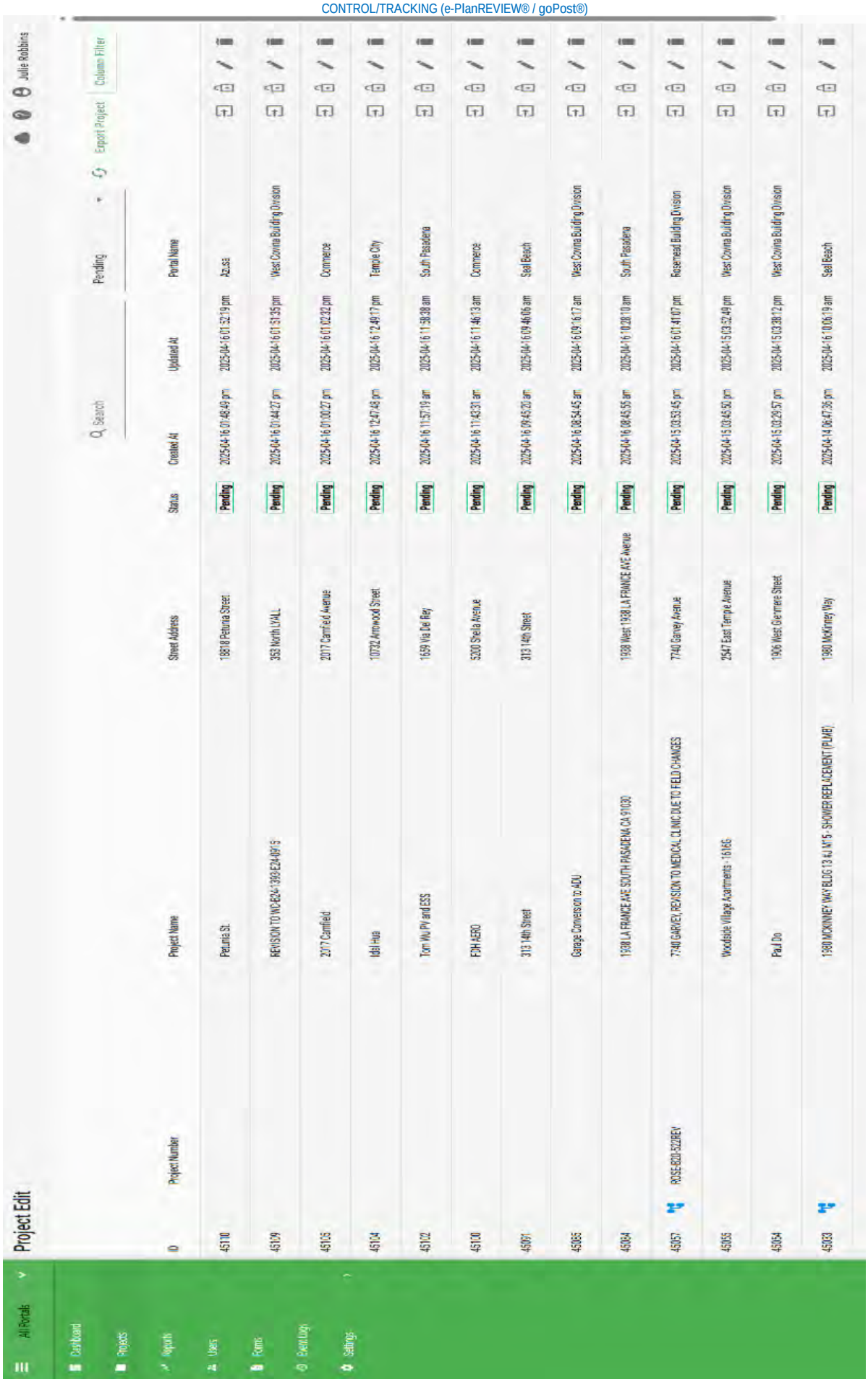
plan review software. Our suite of products provides practical solutions to both public and private sectors to streamline and improve efficiency and effectiveness in plan reviews, saving time and money.

- ***e-PlanREVIEW®****: e-PlanREVIEW® is a web-based electronic plan review solution that allows for a well-coordinated, collaborative review process where multiple reviewers can mark up plans simultaneously, making the review process faster and more accurate.* **EXAMPLE OF ELECTRONIC PLAN CHECK (e-PlanREVIEW®) IS ATTACHED.**
- ***e-PlanREVIEW® / goPost®****: This portal allows applicants to apply for permits, upload and submit plans for review, manage document versioning, access reviewer comment reports, and download reviewed and approved plans.* **EXAMPLE OF PRINT-OUT OF PLAN CHECK SUBMITTAL LOG/DOCUMENT CONTROL/TRACKING (e-PlanREVIEW® / goPost®) IS ATTACHED.**
- **Electronic Plan Check Portal:** Transtech provides all Electronic Plan Check. Please *click here* for a sample of our electronic plan check portal at one of our contract Cities. We offer electronic plan check submittal portal to our client cities at no additional cost.
- **We maintain and manage electronic plan submittal portals for over 30 cities**.

EXAMPLE OF ELECTRONIC PLAN CHECK (e-PlanREVIEW®)
Below is a screen snapshot of 1 page of electronic plan check.
For full electronic plan check, please CLICK HERE FOR SAMPLE OF ELECTRONIC PLAN CHECK OF A PROJECT



EXAMPLE OF PRINT-OUT OF PLAN CHECK SUBMITTAL LOG/DOCUMENT CONTROL/TRACKING (e-PlanREVIEW® / goPost®)



2.3b2 SERVICE TRANSITION

Transtech has a rich history of **successfully transitioning Building and Safety Department services from Los Angeles County to various municipalities**.

- Irwindale (2025)
- Santa Fe Springs (2024)
- Carson (2023)
- Commerce (2019)
- Temple City (2014)

Our approach encompasses comprehensive planning, stakeholder engagement, meticulous project management, and a commitment to delivering results. Transtech's track record in transitioning municipal services showcases our dedication to ensuring a seamless and efficient transition process, ultimately benefitting both the City and its residents

- ✓ **No disruption to current services**. Well experienced **in-house staff readily available** to commence with the services upon the City's authorization.
- ✓ Transtech has extensive experience in facilitating transitions for **Building and Safety Services** from current service providers, other consultants, in-house staff, as well as from Los Angeles County.
- ✓ **Efficient and immediate transition.**

Service Analysis - Transtech's Plans for assessing the operation, staffing levels, and resources: Transtech will complete a thorough review of existing City policies, ordinances, and conditions pertaining to relevant services, and perform an operational, service and quality assessment and efficiency review. Based on this review, we will provide recommendations and an implementation plan for improved service quality, staffing, and efficiency.

Transtech has a proven track record in successfully implementing paperless plan checking, which not only streamlines the plan review process but also offers numerous advantages to our clients. Here's a detailed overview of our experience and the benefits we provide:

Full Transition to Paperless Plan Checking:

- ✓ Transtech is currently 100% paperless while providing plan check services across all cities where we operate.
- ✓ Our dedication to a fully digital workflow reflects our commitment to efficiency, accuracy, and environmental sustainability.

Swift Transition for Cities:

- ✓ During the transition process for various cities, we have demonstrated the capability to bring them up to be 100% electronic and operational on day 1.
- ✓ This rapid transition minimizes disruptions and allows the City to enjoy the benefits of a paperless system promptly.

Plan Submittal Portal:

- ✓ Transtech goes the extra mile by offering a plan submittal portal at no additional cost to the City.
- ✓ This portal streamlines the submission of plans and documents, making it convenient for applicants while improving the overall efficiency of the plan check process.

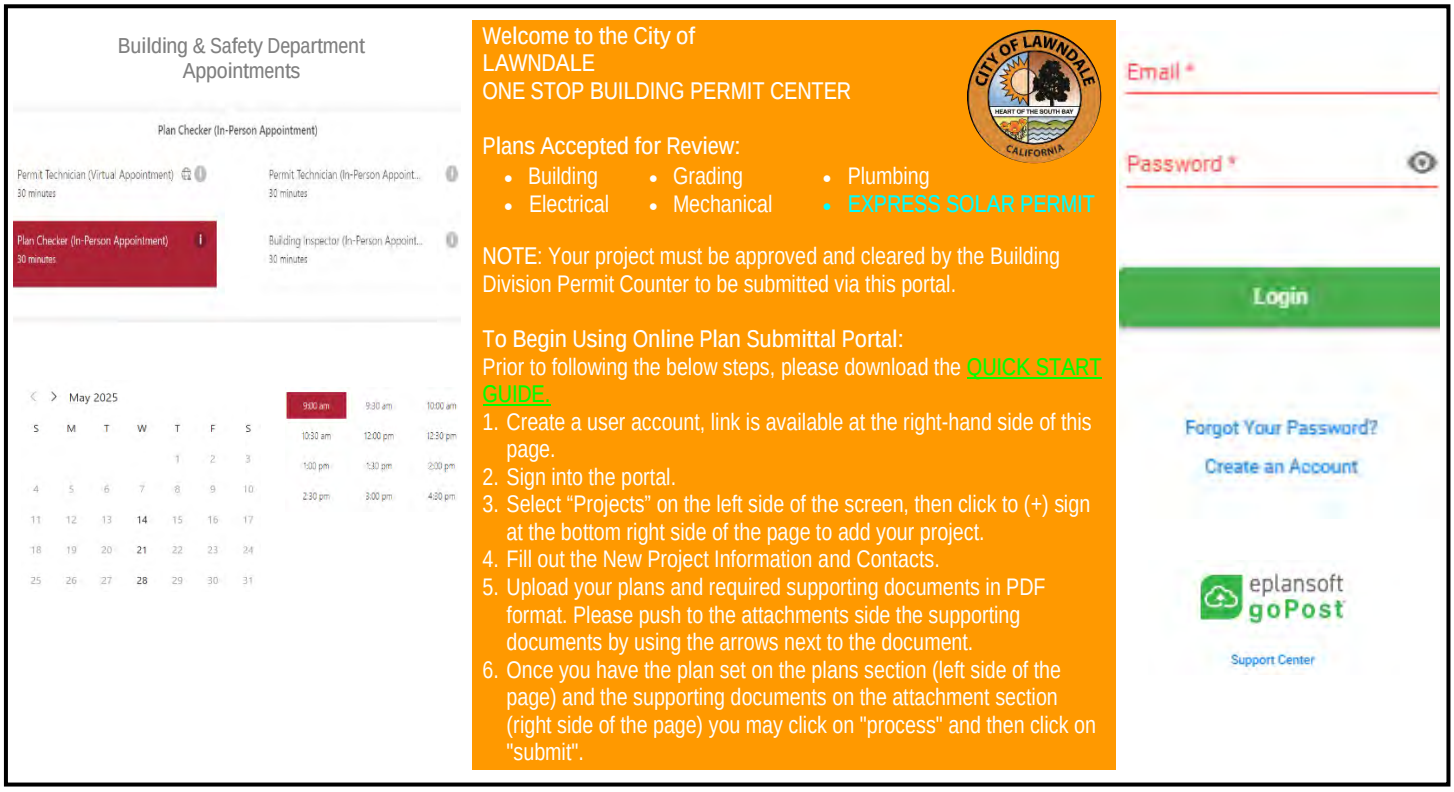
Transtech's Automated Permitting (TTAPS):

- ✓ In addition to the plan submittal portal, Transtech offers the option for the City to use our permitting system, TTAPS (Transtech's Automated Permitting System).

Our experience in implementing paperless plan checking not only reduces administrative burdens but also promotes transparency and accessibility for both City staff and applicants. Transtech's commitment

to providing these digital solutions reflects our dedication to supporting the modernization and efficiency goals of the municipalities we serve.

Below is a Mock Sample of how Electronic Plan Check Portal may look like:



2.3c Approach to Managing Resources

Transtech has a **large pool of well experienced staff and resources readily available** to provide requested services, and **respond to requests in a timely, efficient, and cost-effective manner**. Our staff and resources include **approximately 250 professionals.**

When a plan check order is received, it is logged and reviewed by Building Staff and then assigned to applicable plan checkers. The plan check duration is monitored thru the plan check log data base, which generates messages at identified intervals to inform plan checker and supervising Sr. Staff so that they are aware of how the progress and status continuously. If any potential delay is monitored, necessary steps are taken, such as meeting with plan checker to review the schedule, workload, performance, and identify actions, including assigning additional staff, if necessary, to ensure timely completion of assignment.

Quick Turn Around Time and Expedited Services / Off-Business Hours/Weekend Services:

- Transtech also provides expedited service when requested.
- If the City receives a request from applicants for expedited plan check services, Transtech staff will provide additional resources to accommodate such a request.
- If the City requests inspection services, Transtech staff will provide additional resources to accommodate inspection requests during off business hours and weekends.

3.3 Schedule of Rates

(as required, Cost Proposal is submitted separately)

3.4 Appendices

3.4a Contract Signature Authority Certification

TRANSTECH
Est. 1989

January 5, 2026

Subject: **Proposal, BUILDING AND SAFETY SERVICES, City Proposal No. 23-021**
City of Lawndale

City required Document:

Certification that the person submitting the proposal is authorized to contract on behalf of the prospective consultant.

The following individual, who is a signatory to the proposal, is authorized to sign contract on behalf of Transtech Engineers, Inc.

Sinature: _____
Name: Melissa Demirci
Title: CEO
Address: 13367 Benson Avenue, Chino, CA 91710 (Transtech Corporate Office)
O: 909-595-8599
C: 714-598-8896
E: melissa.demirci@transtech.org

3.4b California Secretary of State Good Standing Certification

Secretary of State
Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name:	TRANSTECH ENGINEERS, INC.
Entity No.:	1493938
Registration Date:	02/22/1991
Entity Type:	Stock Corporation - CA - General
Formed In:	CALIFORNIA
Status:	Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of December 24, 2025.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 402480729

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at **biz**fileOnline.sos.ca.gov.

3.4c Insurance Certificate

Following is our current Insurance Certificate.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549 License#: 6003745	CONTACT NAME: Sandy Peters PHONE (A/C, No, Ext): 626-696-1901 FAX (A/C, No): E-MAIL ADDRESS: CertsDesignPro@AssuredPartners.com
INSURED Transtech Engineers, Inc. 909-595-8599 13367 Benson Ave Chino CA 91710-3009 TRANENG-09	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Travelers Casualty and Surety Co of America — 31194 INSURER B : Travelers Property Casualty Company of America — 25674 INSURER C : The Travelers Indemnity Company of Connecticut — 25682 INSURER D : Hartford Casualty Insurance Company — 29424 INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 191454258 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Contractual Liab Included GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:	Y	Y	6805H737478	12/31/2025	12/31/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
C	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY X NoOwnedAutos SCHEDULED AUTOS X NON-OWNED AUTOS ONLY	Y	Y	BA3R067451	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0	Y	Y	CUP4F17434A	12/31/2025	12/31/2026	EACH OCCURRENCE AGGREGATE $	$ 5,000,000 $ 5,000,000 $
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	57WEGAA5O8A	9/1/2025	9/1/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liability			107328311	12/31/2025	12/31/2026	Per Claim Aggregate Limit	$2,000,000 $4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Insured owns no company vehicles; therefore, hired/non-owned auto is the maximum coverage that applies.
The following policies are included in the underlying schedule of insurance for umbrella/excess liability: General Liability/Auto Liability/Employers Liability/Employee Benefits Liability.
PROOF OF Coverage - For Proposal Purposes

CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION 30 Day Notice of Cancellation

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE Sandy Peters

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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

3.4d Contract Comments

If selected by the City for this project, we will appreciate the opportunity of having our Attorney discuss the final contract language to ensure our insurance is in compliance with current laws and regulations and meets the City's requirements with the City's Attorney.

Following are our comments and suggestions for City's consideration:

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Consultant ~~warrants~~ represents that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner consistent with the level of skill and care ordinarily exercised by members of Consultant's profession providing the same or similar services under similar circumstances ("the Standard of Care").

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all applicable ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.

1.5 Familiarity with Work. By executing this Agreement, Consultant ~~warrants~~ represents that Consultant (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall, within ten (10) days of the ~~commencement~~ discovery of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Consultant's sole remedy being extension of the Agreement pursuant to this Section.

All of the above policies of insurance providing Additional Insured coverage shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled ~~or amended~~, Consultant shall, prior to the cancellation ~~or amendment~~ date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify~~, defend~~ and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including reasonable attorneys' fees and costs to the extent same are caused in whole or in part by any negligence, recklessness, or willful misconduct~~t or wrongful act, error or omission~~ of Consultant, its officers, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement. Consultant shall not have an upfront duty to defend City or City's Parties but shall reimburse reasonable defense fees and costs to the extent they are determined to have been caused by the negligence, recklessness, or willful misconduct of Consultant, or as the parties otherwise agree in settlement. In no event shall the cost to defend charged to the Consultant under this paragraph exceed the Consultant's proportionate percentage of fault.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including reasonable attorneys' fees and costs, court costs, defense costs and expert witness fees), ~~where~~ to the extent the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the negligent performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, employees or subcontractors of Consultant.

additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Any use, modification, or reuse of such documents and materials for other projects without specific written authorization by the Consultant will be at the City's sole risk and without liability on the part of Consultant. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting

6.4 Confidentiality of Information. All information gained or work product produced by ~~Contractor~~ Consultant in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Consultant~~Contractor~~. Consultant ~~Contractor~~ may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Consultant~~Contractor~~, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Consultant ~~Contractor~~ gives City notice of such court order or subpoena. If Consultant~~Contractor~~, or any officer, employee, or agent of Consultant~~Contractor~~, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Consultant ~~Contractor~~ for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's ~~Contractor's~~ conduct. Consultant ~~Contractor~~ must promptly notify City should Consultant~~Contractor~~, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. City retains the right, but has no obligation, to represent Consultant ~~Contractor~~ or be present at any deposition, hearing or similar proceeding. Consultant ~~Contractor~~ agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant~~Contractor~~. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

7.2 Retention of Funds. Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's negligent acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Consultant shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for the reasonable value of the services performed and work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

8.1 Non-liability of ~~City~~ Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement. Similarly, it is intended that the Consultant's services in connection with this Agreement shall not subject the Consultant's individual employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the City agrees that as the sole and exclusive remedy against the Consultant for any claim, demand or suit shall be directed and/or asserted only against the Consultant, the business entity to this Agreement, and not against any of the Consultant's individual shareholders, members, employees, officers or directors, except for acts of fraud or willful misconduct or as otherwise prohibited by law.

3.4e Affidavit of Non-Collusion and Non-Discrimination

Affidavit of Non-Collusion

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES }

Melissa Demirci, being first duly sworn, deposes, and says: that He/She is:

CEO

(Insert "Sole Owner," "A Partner", "President," "Secretary," or other proper title)

of Transtech Engineers, Inc.

(Insert name of proposer)

Who submits herewith to the City the attached proposal; that He, She, It, or They is (are) the person(s) whose name(s) is (are) (strike out words not appropriate) signed to the hereto attached proposal; that said proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that such proposal was not made in the interest or on behalf of any person, partnership, company, association, organization or corporation not therein named or disclosed.

Affiant further deposes and says: that the proposer has not directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interests of the public body which is to award the contract or of any other proposer, or anyone else interested in the proposed contract; that the proposer has not in any manner sought by collusion to secure for himself, herself, itself, or themselves, an advantage over any other proposer. (strike out words not appropriate)

Affiant further deposes and says that prior to the public opening and recording of proposals the said proposer:

(a) Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham Proposal;

(b) Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said proposer or anyone else would submit a false or sham proposal, or that anyone should refrain from proposing or withdraw his/her proposal;

(c) Did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix any overhead, profit or cost element of his, her, its, their price, or of that of anyone else; and

(d) Did not, directly or indirectly, submit his, her, its, or their proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, depository, or to any member or agent thereof, or to any individual or group of individuals, except to the awarding authority or to any person or persons who have a partnership or other financial interest with said proposal in his, her, its, or their business.

I declare under penalty of perjury that the foregoing is true and correct.

Signature/Date	Name of Proposer
Melissa Demirci, CEO 1/20/2026	Transtech Engineers, Inc.

Affidavit of Non-Discrimination

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES }

Melissa Demirci, being first duly sworn, deposes, and says: that He/She is:

CEO

(Insert "Sole Owner," "A Partner", "President," "Secretary," or other proper title)

of Transtech Engineers, Inc.

(Insert name of proposer)

Transtech shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.

I declare under penalty of perjury that the foregoing is true and correct.

Signature/Date

Melissa Demirci, CEO

1/20/2026

Transtech Engineers, Inc.

Name of Proposer

3.4f Federal Lobbyist Requirements

N/A, No Federal Lobbying

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action:
- ☐ a. contract
- ☐ b. grant
- ☐ c. cooperative agreement
- ☐ d. loan
- ☐ e. loan guarantee
- ☐ f. loan insurance

2. Status of Federal Action:
- ☐ a. bid/offer/application
- ☐ b. initial award
- ☐ c. post-award

3. Report Type:
- ☐ a. initial
- ☐ b. material change

For Material Change Only:
year ____ quarter ____
date of last report ____

4. Name and Address of Reporting Entity

☐ Prime ☐ Subawardee
Tier _____, if known

Congressional District, if known

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable _____

8. Federal Action Number, if known:

9. Award Amount, if known:

10. Name and Address of Lobby Entity
(If individual, last name, first name, MI)

11. Individuals Performing Services
(including address if different from No. 10)
(last name, first name, MI)

(attach Continuation Sheet(s) if necessary)

12. Amount of Payment (check all that apply)

$ _____ ☐ actual ☐ planned

13. Form of Payment (check all that apply):
- ☐ a. cash
- ☐ b. in-kind; specify: nature _____
  Value _____

14. Type of Payment (check all that apply)
- ☐ a. retainer
- ☐ b. one-time fee
- ☐ c. commission
- ☐ d. contingent fee
- ☐ e deferred
- ☐ f. other, specify _____

15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12:

(attach Continuation Sheet(s) if necessary)

16. Continuation Sheet(s) attached: Yes ☐ No ☐

17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: Melissa Demirci

Print Name: Melissa Demirci

Title: CEO

Telephone No.: 909-595-8599 Date: 1/20/2026

Authorized for Local Reproduction

Standard Form - LLL

Federal Use Only:

Standard Form LLL Rev. 04-28-06

3.4g Debarment and Suspension Certificate

Debarment and Suspension Certification

1) The Applicant certifies, to the best of its knowledge and belief, that it and its contractors, subcontractors and subrecipients:
   a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
   b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
   d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
2) The Applicant also certifies that, if Applicant later becomes aware of any information contradicting the statements of paragraph (1) above, it will promptly provide that information to the State.
3) If the Applicant is unable to certify to all statements in paragraphs (1) and (2) of this certification, through those means available to Applicant, including the General Services Administration's ***Excluded Parties List System (EPLS)***, Applicant shall indicate so in its applications, or in the transmittal letter or message accompanying its annual certifications and assurances, and will provide a written explanation to the State.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature  Date 1/20/2026

Printed Name Melissa Demirci, CEO

3.4h Certificate of Compliance with Labor Code Section 3700

TRANSTECH
Est. 1989

January 20, 2026

Subject: **Proposal, BUILDING AND SAFETY SERVICES, City Proposal No. 23-021**
City of Lawndale

City required Document:

Certificate of Compliance with Labor Code Section 3700

Transtech Engineers, Inc. hereby certifies that it will maintain workers' compensation insurance throughout the project duration.

Transtech Engineers, Inc.

Sinature: _____
Name: Melissa Demirci
Title: CEO
Address: 13367 Benson Avenue, Chino, CA 91710 (Transtech Corporate Office)
O: 909-595-8599
C: 714-598-8896
E: melissa.demirci@transtech.org



CITY OF LAWNDALE

Fee Proposal for

Building and Safety Services

RFP No. 23-021

January 20, 2026

WILLDAN

CONTACT
Jamie Bruccoleri, CBO, CFM
Project Manager
(310) 623-9930
jbruccoleri@willdan.com

January 20, 2026

City of Lawndale
Peter Kann, Community Development Director
14717 Burin Ave,
Lawndale, CA 90260

RE: Request for Proposal for Building and Safety Services. RFP No. 23-021

Dear Peter Kann,

Willdan is pleased to submit our Cost Proposal to provide the City with Building & Safety Services, as described in the City's Request for Proposal (RFP) and Willdan's Technical Proposal. The proposed schedule of rates is provided below.

Our Proposal demonstrates the advantages Willdan's Team brings to this contract and how the City will benefit from having Willdan as an integral part of their team. We welcome the opportunity to meet with City Staff to further discuss our Proposal and how we can assist the City.

Respectfully submitted,
WILLDAN ENGINEERING

Patrick Johnson, PE, CBO
Director of Building & Safety, Code Enforcement, and Fire Services

Schedule of Rates

Title	Hourly Rate
Certified Building Official	$165
Senior Building Inspector	$120
Building Inspector	$110
Plan Check Engineer	$155
Senior Plans Examiner	$140
Plans Examiner	$130
CASp Specialist	$145
Senior Permit Technician	$85
Permit Technician	$75
Administrator Assistant	$65
Additional Services	**Hourly Rate**
Fire Inspector	$120
Fire Marshal	$165
Fire Plans Examiner	$140
Code Enforcement Officer	$95
Code Enforcement Manager	$135

Expedited plan review will be billed at 1.35x of our hourly rate. Overtime and holiday inspections will be billed at 1.5x of our hourly rate. Mileage for inspections is included in the hourly rates shown above.



WILLDAN

13191 Crossroads Parkway North, Suite 405
Industry, CA 91746-3443
562.908.6200 | T 800.499.4484 | F 562.695.2120

www.willdan.com

2. Letter of Trasnmittal

January 20, 2026

City of Lawndale
Peter Kann, Community Development Director
14717 Burin Ave,
Lawndale, CA 90260

RE: Request for Proposal for Building and Safety Services. RFP No. 23-021

Dear Peter Kann,

Willdan Engineering (Willdan) appreciates the opportunity to submit this Proposal for **Building & Safety Services** to the **City of Lawndale**. Willdan is a leading nationwide Provider delivering unmatched expertise in Building & Safety Services for over 60 years. We are a one-stop resource for professional, collaborative services to local and regional Government Municipalities. The advantages of partnering with Willdan include:

- **Our Commitment to Lawndale.**
  Willdan is deeply committed to advancing the goals of the **City of Lawndale's** Building Division. With a population of approximately 30,000 residents within just 2.0 square miles, Willdan understands the City's unique characteristics and operational needs within Los Angeles County, serving as an extension of the City while keeping residents first.
- **Expertise and Trusted Partner**.
  By choosing Willdan, the **City of Lawndale** gains a reliable and well-established Consultant Team comprised of seasoned Building Officials, Plans Examiners, Building Inspectors, and Permit Technicians with extensive experience and a strong commitment to customer service. The City will gain a trusted partner dedicated to efficiency, accuracy, and community success.
- **Fluid Transitioning**.
  Willdan has a proven track record of delivering smooth and seamless transitions of Building & Safety services for Municipalities throughout Los Angeles County. As a trusted Partner, Willdan continues to provide services to numerous Municipalities across the County, reinforcing our strong regional expertise. Our ability to manage these complex transitions is demonstrated by the successful full-service implementation for the City of Rolling Hills Estates in 2023. With more than three (3) decades of collaboration with Los Angeles County (1987–2023), Willdan is deeply familiar with County procedures and operational processes.
- **Permit Software.**
  As part of the transition from Los Angeles County, Willdan recognizes the City's need for a modern permitting software solution and can provide a cost-efficient system. This permitting platform is a cloud-based community development platform that streamlines permitting, plan review, inspections, and related workflows for local government agencies, allowing users to submit plans and pay fees online, track application status, manage inspections, and provide 24/7 access for applicants and staff through a user-friendly interface. The platform also supports centralized tracking of comments, automated notifications, and improved collaboration across departments, helping reduce turnaround times and improve transparency throughout the permitting process
- **Proposed working relationship between Proposer and Sub-Consultants.**
  Willdan provides all services with internal resources and Team Members. Therefore, we will not be utilizing Sub-Consultants.

Evaluation Criteria

The following table highlights Willdan's qualifications for each of the evaluation factors listed in the RFP.

Selection Factor	Willdan's Qualification
1. Clarity, completeness, and presentation of proposal.	✓ Our Proposal is structured clearly, and is fully responsive to the RFP. Each section has been developed to ensure clarity, completeness, and ease of evaluation by the reviewing Team.
2. Consultant's demonstrated understanding of the Scope of Services.	✓ We provide a detailed and informative response that reflects our comprehensive understanding of the requested services. Our proposed approach aligns with the **City of Lawndale's** goals and anticipated challenges.
3. Qualifications and experience of the Firm.	✓ Willdan offers deep experience in similar Scope of Work, with a long standing reputation for quality, completeness, and reliability. We have included relevant project examples that demonstrate our capability and success.
4. The resources, capacity and key personnel required to perform the required services.	✓ We offer a well qualified Team supported by the internal resources and availability required to perform the requested services efficiently. Key Personnel have been assigned with consideration for availability, expertise, and proven performance on comparable projects.

I, Patrick Johnson, hereby certify that I am authorized to submit this Proposal and contractually bind Willdan Engineering. I attest Willdan Engineering is a corporation and in good standing with the California Secretary of State. Jamie Bruccoleri will serve as Project Manager overseeing the day-to-day operations. Please find their contact information below:

Patrick Johnson
Director of Building & Safety, Code Enforcement, and Fire Services
(909) 915-4361
pjohnson@willdan.com

Jamie Bruccoleri
Project Manager
(310) 623-9930
jbruccoleri@willdan.com

The Proposal shall remain valid for a period of not less than 90 days from the date of submittal. The qualifications are valid for a minimum of 36 months. All information submitted with the Proposal is true and correct. We truly welcome the opportunity to serve the **City of Lawndale** and its community.

Respectfully submitted,
WILLDAN ENGINEERING



Patrick Johnson, PE, CBO
Director of Building & Safety, Code Enforcement, and Fire Services



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3. Technical Proposal

Qualifications, Relevant Experience, and References

a. Brief Profile

Willdan Engineering (**Willdan**), a California corporation since 1964, is a subsidiary of Willdan Group, Inc. We have 61 years of industry leadership. Our nationwide services are through three Subsidiary Firms – Willdan Engineering, Willdan Energy Solutions, and Willdan Financial Services. Currently Willdan employs more than 1,700 Employees with an expansive nationwide office network at 50 locations. Willdan has established itself as a trusted partner for Public Agencies seeking reliable, quality, and cost-effective services. Our closest operating office that will serve the **City of Lawndale** is in the City of Industry. This full-time service office maintains Key Team Members who are available for meetings at City facilities during normal business hours. Additional support is available from our corporate headquarters in Anaheim as well as our other Southern California offices in Riverside, Temecula, Ventura, and San Bernardino.



Locations of Willdan Offices

Local Operating Office Location	
Willdan Engineering (Industry) **13191 Crossroads Parkway North, Suite 405** **Industry, CA 91746**	
Additional Local Offices	
Willdan Engineering (Anaheim – Corporate Office) **2401 E. Katella Avenue, Suite 300** **Anaheim, CA 92806**	**Willdan Engineering (Bell Gardens)** 5651 Mansfield Way Bell Gardens, CA 90201
Willdan Engineering (Los Angeles) **800 West 6th Street, Suite 940** **Los Angeles, CA 90017**	**Willdan Engineering (San Bernardino)** 650 E. Hospitality Lane, Suite 400 San Bernardino, CA 92408

b. Financial Condition

Willdan has the financial strength, resources, qualified Team Members, and wherewithal to complete all projects undertaken due to our strong, dependable reputation and a stable Client base that continues to expand. Willdan's size and organization enable Team Members to efficiently communicate individual project challenges and goals companywide, thus capitalizing on all Willdan's resources to deliver the highest quality and most cost-effective product. There are no pending conditions that would impede Willdan's ability to complete assignments under the City's as-needed contract. Financial information is issued quarterly and can be found on the Investors page at www.willdan.com.

c. Experience in Performing Work of a Similar Nature

Willdan has provided full-service Building & Safety services to Municipalities since 1979. We currently provide Building & Safety services to approximately 135 Clients in California, demonstrating extensive experience with California Municipalities.



Building Department Administration Experience	Building Plan Review Services Experience	Building Inspection Services Experience	Building Permit Technician Services Experience
Willdan successfully manages Building Departments at numerous California Municipalities including Bellflower, La Puente, Rolling Hills, Rolling Hills Estates, and Sierra Madre. The Building Officials Team Members are responsible for all activities, operations, and Team Members relating to the Building & Safety Department.	Willdan's Plans Examiner Team provides comprehensive plan review services including architectural, structural, plumbing, mechanical, electrical, energy, green building, and accessibility. The Team Members have reviewed everything from simple single and multi-family projects to complex projects such as university buildings, industrial buildings, commercial warehouses, restaurants, and solar installations.	Willdan's Building Inspectors provide daily inspections for commercial and residential projects to verify compliance with the approved plans and life-safety Codes and Standards. A few local Municipalities we complete Building Inspections include Bellflower, Inglewood, La Puente, Rolling Hills, Rolling Hills Estates, and Sierra Madre.	Willdan's Permit Technician Team provides customer support at City Hall during counter hours. The Team confirms the Permit applications and submittals are complete and accurate, calculate Permit fees, process and issue Permits, and provides customer service to the community. Our Team Members are highly trained to be problem solvers and document control specialists as they understand they are an extension of City Staff.

Current Workload and Relevant Experience

Willdan's Building & Safety Team provides services to over 100 Municipalities in California, mostly within the Southern California region. As such, our Team Members are well versed in identifying problems and issues within Municipalities and knowledgeable to provide adequate solutions promptly. The table below highlights some of our Team's recent experience in providing services of similar scope and size as those requested by the **City of Lawndale**.

Client	Building & Safety Services					
	Building Official	Building Plan Review	Building Inspection	CASp	Disaster Response	Permit Technician
City of Bellflower	▪	▪	▪	▪	▪	▪
City of Big Bear	▪	▪	▪	▪		▪
City of El Segundo		▪		▪	▪	▪
City of Fullerton		▪		▪	▪	▪
City of Grand Terrace		▪	▪	▪	▪	▪



City of Hermosa Beach		▪		▪	▪	▪
City of La Puente	▪	▪	▪	▪	▪	▪
City of Long Beach		▪	▪	▪		▪
City of Moreno Valley		▪	▪	▪		▪
City of Norco	▪	▪	▪	▪	▪	▪
City of Ontario		▪	▪	▪		
City of Orange		▪	▪	▪	▪	
City of Rolling Hills	▪	▪	▪	▪	▪	▪
City of Rolling Hills Estates	▪	▪	▪	▪	▪	▪
City of Santa Monica		▪	▪	▪		▪
City of Sierra Madre	▪	▪	▪	▪	▪	▪

Capabilities through Strength and Stability

Willdan is a full-service Building & Safety Consultant. Our robust Team will customize a variety of solutions specifically to enhance the City's needs. We envision our role in the **City of Lawndale** as both facilitator and problem solver to create a long-term successful relationship with the City and the community.



Customer Service

The Willdan Team recognizes customer service is paramount to the success of any organization. Our Team excels in adaptability, prompt responses, clear oral and written communication skills, and individualized interaction. This collaborative effort benefits the **City of Lawndale** development community by facilitating residential and commercial growth.



Track Record of Meeting Schedules on Similar Projects

Permit Tracking and Management Systems. Willdan has the capability to work with various permitting software systems and provides proprietary tracking systems to enhance service delivery. Our Team Members will utilize the City's chosen permitting system. Upon request, Willdan is capable of providing a permitting software system through GeoCivix. We will collaborate with the City to ensure written documentation such as Stop Work Notices, Notices of Violation, Correction Notices, Inspection Scheduling pads, and Daily Inspection Schedules are produced to meet City specifications.

Quality Assurance Processes. Willdan's Management Team has a proven record for delivering services on time and within budget, while meeting the Client's satisfaction. Our Team maintains a strict quality



control programs including peer review of all plan checks, supervisory oversight of inspections, and regular performance monitoring to ensure accuracy and consistency.

d. Certifications and/or Licenses

Willdan maintains all required certifications and licenses to provide professional project management services for public facility projects. As a recognized International Code Council (ICC) Preferred Provider, Willdan's qualified Team maintains active certifications at no additional expense to clients. We have provided all certifications and licenses of our personnel in the Proposed Team section.

e. Specialized Training, Experience and Professional Competence

ICC Preferred Provider

ICC recognizes Willdan Engineering as a Preferred Provider. Our knowledgeable Team offers ICC approved training sessions to Municipalities upon request; with continuing education credits (CEUs) applicable towards obtaining or maintaining ICC Building Code Certifications.



f. Sub-Consultants

Willdan will not be utilizing sub-consultants for this project.



g. References

Willdan is pleased to provide the following references, all of whom may be contacted to discuss their recent experience working with Willdan. Each reference reflects work performed within the past three years.

City of Rolling Hills Estates
Building & Safety Services

REFERENCE



Project Description

Willdan is currently providing in-house Building Official and Building Inspectors; and on-call Building Plans Examiners, Permit Technicians, Accessible Compliance Review services. Our Scope of Work covers residential and non-residential applications, including structural, fire, life safety, plumbing, electrical, mechanical, accessibility, and energy conservation.



Staffing

Building Official:	Sarkis Nazerian
Building Inspector:	Manuel “Manny” Rodriguez
Plans Examiners:	Mazen Dudar and Carl Wilson
Permit Technicians:	Anallyce Armstrong and Barbara Koch

Service Dates
1987 to Present

Client
City of Rolling Hills Estates
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

Contact
Jeannie Naughton
Community Development Director
(310) 377-1577 x115
jeannien@rollinghillsestatesca.gov

City of Rolling Hills
Building & Safety Services

REFERENCE



Project Description

Willdan is currently providing in-house Building Official and Building Inspectors; and on-call Building Plans Examiners, Permit Technicians, Accessible Compliance Review services. Our Scope of Work covers residential and non-residential applications, including structural, fire, life safety, plumbing, electrical, mechanical, accessibility, and energy conservation.



Staffing

Building Official:	Jamie Bruccoleri
Building Inspector:	Manuel “Manny” Rodriguez
Plans Examiners:	Mazen Dudar and Carl Wilson
Permit Technicians:	Anallyce Armstrong and Barbara Koch

Service Dates
1980 to Present

Client
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Contact
Karina Banales
City Manager
(310) 377-1521
kbanales@cityofrh.net



REFERENCE

City of El Segundo
Building & Safety Services



Project Description

Willdan is currently providing on-call Building Plans Examiners and Accessible Compliance Review services. Our Scope of Work covers residential and non-residential applications, including structural, fire, life safety, plumbing, electrical, mechanical, accessibility, and energy conservation.



Staffing

Plans Examiners: Mazen Dudar and Aaron Cohen
Permit Technicians: Anallyce Armstrong and Barbara Koch

Service Dates
2024 to Present

Client
City of El Segundo
350 Main Street
El Segundo, California 90245

Contact
Arturo Ramirez
Building Official
(310) 524-2394
aramirez@elsegundo.org

REFERENCE

City of Hermosa Beach
Building & Safety Services



Project Description

Willdan is currently providing in-house Permit Technician and on-call Building Plans Examiners, Building Inspectors, and Accessible Compliance Review services. Our Scope of Work covers residential and commercial applications, including structural, fire, life safety, plumbing, electrical, mechanical, accessibility, and energy conservation.



Staffing

Plans Examiners: Mazen Dudar and Carl Wilson
Permit Technicians: Lucy McKenna

Service Dates
2022 to Present

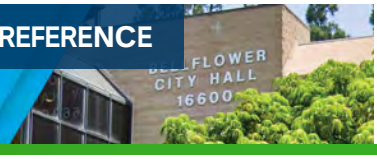
Client
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254

Contact
Guillermo Hobelman
Building Official
(310) 318-0219
ghobelman@hermosabeach.gov



REFERENCE

City of Bellflower
Building & Safety Services



Project Description

Willdan was recently selected to provide in-house Building Official, Building & Fire Plans Examiners, Building & Fire Inspectors, Fire Marshal, Permit Technicians services, and Accessible Compliance Review. Our Scope of Work covers residential and non-residential applications, including structural, fire, life safety, plumbing, electrical, mechanical, accessibility, and energy conservation.



Staffing

Building Official:	Alan Cook
Building Inspector:	Walter Jones
Plans Examiners:	Mazen Dudar, Tony Weimholt, and Ali Alvandi
Permit Technicians:	John Claxton and Val Torres
Fire Services:	Sandie Hastings

Service Dates
2024 to Present

Client
City of Bellflower
16600 Civic Center Drive
Bellflower, CA 90706

Contact
Elizabeth Oba
Director of Planning & Building Services
(562) 804-1424 x2276
eoba@bellflower.org

REFERENCE

City of Sierra Madre
Building & Safety Services



Project Description

Willdan is currently providing in-house Building Official and Building Inspectors; and on-call Building & Fire Plans Examiners, Permit Technicians, Accessible Compliance Review services. Our Scope of Work covers residential and non-residential applications, including structural, fire, life safety, plumbing, electrical, mechanical, accessibility, and energy conservation.



Staffing

Building Official:	Sarkis Nazerian
Building Inspector:	Robert “Bob” Keshishyan
Plans Examiners:	Mazen Dudar
Permit Technicians:	Anallyce Armstrong and Barbara Koch
Fire Services:	Randy Metz

Service Dates
1999 to Present

Client
City of Sierra Madre
232 W Sierra Madre Boulevard
Sierra Madre, CA 91024

Contact
Clare Lin
Director of Planning & Community Preservation
(626) 355-1536
clin@cityofsierramadre.com



Proposed Team

a. Proposed Key Personnel



Jamie Bruccoleri, CBO, CFM, is proposed to be the Project Manager and Building Official for the **City of Lawndale.** Jamie is an experienced Building Official, Fire Marshal, and Project Manager specializing in life-safety building codes. She has proficient knowledge in building inspections, plans examinations, and overseeing Building & Safety operations. She will be responsible for ensuring the City's day-to-day operational needs are met.



Patrick Johnson, PE, CBO, is the Director of Willdan's Building & Safety, Code Enforcement, and Fire Services. As the Principal-in-Charge, Patrick is responsible for overseeing all Community Development services company wide as well as providing structural and non-structural plan review. Patrick serves as a forensic engineer responsible for justifying probable causes of structural damage caused by expansive soils. He also provides Building Official Services to multiple Municipalities.



Stefan Chiose, PE, CBO, brings 14 years of experience in project management and engineering with A and E firms and local government. He has extensive experience performing technical reviews of plans, specifications, and reports to ensure completeness, accuracy, and compliance with applicable codes, ordinances, and national standards, and will serve as the City's Plans Examiner Supervisor.

b. Resumes

Brief resumes of our key personnel are provided below.



EDUCATION

BS, Structural Engineering, University of Iowa, Iowa City, IA

MS, Engineering, California State Polytechnic University-Pomona

PROFESSIONAL CERTIFICATIONS

California Professional Engineer, CE#67960

Arizona Professional Engineer, CE#50435

Colorado Professional Engineer, CE#43704

Nevada Professional Engineer, CE#20699

ICC Building Official

ICC Plans Examiner

ICC Building Inspector

29 YEARS OF EXPERIENCE

Patrick Johnson, PE, CBO

Principal-in-Charge

Patrick Johnson has 29 years of construction and engineering experience and is a registered engineer specializing in lightweight commercial, industrial, and residential structures. He has plan checked several tilt-up warehouse buildings up to 2.3 million square feet and numerous structures consisting of braced and moment frames for lateral resistance, prestressed concrete structures, and multi-story buildings up to six stories in height.

As Director of Willdan's Building and Safety Division, Patrick is responsible for overseeing all Building and Safety services company-wide as well as providing structural plan review. He has attended code enforcement and seismic application seminars and has received his Master of Engineering degree, specializing in structures, from California State Polytechnic University. Patrick has served as acting building official for the cities of Big Bear Lake, Loma Linda, and Rancho Mirage. He has served as a forensic engineer responsible for justifying probable causes of structural damage caused by expansive soils.

As a project manager for Willdan's On-call Building Official and Building and Safety Services contracts, Patrick works with City managers to plan, organize, direct, and administer the activities of their Building and Safety Departments, including building inspections; inspection of construction; and general rehabilitation or repair of commercial, residential, and industrial properties. He has overseen reviews of building plans, calculations, and specifications for proposed structures; administered building and safety code enforcement; and reviewed construction plans to ensure they meet building codes and zoning regulations. Patrick also oversees inspectors monitoring construction sites to determine whether structures and systems have been installed to meet all construction codes and ordinances for public safety.

Relevant Project Experience

Building Official Services, Cities of Banning, Big Bear Lake, Highland, Loma Linda, March JPA, and Rancho Mirage, CA. *Building Official*. Responsible for working directly with the City Manager to plan, organize, direct, and administer the activities and operation of the Building and Safety Department, including building inspections, inspection of construction, and the general rehabilitation or repair of commercial, residential, and industrial properties. Oversee the review of building plans, calculations, and specifications for proposed structures. As the administrator of Building and Safety, approve all construction plans to ensure they meet building codes and regulations. Inspect and monitor construction sites to determine if structures and systems are installed to meet all construction codes and ordinances for public safety. Supervise, train, and evaluate and; monitor and coordinate work. Oversee staff engaged in the preparation and maintenance of records of plans, inspection processes, letters and reports prepared or used in connection with building inspections; respond to questions from property and building owners; and interpret codes.



EDUCATION

BArch, University of Southern California, Los Angeles, CA

PROFESSIONAL CERTIFICATIONS

ICC Building Official

ICC Fire Marshal

ICC Plans Examiner

ICC Commercial Building Inspector

State of California Safety Assessment Program – CA DSW Local

17 YEARS OF EXPERIENCE

Jamie Bruccoleri, CBO, CFM

Project Manager

Jamie Bruccoleri is an experienced Building Official, Fire Marshal, and Project Manager specializing in life-safety building codes combined with proficient knowledge in building inspections, plans examinations, and overseeing Building & Safety operations. Her technical knowledge and attention to detail is relevant while reviewing plans to verify the design complies with Code standards and regulations, as well as in the field observing materials and detecting deviations from City approved plans. Jamie is adept in recognizing hazardous conditions pertaining to structural stability during plans examination and field inspections. She is proficient with writing technical evaluation reports, identifying non-compliant inspection observation issues, while referencing the Codes and other applicable regulations. Jamie can establish and maintain professional relationships with Licensed Professionals, Developers, Contractors, and City Staff.

Relevant Project Experience

Project Manager, Various Municipalities, CA. *Project Manager.*

- City of Cudahy
- City of Diamond Bar
- City of El Segundo
- City of Hermosa Beach
- City of Rolling Hills
- City of Rolling Hills Estates
- City of Santa Monica
- County of Los Angeles

Fire Marshal, and Plans Examiner, Private Firm, Bellflower, CA. *Building Official.* As the Building Official and Fire Marshal, Jamie's responsibility was to ensure the health, life, and safety of the City of Bellflower's residents and community. She worked directly with City Staff, Field Staff, and Office Staff to maintain communication and operations efficiency. Additionally, Jamie worked with the public to assist their understanding of code interpretations, as well as resolving complicated deficiencies. Other duties Jamie included preparing budgets, reviewing monthly billing invoices, and writing reports for complicated building and safety related issues within the City. As Plans Examiner, Jamie was responsible for guaranteeing the submitted plans for commercial and residential projects were compliant to the state and municipal building codes and standards.

Private Firm, Palm Springs, CA and Cabazon, CA. P*roject Manager.* Jamie was the liaison between the Client and Management, oversaw Office Staff, managed multiple building project budgets, coordinated inspections, and established a productive working relationship with the project's general contractor and subcontractors to ensure the timely completion of the projects. In addition, Jamie performed other essential office functions as needed to ensure efficient services were always provided. She successfully provided building services in support of new construction and renovations for residential and commercial projects, casino renovations, casino, hotel, restaurant, spa, arena, cultural center, office space facility inspections, and COVID-19 Reopening Assessment Plans.



EDUCATION

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

REGISTRATION

California Professional Engineer, #82816

ICC Certified Plan Examiner

ICC Certified Fire Sprinkler Plan Examiner

14 YEARS OF EXPERIENCE

Stefan Chiose, PE, CBO

Plans Examiner Supervisor

Stefan Chiose has 14 years' experience in project management and engineering, with A&E firms and local government. He is experienced in performing technical analyses of plans, specifications, and reports; and reviewing documents for completeness, accuracy, and conformance to applicable codes, ordinances, and national standards.

Relevant Project Experience

County of Newport Beach, Newport Beach, CA. Plan Check Engineer. Reviewed construction drawings plans, commercial and residential architectural and structural plans, and disabled accessibility plans for compliance with the California Standard Building Codes. Prepared correction letters to document deviations in submittals and provided applicants with recommendations to meet minimum code requirements. He also responded to questions from architects, engineers, and owners regarding codes and other issues with projects, both over the phone and at the public counter.

KNA Consulting Engineers, Inc., Irvine, CA. Project Engineering. Was responsible for engineering and construction administration. Worked to plan projects, establish project criteria, coordinate project reviews, and ensure the proper implementation of project elements. Cooperated and communicated with project managers and other project participants and collaborated with senior engineers to create more efficient project methods and to maintain the project's profitability. Reviewed the engineering tasks and initiated the necessary corrective actions.

Grimm & Chen Structural Engineering Inc., Irvine, CA. Project Engineer. Was responsible for structural engineering accurately calculating the required stress load of infrastructure to ensure that they were safe and stable for daily use. Was also responsible for project coordination – tracking performance and analyzing the completion of key goals. Wrote proposals from design development through RFIs. Prepared proposal documentation, cost estimates, and pricing recommendations to management.

Lovelace Engineering, La Jolla, CA. Structural Engineer Intern. Supported design leads for seismic analysis and structural calculations. Conducted basic structural analysis and design of projects of all material types (steel, concrete, masonry, and wood. Assisted in the review of plans and specifications.



c. Key Personnel

Below is a full list of our proposed Team Members who have any relationship to work performed within the Scope of this Agreement.

Staff Member	Education	Professional Certification/License/Registrations
Key Team Members		
Jamie Bruccoleri, CBO, CFM **Project Manager** ***17 Years of Experience***	Bachelor of Architecture (BArch), University of Southern California, School of Architecture	▪ ICC Building Official ▪ ICC Fire Marshal ▪ ICC Commercial Building Inspector ▪ ICC Building Plans Examiner ▪ State of California Safety Assessment Program (SAP) CA DSW Local
Patrick Johnson, PE, CBO **Principal-in-Charge** ***29 years of experience***	MS, Engineering, California State Polytechnic University, Pomona BS, Structural Engineering, University Iowa	▪ Civil Engineer, California No. 67960 ▪ ICC Plans Examiner ▪ ICC Building Inspector ▪ ICC Building Official ▪ Disaster Response Team Member, California Building Officials ▪ ICC Building Code Official and Code Specialist
Support Team Members		
Stefan Chiose, PE, CASp **Plans Examiner Supervisor** ***14 years of experience***	BS, Architectural Engineering, California Polytechnic State University, San Luis Obispo	▪ Professional Engineer, California No. 82816 ▪ Certified Access Specialist CASp ▪ ICC Building Official ▪ ICC Certified Plans Examiner ▪ ICC Certified Fire Sprinkler Plan Examiner ▪ State of California Safety Assessment Program (SAP) CA DSW Local
Ehab Barakat **Plan Check Engineer** ***5 years of experience***	BS, Civil and Environmental Engineering, Wayne State University, Detroit, MI	▪ ICC Building Plans Examiner ▪ ICC Building Inspector
Ted Beckwith, PE, SE **Plan Check Engineer** ***35+ years of experience***	BS, Civil and Structural Engineering, California State University, Fullerton Construction Technology Certificate, Riverside Community College	▪ Civil Engineer, California No. 48798 ▪ Structural Engineer, California No. 4294
Daniel Chudy, CASp **Plans Examiner/CASp Specialist** ***30+ years of experience***	BS, Civil Engineering, California State University, Long Beach	▪ California Professional Engineer, No. 58878 ▪ ICC Plans Examiner



Aaron Cowen, PE **Plan Check Engineer** ***30+ years of experience***	BS, Civil Engineering, California State University, Long Beach	▪ California Professional Engineer, No. 58878 ▪ ICC Plans Examiner
Daniel Crawford, CASp **Plan Check Engineer** **Building Inspector** ***35+ years of experience***	AA, Construction Management, College of the Desert, Palm Desert, CA AA, Business Supervision & Management, College of the Desert, Palm Desert, CA	▪ Certified Access Specialist CASp ▪ ICC Certified Building Official ▪ ICC Building Code Specialist ▪ ICC Accessibility Inspector/Plans Examiner ▪ ICC Building Inspector/Plans Examiner ▪ 332 Level III Certification
Ricardo Guzman, PE, SE **Plan Check Engineer** ***28 years of experience***	MS, Structural and Earthquake Engineering, National University of Mexico Civil Engineer Degree, National University of Mexico	▪ Professional Structural Engineer, California No. 1833 ▪ Professional Civil Engineer, California No. 21238
Kenneth Huang, PE, CASp **Plan Check Engineer/CASp Specialist** ***28 years of experience***	BS, Civil Engineering, California State Polytechnic University, Pomona	▪ Professional Engineer, California #63013 ▪ Certified Access Specialist #566 ▪ ICC Building Plans Examiner ▪ California Residential Building Inspector ▪ California Building Inspector ▪ Residential Fire Sprinkler Inspector/Plan Examiner
Ryan Miller, EIT **Plan Check Engineer** ***17 years of experience***	BS, Engineering, California State Polytechnic University AS, CAD/Drafting Technology	▪ Engineer-in-Training (EIT)
Steven Raney, CASp **Plan Check Engineer/Building Inspector** ***25 years of experience***	BS, Management, Northern Arizona University, Flagstaff, AZ	▪ Certified Access Specialist CASp ▪ ICC Certified Building Official ▪ ICC Building Code Specialist ▪ ICC Accessibility Inspector/Plans Examiner ▪ ICC California Combination Inspector ▪ ICC Building Plans Examiner
Dominick Taliulu, EIT **Plan Check Engineer** ***4 years of experience***	BS, Civil Engineering, South Dakota School of Mines & Technology	▪ Engineer-in-Training (EIT) ▪ ICC Building Plans Examiner



Carl Wilson, PE **Plan Check Engineer** ***40+ years of experience***	BS, Civil Engineering, University of New Haven	▪ Civil Engineer, California CE No. 32340 ▪ ICC Certified Plans Examiner
Allen Elkins, MCP **Building Inspector** ***40 years of experience***	AA, Construction Management, College of the Desert, Palm Desert, CA	▪ ICC Master Code Professional ▪ ICC Certified Building Official ▪ ICC Accessibility Inspector/Plans Examiner ▪ ICC Combination Inspector ▪ ICC Building Plans Examiner ▪ ICC Fire Plans Examiner
Walter Jones **Building Inspector** ***10 years of experience***	Carpenters Union Training School, Orange County, CA	▪ Residential Building Inspector ▪ Commercial Building Inspector ▪ Building Inspector ▪ Residential Electrical ▪ California Commercial Building Inspector ▪ California Residential Building ▪ California Residential Electrical Inspector
David Lackyard **Building Inspector** ***19 years of experience***		▪ ICC Commercial Building Inspector
Sarkis Nazerian **Building Inspector** ***34 years of experience***	BS, Engineering, California State University, Los Angeles, CA	▪ ICC Building Official ▪ ICC Building Inspector ▪ ICC, UPC Plumbing Inspector ▪ ICC, UMC SAT Mechanical Inspector
Steve Nickles **Building Inspector** ***16 years of experience***	Mojave Community College, AAS Fire Science	▪ ICC Residential Building Inspector ▪ ICC Residential Plumbing Inspector ▪ ICC Residential Mechanical Inspector ▪ CACEO Level I Certified Code Enforcement Officer
Manuel Rodriguez **Building Inspector** ***19 years of experience***	Rio Hondo College, Whittier, CA San Bernardino Valley College, San Bernardino, CA Rio Hondo Academy, Whittier, CA	▪ ICC Residential Combination Inspector ▪ ICC Combination Dwelling Inspector ▪ ICC Plumbing Inspector ▪ ICC Commercial Electrical Inspector ▪ ICC Building Inspector
Alan Ryzner **Building Inspector** ***22 years of experience***		▪ ICC Building Inspector ▪ ICC Plumbing Inspector ▪ ICC Mechanical Inspector ▪ ICC Electrical Inspector ▪ ICC Combination Inspector ▪ IAPMO Mechanical Inspector



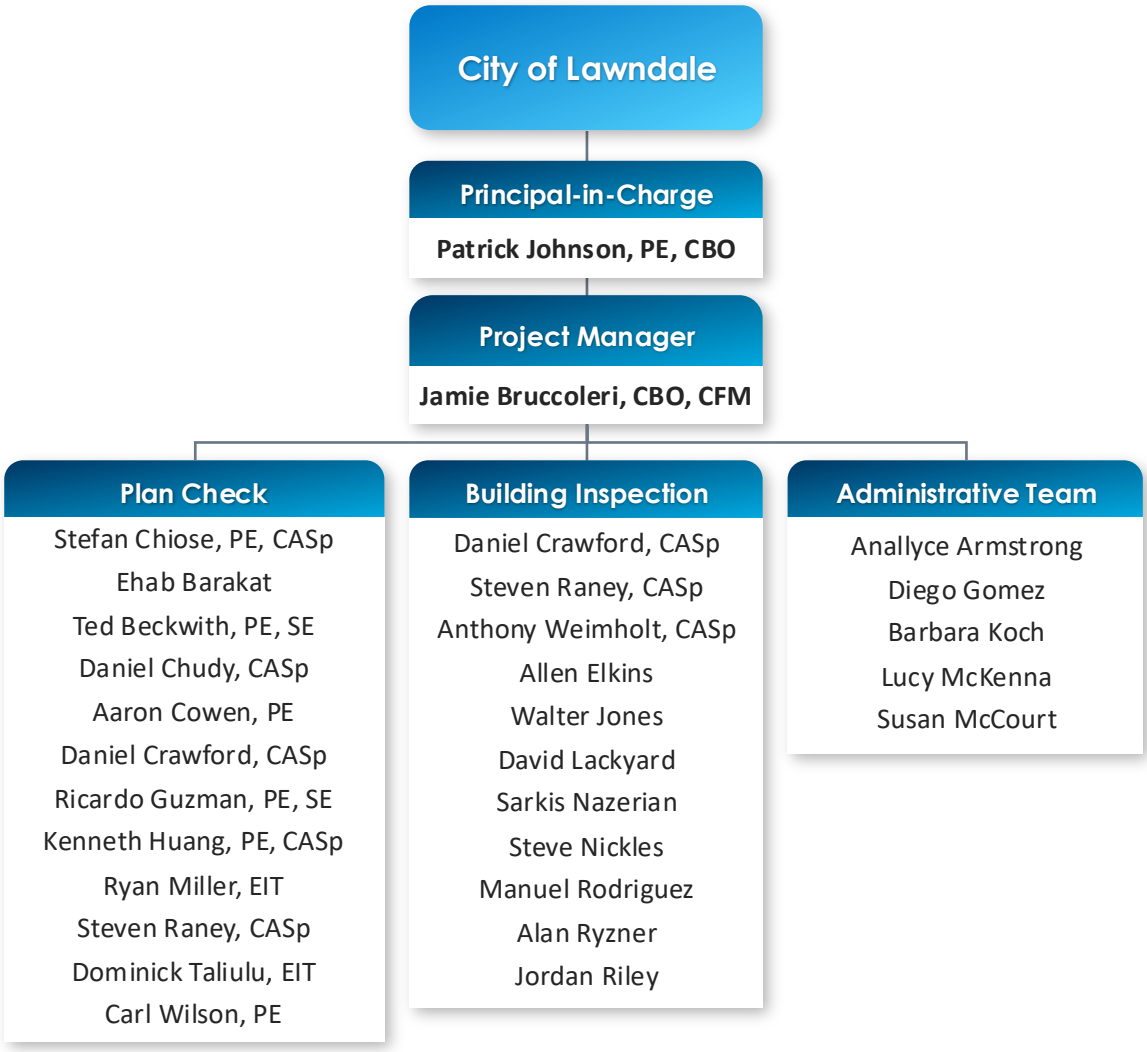
Anthony Weimholt, CASp **Building Inspector** ***16 years of experience***	AA, Cerritos Community College, Cerritos, CA	▪ ICC Building Official ▪ ICC Plans Examiner ▪ ICC Building Inspector ▪ ICC Mechanical Inspector ▪ ICC Plumbing Inspector ▪ DSA Certified Access Specialist
Jordan Wiley, MICP **Building Inspector** ***14 years of experience***	AA, Business Administration, Saddleback College Certificate of Construction Principles, Anaheim, CA	▪ ICC Master Code Professional ▪ ICC Building Official ▪ ICC Commercial Building Inspector ▪ ICC Residential Building Inspector ▪ ICC Fire Marshal ▪ ICC Accessibility Inspector/Plans Examiner ▪ ICC Building & Fire Plans Examiner ▪ ICC Commercial & Residential Combination Inspector ▪ ICC Residential Energy Inspector/Plans Examiner
Anallyce Armstrong **Permit Technician** ***11 years of experience***		▪ ICC Permit Technician
Diego Gomez **Permit Technician** ***9 years of experience***		▪ ICC Permit Technician
Barbara Koch **Permit Technician** ***12 years of experience***	BA, Political Science, University of California, Irvine MPA, University of La Verne, La Verne	▪ ICC Permit Technician
Lucy McKenna **Permit Technician** ***10 years of experience***	Sacramento College, Sacramento, CA	▪ ICC Permit Technician
Susan McCourt **Permit Technician** ***30+ years of experience***	AA in Construction Technology	▪ ICC Permit Technician ▪ ICC Building Inspector

d. Key Personnel Availability Statement

Key personnel will be available to the extent proposed for the duration of the required services and Willdan acknowledges that no person designated as “key” shall be removed or replaced without the prior written concurrence of the City.

e. Organizational Chart

The **City of Lawndale** can expect to receive the highest quality Building & Safety Services and will have access to a vast resource of continual support as our Team is committed to ensuring guaranteed satisfaction.





Detailed Work Plan

a. Understanding of the Nature of Services

The **City of Lawndale** is seeking to engage with a qualified Consultant to provide comprehensive Building & Safety Services. Under the direction of the Community Development Director, the selected Consultant will assume responsibility for managing the City's Building & Safety operations, delivering services such as Building Division Administration, Plan Review, Inspection, and Counter Operations. Services will be provided on a task order basis, with each assignment defined by a detailed scope, budget, and schedule, and authorized by the City on an as-needed basis.

b. Proposed Approach and Work Plan

Approach

Our primary goal is to ensure residents and the community's life, safety, and welfare are compliant with City, State, and Federal Codes and standards. This Proposal not only outlines our detailed understanding of the City's requirements, it also emphasizes our strategic approach to deliver effective and efficient Building & Safety Services that align with the City's objectives.

Scope of Work

The **City of Lawndale** desires to select a qualified firm to provide Building & Safety Services, including:

- Building Division Administration Personnel
  - ICC Certified Building Official (As Needed, Off-Site)
- Building Plan Review
  - ICC Certified Plans Examiner (On-Site)
  - Plan Check Engineer (On-Site)
- Building Inspections
  - ICC Certified Combination Inspector

Work Plan – Staffing Levels and Assignment Commitment

Willdan will provide dedicated Team Members to the **City of Lawndale** tailoring services to current and anticipated permit activity levels. For the base service level, Willdan proposes:

- One (1) **Building Official**
- One (1) **Plans Examiner** assigned to the Building Division counter on Tuesdays from 7:30 a.m. to 11:30 a.m.
- One (1) **Combination Building Inspector** assigned Monday through Thursday from 7:00 a.m. to 12:00 p.m.
- One (1) **Permit Technician** On-Site to fully support Building Counter operations from 7:00 a.m. to 6:00 p.m., Monday through Thursday (if requested)

Staffing levels may be adjusted, with City approval, to maintain compliance with performance standards and service demands.

Building Official Services



The Building Official is responsible for overseeing all operations of the Building & Safety Division for the **City of Lawndale**. The assigned Building Official will be qualified to perform the required management duties assigned as well as meeting the City's qualifications pertaining to certifications/licensing and experience. Willdan understands the role of the Building Official to be a liaison with City Departments including (but not limited to) Planning, Public Safety, Code Enforcement, Fire, City Attorney's Office, Public Works, Finance, and Economic Development.

Service Approach

- One (1) As-Needed, Offsite Building Official/Office Manager.
- Functions as the Building Official as set forth in the California Building Code, in other Municipal government adopted building Codes and Ordinances, and as specified in Federal and State law.
- Assists the City's Community Development Department to update the international building and safety, and fire codes, including any local amendments, in accordance with the schedules established by the State of California.



- Maintains, amends and develops Ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health, safety and welfare of its Constituents.
- Accurately identifies and evaluates new legislation/regulations in order to determine the effect upon departmental operations and recommends a sound course of action.
- Informs technical Team Members of changes to pertinent laws, rules, and regulations within established timelines to ensure a clear understanding.
- Assists in identifying and preparing plans that reflect schedule, staffing, funding sources, appropriate materials needed, technical requirements and all relevant stakeholders.
- Verifies that product quality meets established standards (e.g., Quality Assurance/Quality Control) according to divisional, departmental, and regulatory guidelines.
- Coordinates and responds to requests for information within established timelines.
- Participates in coordinating and building consensus between customers, divisions, and internal/external Agencies.
- Accurately interprets and explains rules, regulations and policies (e.g., engineering guidelines), and any changes, to staff within established timelines.
- Coordinates the training of staff in the use of applicable systems.
- Provides accurate technical guidance and relevant feedback within established timelines.
- Delivers training in a clear, technically accurate, concise, and professional manner that reflects current and sound engineering practices.
- Thoroughly prepares and makes presentations which are well organized and audience appropriate.



- Responds to inquiries accurately and thoroughly and when necessary, follows up on information or provides appropriate referrals within established timelines.
- Assigns work to be completed within stated timelines to appropriate personnel and communicates work expectations.
- Issues Certificates of Use and Occupancy (C of O) for buildings.
- Manages, coordinates and oversees the building Permit and plan review, building inspection and building counter services, so that they function as one Building & Safety organization.



- Makes determination on the approval and use of alternative materials and methods of construction. Process and prepare City Council reports and recommendations and assist in the presentation of appeals regarding Building & Safety matters as directed.
- Monitors the collection of building plan checks, inspections, permits fees, and other building activity level indicators
- Performs all other administrative Building & Safety related duties, including developing and implementing office policies and procedures, and assuring that files and plans are secure, organized, and kept up to date.
- Meets with Developers, Homeowners, Business Owners, Architects, Engineers, and the General Public at the City or in the field, as the need dictates to resolve grievances and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.
- Ensures all building-related activities are entered into the City's tracking system in an accurate, complete and timely manner.
- Selects employees for particular work assignments and assists in making recommendations for employees or release of personnel in accordance with varying workloads.
- Identifies and researches appropriate training needs and available resources to secure technical training on an-ongoing basis.
- Ensures all appropriate safety guidelines are followed and that staff members attend all required safety training.



- Ensures that Team Members work meets standards and/or expectations and is in compliance with established policies.
- Within the first thirty (30) days of the Agreement, the Consultant shall assemble and review all existing City policies, ordinances and conditions pertaining to Building Division operations and document any areas of insufficient, incomplete or missing information. Based on this review, the Consultant shall develop a timetable for the preparation or revision of policies, ordinances and conditions and present a report to the Community Development Director for consideration.
- Implements new policies and procedures to improve productivity and quality of work.
- Responds to emergency calls from the City (i.e., staff, police dispatch) at any time as deemed necessary.

Plan Review Services



Willdan will provide the **City of Lawndale** with Licensed Professionals and ICC Certified Plans Examiners. Our Plans Examiners continually attend training courses and conferences to stay current with the Code adoptions and amendments.

Service Approach

Willdan's Plans Examiners are experienced in reviewing compliance of accessibility and life-safety with the current Edition of the California Codes and Standards in conjunction with the supplemental documents (i.e. structural calculation packages, Title 24 Reports, Geotechnical Reports, Permit Application, project valuation, proposed square footage, etc.). There are no limitations for the types of construction that will be reviewed as our Plans Examiners are qualified analyzing new construction, additions, remodels, Tenant Improvements, and reconstruction projects associated with residential, commercial, mixed-use, and industrial projects.

Plans Examiners verify accuracy and compliance with the following design elements:

- One (1) Part-Time Plan Check Engineer.
- Provide an ICC Certified Plans Examiner to be available at the Building Division Counter from 7:30 a.m. to 11:30 a.m., on Tuesday, except City designated holidays, to:
  - Manage, coordinate and oversee the building permit and plan check, building inspection, and building counter processes in the absence of the Building Official.
  - Perform over-the-counter plan checks.
  - Answer technical questions from the public, including inquiries regarding building and safety codes and regulations.
  - Perform building plan checks.
  - Assist in more difficult inspections, in addition to other duties as assigned
- Performs architectural, structural, plumbing, mechanical and electrical plan review for buildings and structures for compliance with applicable Federal and State laws, building and safety codes, City ordinances, and acceptable engineering practices. Plans not checked by Consultant at the City's offices may be reviewed at the Consultant's local office.



- Confirms building use, occupancy, and type of construction, and review construction of buildings and structures to determine satisfaction of safety requirements.
- Verifies compliance with all applicable Codes adopted by the City, including, but not limited to the current edition of the:
  - International Housing Code
  - California Building Code
  - California Mechanical Code
  - California Plumbing Code
  - California Electrical Code
  - International Swimming Pool Code
  - Solar Energy Code, and Sign, Tent, and Relocated Building Codes
  - Any applicable adopted local amendment, State of California codes or regulations.



- Reviews engineering documents by accurately and thoroughly identifying discrepancies/issues that are not in compliance with applicable Codes, standards and sound engineering principles.
- Communicates review comments and feedback to relevant parties within established timelines.
- Reviews, approves and signs engineering plans, specifications, and cost estimates within established timelines.
- Conducts complex field inspections and studies to verify general conformity with engineering designs as represented on approved plans and/or industry practices.
- Develops recommendations and implements solutions that reflect an understanding of field operations/conditions and sound engineering practices.
- Resolves and documents technical discrepancies/issues in accordance with applicable Codes and engineering practices.
- Reviews and verifies work products and/or reports for accuracy prior to submission.
- Prepares and signs/stamps plans, specifications, and cost estimates within established timelines.



- Coordinates and responds to requests for information within established timelines.
- Provides higher level engineering advice to field personnel and internal customers that reflect an understanding of sound engineering principles.
- Identifies and coordinates the review of plans by appropriate personnel and/or Agencies to ensure job approach complies with professional engineering techniques and methods.
- Accurately identifies discrepancies/issues in design and/or construction phases to ensure compliance with applicable codes, standards, regulatory agencies, and sound engineering principles and communicates to all relevant parties.
- Accurately applies sound engineering principles to the job.
- Plan reviews for routine and simple structures and items shall be completed over-the-building counter. Routine and simple structures and items include, but are limited to; reroofs; patio covers; and fences/walls.
- Reviews and approve building/structural revisions to plans required during construction.
- Coordinates building permit requirements and interface with City Departments and other agencies, including but not limited to the Public Works Department, Planning Division, the Los Angeles County Fire Department and the Environmental Health Department of the County of Los Angeles. This also includes Building Division review, comment and provision of “Conditions of Approval” for site plans and building plans as part of discretionary planning applications.
- Provides expedited plan reviews when requested.

Additional Plan Review Services Approach

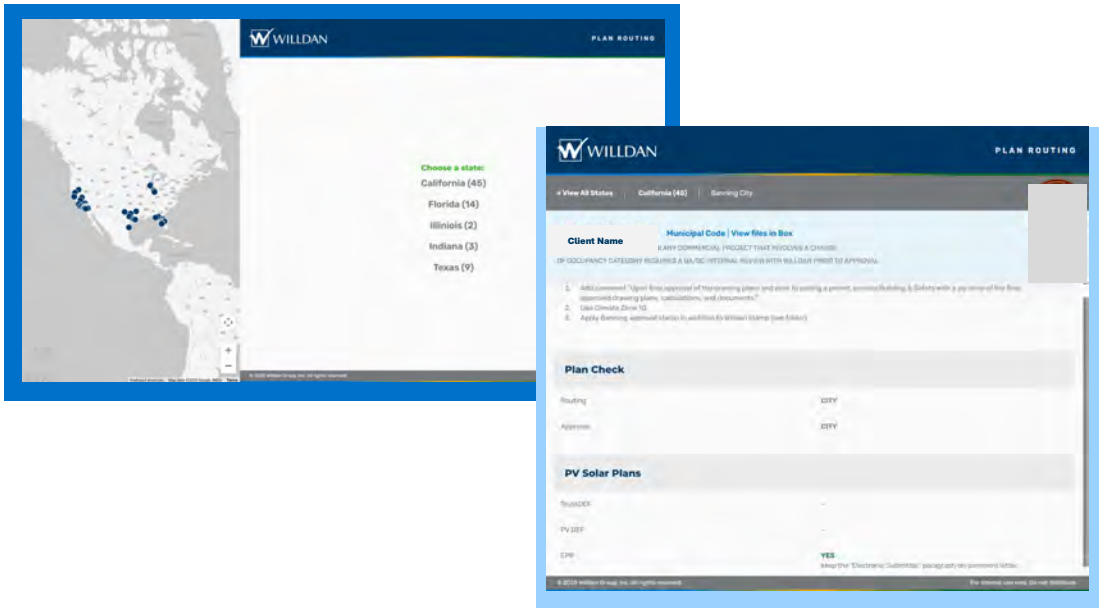
To minimize the number of review cycles, Willdan enforces a streamlining process where Plans Examiners are accessible by phone and email. It is standard practice for our Plans Examiners to call the Design Professional(s) after the second (2nd) review if the project does not appear to be approved on next cycle. We strive to approve submittals by the third (3rd) review cycle.

Our Plans Examiner Team holds frequent meetings to collaborate and discuss Code updates and specific plan review challenges (i.e. code interpretations, design issues, Client interactions, etc.). These meetings are beneficial for solving problems, improving decision making, aligning plan check lists to comply with the Municipality’s requests, and holding the Plans Examiner Team accountable. The **City of Lawndale** can expect to receive the same customized service to ensure satisfaction.



Global Jurisdiction List

We understand each Municipality requires a unique set of conditions. The Plans Examiner Team utilizes a Global Jurisdiction List that identifies each Client's specific plan review requests, climate requirements, and other relevant information applicable to the Municipality. This internal document is regularly updated and readily accessible for the Plans Examiner Team to reference during review cycles.



Building Inspection Services



Willdan's Inspectors are ICC Certified and qualified to perform residential, commercial, and industrial inspections ensuring construction complies with the City approved plans, building codes and standards, accessibility, life-safety, and supplemental documents. To comply with the **City of Lawndale** request, Willdan Inspectors will complete daily inspections of active Permits.

Service Approach

- One (1) Part-Time Combination Building Inspector
- Building Inspector are required to be at City Hall during the regular work schedule.
- The building inspector's hours are 7:00 A.M. to 12:00 P.M., Monday – Thursday, with an estimated 6-8 inspections per day.
- Upon request, provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharge and Elimination System Permit (NPDES) requirements (when applicable).
- Inspects buildings and structures, for which building permits have been issued, for compliance with the approved plans and applicable Codes and ordinances.





- Inspects for compliance and conditions of approval set forth by the City's Community and Economic Development Department, Planning Commission and/or City Council.
- Coordinates with various City and County agencies and departments, including but not limited to the Los Angeles County Fire Department, Environmental Health Department of the County of Los Angeles, and the other governmental Agencies providing services, and/or having jurisdiction over any aspects of a development project to obtain compliance with the above Building & Safety Code regulations.
- Enforces conditions of approval associated with discretionary permits regarding Building & Safety regulations, as adopted by the City.
- During inspections, issue Stop Work Orders, or Notices of Violation when violations of the above-referenced codes and regulations occur.
- Provides all vehicles, fuel, maintenance and other equipment necessary for field personnel to carry out building permit inspections and duties.
- Provides special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
- Inputs daily inspection information into the City's computer permit tracking system.



- Retrieves and verifies appropriate permits and other related documentation for scheduled inspections.
- Reviews construction plans, Codes, Ordinances, and other reference materials for the more complex projects prior to inspections to accurately identify issues and ensure compliance with applicable codes and ordinances.
- Schedules site visits within established timelines.
- Performs inspections of the larger, more complex structures and buildings (e.g., shopping malls, large restaurants, apartment complexes, etc.) within established timelines to ensure compliance with County's Building Laws and other related Federal, State, and Local Code requirements and zoning ordinances.
- Identifies deficiencies in construction site work and initiates the process to ensure compliance with Code and Ordinance requirements.
- Identifies and addresses potential safety hazards in accordance with applicable safety requirements and directives.
- Enters, updates, and organizes inspection results and relevant information into the record-keeping systems within established timelines.
- Conducts complex field inspections and studies to verify general conformity with engineering designs as represented on approved plans and/or industry practices.
- Prepares accurate and thorough field inspection and survey reports to verify general conformity with professional engineering techniques and methods in accordance with departmental and industry standards.
- Collects appropriate data to support complex design in compliance with regulatory Agency requirements and/or with division practices.
- Resolves and documents technical discrepancies/issues in accordance with applicable codes and engineering practices.
- All building inspections requested by 4:00 p.m. on a working day shall be conducted on the next working day with an a.m./p.m. commitment and a two (2) hour window.
- As special circumstances may dictate, after hour or weekend inspections will be conducted.



- At times, building inspectors shall conduct themselves in a courteous and professional manner and utilize the phone to help coordinate and narrow inspection times with applicants.

Additional Services Approach

The Willdan Inspection Team provides additional services to the Clients outside the identified Scope of Work. The Inspection Team will attend pre-construction and construction meetings with City Staff, Contractors/Developers, and Property Owners to aid in resolving field design issues.

Building Counter Services

Willdan's Permit Technicians are ICC Certified and responsible for all Building & Safety Permit document control. They understand the importance of time management, attention to detail, proficient responses, and professional customer service.



Service Approach

- One (1) Permit Technician (if requested).
- Provides service and support for the building counter a minimum of ten (10) hours per working day. The building counter shall be open to the public and sufficiently staffed from the hours of 7:00 A.M. to 6:00 P.M., Monday through Thursday, excluding City holidays. Counter hours may be subject to a reasonable change by the City, including but not limited to, the hours of 7:00 a.m. to 6:00 p.m., with the potential for staggered work hours to cover the additional time.
- Keeps written information regarding building permit application, plan check, and inspection process updates.
- Answers the building counter phone when not with a customer at the counter and return telephone calls within two hours. Respond to all email inquiries within one working day.
- On an as needed basis, assists the City in providing or updating any Building Division information on the City's website.
- Calculates building permit and plan check fees, and review permit issuance.
- Receives, processes, and issues building Permits and coordinate the plan review and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications.



- Inputs information into City's computer tracking system.
- Monitors and tracks the status of building permit applications and plan review for expiration and develop a process to notify applicants prior to the expiration of their building permits.
- Keeps daily logs of building permit and inspection activities. Submit monthly, quarterly and annual reports of Consultant's activities to the City. The reports shall include, but not be limited to, the fees collected, the staffing levels provided, the staff hours expended, the number of permits issued, the number of inspections (by type) made, and other financial, operational, and statistical information pertinent to the building plan review and inspection services process.
- Provides public information regarding building permit applications, plan review and inspection services and related matters.



- Identifies and collects all required fees for building permit applications and other Building Division services. Facilitate the collection of fees from other Department and/or Agencies that are due and payable prior to or concurrent with the issuance of a building Permit.
- Establishes, maintains and updates all forms in compliance City requirements, regulations, adopted standards, State or other laws and ordinances necessary for the operation of the Building Division, including "hand-out" sheets which explain building permit application processing procedures identified as being provided by the City.
- All approval stamps, applications, forms and other documents used in providing Building and Safety Services to the City shall be identified with the City Seal and other identification indicating that the approval stamps, applications, and documents are from the City of Lawndale. All of the stamps, applications, forms, and other documents or supplies shall be the property of the City. (Costs for the provision of these processing tools and supplies shall be the responsibility of the City.)

Additional Services Approach

The Willdan Permit Technician Team understands they are the first response for Building & Safety Services. They are knowledgeable in the Permitting process and offer friendly customer service to the residents and community.

Performance Standards & Monitoring

- Willdan will be responsible for providing monitoring information to the City that shows achievement of the performance standards and that personnel are providing helpful and courteous service to customers. The monitoring may include, but is not limited to, customer feedback through written questionnaires and interviews and observations at the building counter and during building permit inspections, and monthly statistical reports.
- The City has established Performance Standards that are to be applied to the processing of plan checks, building permits, and general service to the Public that interacts with the Community Development Department. These Performance Standards are described in subsections below. Willdan recognizes the targets established in the Performance Standards, and will adhere to these measures in the performance of its services for the City. The City reserves the right to add, amend or eliminate Performance Standards at any time during the term of this Agreement. The City may use the Performance Standards to gauge the effectiveness of Willdan's service to the City. At the City's request, Willdan will be responsible for providing monitoring information which shows that personnel providing services to the City are achieving the Performance Standards.
- Willdan provide services which meet the following maximum expected turn-around-times for plan check and inspection services. In practice, Consultant shall provide these services with the fastest turnaround-time feasible.

Compliance with California Standards Code

Willdan's Building & Safety Division tailors every assignment with a solutions-oriented approach. Our Team will ensure all projects and associated documentation are compliant with the current Edition of the Building Codes and Amendments along with extensive knowledge of applicable building construction standards and listings.



The Willdan Advantage – Ancillary Services

We offer a variety of customizable services to each Client making us an ideal partner.

CASp Services

Our CASp Plans Examiners and Inspectors provide accessibility evaluations of the building and site to report non-compliant accessibility implementations. If requested by the City, the CASp Inspector may assist with legal support and act as an expert witness. CASp Inspection services are conducted with a minimum of 24-hour notice.



Disaster Response & Inspection Services

For over two decades, we have assisted local and regional communities recovering from firestorms, floods, earthquakes, landslides, mudslides, and other disasters. Amid the turmoil, Willdan supports communities with rebuilding their homes and businesses while ensuring the protection of public life-safety. We are equipped to promptly mobilize during catastrophes/disasters, emergencies, and pandemics allowing us to establish a reputation for innovative disaster recovery assistance approaches.





The Willdan Team is ready to assist by providing efficient means of reviewing and approving building Permit Applications as well as providing prompt construction inspections for affected Property Owners. We understand that most local and regional Government Agencies are hard pressed to maintain normal services while assisting residents and businesses impacted by a major disaster. For example, on April 11, 2023, Willdan signed a contract with the Town of Paradise to perform Building and Safety plan reviews and inspection services for their on-call Post-Fire Rebuilding Assistance project. Paradise was in the direct line of the 2018 Camp Fire, at the time the deadliest and most destructive wildfire in California's history.

Code Enforcement Services

The Willdan Code Enforcement Team assists Government Agencies with the difficult task of maintaining the Citizen's quality of life. Willdan's Team offers extensive Municipality experience in neighborhood preservation, housing inspection, and code enforcement. Team Members are well versed in the challenges the City faces and will offer effective solutions to resolve the most difficult of code violations. Willdan's Code Enforcement Team provides services to over 100 municipalities in California, most within the Southern California region.



Fire Services

Willdan's Fire Service Team specializes in critical fire life-safety protection serving Municipalities throughout California for over 45 years. We will work with the City to establish a system that works best for the City. The Team is comprised of both ICC and State certified Plans Examiners, Inspectors, Fire Marshals, and fire protection Engineers to fulfill the broad range of critical fire life-safety protection services.



Willdan Engineering's Supplemental Services

Willdan provides supplemental services to Municipalities upon request. The additional services include, but not limited to:

- Field engineering, investigations, assessments, and reports
- Optimizing solutions pertaining to energy savings
- System improvements to ensure optimal performance and resiliency
- Innovative design to address environmental challenges
- Commissioning and retro-commissioning services for new and existing infrastructure
- Construction Management
- Public Works
- Geotechnical
- Right-of-Way Engineering
- Municipal Financial Services
- Quality Assurance
- Energy Performance







c. Approach to Managing Resources

Response Times

Willdan understands the importance of prompt and efficient response times. Our Team Members are trained to respond to emails and phone calls within a 24-hour period. Additionally, Willdan's Plans Examiner Team and Inspection Team will adhere to the **City of Lawndale's** response turnaround schedules identified below.

Plan Review Response Times

Willdan Plans Examiners will adhere to the response turnaround schedule as follows:

Project Type	Standard Turnaround Time Initial Review in Business Days	Standard Turnaround Time Sequential Reviews in Business Days	Expedited Turnaround Time in Business Days
Single Family Residential			
New Construction	10 Business Days	5 Business Days	5 - 7 Business Days
Addition/Remodel	5 Business Days	5 Business Days	5 - 7 Business Days
Multi-Family Residential, Commercial, & Industrial			
New Construction	10 Business Days	5 Business Days	7 Business Days
Addition/Remodel	5 Business Days	5 Business Days	7 Business Days
Large Scale High Density Multi-Family			
New Construction	15 Business Days	5 Business Days	7 - 10 Business Days
Tenant Improvement	10 Business Days	5 Business Days	7 - 10 Business Days

**Expedited plan check requests shall be completed upon the request of City Management Staff.

Inspection Response Times

Willdan Inspection Team will adhere to the City of Lawndale's requirement of Monday – Thursday from 7:00am to 12:00pm. Inspection requests for the following day are to be received prior to 4:00pm the day prior.

Cutting Edge Technology



We stay abreast of the latest technologies that are integrated into the industry. Willdan's Permit Technicians and Building Inspectors are well-versed using comprehensive cloud-based Permit management systems.

Willdan's Plans Examiner Team has been providing electronic plan review services to Municipalities of all structures and sizes for over 20 years. This service allows for online collaboration between City Staff, Design Professionals, Property Owners, and Plans Examiners; thereby expediting the plan review process. The Plans Examiner Team is proficient in using Bluebeam Revu and Bluebeam Sessions software. Additionally, the Permit Technicians will utilize our internal plan review tracking system **GeoCivix** to ensure the response times remain punctual.

We understand Artificial Intelligence (AI) is on the minds of everyone from Municipal Code Officials to industry professionals. Our Team remains committed to attending sessions and conferences that



provide an overview of AI tools and how they are being delivered into new functions, features, and technologies revolutionizing the workplace space.

Schedule of Rates

Per RFP requirements, we have provided our schedule of rates as a separate attachment.

Appendices

Modification, Changes or Exceptions to the City Agreement for Contract Services

Our attorneys request the following edits (removal, additions, comments) that we have marked in red to the contract in sections 5.2 (b), 6.3, 6.4, and 7.2.

5.2 (b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, employees or subcontractors of Consultant. Notwithstanding the foregoing, Consultant's obligation to indemnify shall not extend to liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees) that arise out of the active or sole negligence or misconduct of the indemnified parties.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Consultant, its employees, and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. City's re-use of such documents for any purpose other than as set forth in the Agreement shall be at City's sole risk. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will beconsidered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may berequired by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City



Attorney of City, voluntarily provide declarations,letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered"voluntary" provided Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, its officers, employees, or agents beserved with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. City retainsthe right, but has no obligation, to ~~represent Contractor or~~ be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review anyresponse to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

7.2 Retention of Funds. Consultant hereby authorizes City to deduct from any amount payable to Consultant (~~whether or not~~ arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which Citymay be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, City may withhold from anypayment due, without liability for interest because of such withholding, anamount sufficient to cover such claim. The failure of City to exercise s uchright to deduct or to withhold shall not, however, affect the obligations of theConsultant to insure, indemnify, and protect City as elsewhere provided herein.



Affidavit of Non-Collusion and Non-Discrimination

Affidavit of Non-Collusion and Non-Discrimination

I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the above statements are true and accurate.

Authorized Official:

Signature: _____

Date: January 20, 2026

Name: Patrick Johnson, PE, CBO

Title: Director of Building & Safety, Code Enforcement, and Fire Services



Federal Lobbyist Requirements

Affidavit of Non-Federal Lobbyist Requirement

Name of Firm: Willdan Engineering
Address: 13191 Crossroads Parkway North, Suite 405, Industry, CA 91746-3443

Telephone: 562-908-6200

I hereby swear (or affirm) under the penalty of perjury:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;

2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions, and;

3. The above-name firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Authorized Official:

Signature: 

Date: January 20, 2026

Name: Patrick Johnson, PE, CBO

Title: Director of Building & Safety, Code Enforcement, and Fire Services



Debarment and Suspension Certificate

Debarment and Suspension Certification

Name of Firm: Willdan Engineering

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and not does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this IFB/RFP/RFQ.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

Authorized Official:

Signature: _____

Date: January 20, 2026

Name: Patrick Johnson, PE, CBO

Title: Director of Building & Safety, Code Enforcement, and Fire Services



Certificate of Compliance with Labor Code Section 3700

Certificate of Compliance with Labor Code Section 3700

Labor Code Section 3700, in relevant part, provides:

> "Every employer except the state shall secure the payment of compensation in one or more of the following ways:
>
> (a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
>
> (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which certificate may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees, …."

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. I shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Willdan Engineering
Name of Firm

Signature

Patrick Johnson, PE, CBO, Director of Building & Safety, Code Enforcement, and Fire Services
Print Name

January 20, 2026
Date

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under the contract.)

{SR221718}

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

ON-CALL BUILDING AND SAFETY SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this 20th day of April, 2026, by and between the City of Lawndale, a municipal corporation ("City"), and Willdan Engineering ("Contractor"). The term Contractor includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Contractor shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Contractor warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Contractor's Proposal. The Scope of Services shall include the Contractor's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.

1.4 Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably

contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefor.

1.7 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.8 Environmental Laws. Contractor shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of four hundred fifty thousand dollars ($450,000) ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City.

Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the first (1st) working day of such month, Contractor shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Contractor for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form. City will review each invoice submitted by Contractor to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Contractor for correction and resubmission. City reserves the right to withhold future payment to Contractor if any aspect of the Contractor's work is found substantially inadequate.

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2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Contractor's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion of the services no later than June 30, 2027. This Agreement shall begin on the Effective Date and will automatically be renewed from year to year for successive one (1) year periods thereafter unless and until terminated. Either Party may terminate this Agreement at any time by providing the other Party with at least ninety (90) days' written notice, unless otherwise specified in this Agreement.

4.0 COORDINATION OF WORK

4.1 Representative of Contractor. Jamie Bruccoleri is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of

this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Contractor without the express written approval of City.

4.2 Contract Officers. The City's City Manager and Community Development Director are hereby designated as the representatives of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officers"). It shall be the Contractor's responsibility to assure that the Contract Officers are kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by City to the Contract Officers. The City may designate another Contract Officer by providing written notice to Contractor.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

(a) Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Contractor or its employees, perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Contractor represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Contractor as employees. Contractor shall not at any time or in any manner represent that it or any of its employees are employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor. In the event that Contractor or any employee of Contractor providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Contractor shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Contractor or any staff used to provide services under this Agreement are employees of the City.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance. Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with

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an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than $1,000,000.00 per occurrence for all covered losses and no less than $2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000.00 per accident for all covered losses.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A policy of Professional Liability insurance appropriate to the contractor's profession in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Contractor has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Contractor agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible. If the Contractor's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Contractor.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall

require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782.8 applicable to services provided by a "design professional", Contractor shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Contractor shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, employees, or subcontractors of Contractor. Notwithstanding the foregoing, Contractor's obligation to indemnify shall not extend to any liability that arises out of the active or sole negligence or misconduct of the indemnified parties.

6.0 RECORDS AND REPORTS

6.1 Reports. Contractor shall periodically prepare and submit to the Contract Officers such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Contractor hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officers of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

6.2 Records. Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officers to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officers shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of

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the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Contractor's business, custody of the books and records may be given to City, and access shall be provided by Contractor's successor in interest. Notwithstanding the above, the Contractor shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. City's re-use of such documents and materials for any purpose other than as set forth in the Agreement shall be at City's sole risk. Contractor may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. City retains the right, but has no obligation, to be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

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7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Contractor hereby authorizes City to deduct from any amount payable to Contractor (arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect City as elsewhere provided herein.

7.3 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Contractor shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.6 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable

costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Contractor. Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Contractor shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Contractor will be performing a specialized or general service for the City and there is substantial likelihood that the Contractor's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Contractor and its officers or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Contractor covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Contractor, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous

negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

9.4 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement is binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.6 Counterparts. 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. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart. The parties hereby expressly agree to the use of electronic signatures, which shall be deemed to have the same effect as an original signature. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Contractor and by the City Council or City Manager, as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY:
CITY OF LAWNDALE,
a municipal corporation

By: _____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONTRACTOR:
Willdan Engineering
a California corporation

By: _____
Name: Kate Nguyen
Title: Secretary

By: _____
Name: Vanessa Muñoz
Title: President

Address:
13191 Crossroads Parkway North, Suite 405
City of Industry, CA 91746

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EXHIBIT "A"

SCOPE OF SERVICES

I. Consultant will perform the following Services on an on-call, Task Order basis, with each Task Order containing a detailed task order scope, budget and schedule for complete, to be pre-authorized by the City's Contract Officers.

Since 1964, the City of Lawndale has contracted with Los Angeles County Department of Public Works for most development-related services, including Building and Safety and Engineering services. Contractor will assume responsibility for the operation of Building and Safety, to provide building and safety services, including Building Division Administration, Building Plan Check, Building Inspections, ands Building Counter Operations.

A. Building Division Administration
B. Building Plan Check
C. Building Inspections
D. Building Counter Operations

More specifically, the Services will include the following to be performed at City Hall:

Issuing and Processing Permits:

Process and issue building, mechanical, electrical, plumbing, sewer, grading, landscape, and pool permits. These responsibilities include:

- Review and verify work products and/or reports for accuracy prior to submission.
- Maintain organized and accurate project records (e.g., permits, record drawings, designs, etc.) according to departmental retention requirements to ensure quick retrieval upon request.
- Coordinate and respond to requests for information within established timelines.
- Identify and clarify technical information (e.g., building permit requirements, zoning regulations, etc.) to customers and direct/refer them to the appropriate agencies, as needed.
- Review plans and provide accurate and complete code-compliance information relevant to the customer's request.
- Review and check forms (e.g., permit applications, bonds, easements, affidavits, etc.) for accuracy, completeness (including required documentation and authorized signatures) and compliance with relevant codes and regulations before submittal.

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- Issue complete and accurate permits according to appropriate codes and departmental policies.

- Calculate and collect the appropriate fees according to established policies and fee schedules.

- Greet callers and office visitors promptly and courteously according to departmental customer service standards.

- Respond promptly to all email inquiries.

Plan Review and Plan Approval

Plan review and plan approval for construction, including architectural and structural plans, mechanical, electrical, and plumbing plans, soils and geotechnical plans, drainage and grading plans, methane gas mitigation plans. These responsibilities include:

- Review engineering documents by accurately and thoroughly identifying discrepancies/issues that are not in compliance with applicable codes, standards and sound engineering principles.

- Communicate review comments and feedback to relevant parties within established timelines.

- Review, approve and sign engineering plans, specifications, and cost estimates within established timelines.

- Conduct complex field inspections and studies to verify general conformity with engineering designs as represented on approved plans and/or industry practices.

- Develop recommendations and implement solutions that reflect an understanding of field operations/conditions and sound engineering practices.

- Resolve and document technical discrepancies/issues in accordance with applicable codes and engineering practices.

- Review and verify work products and/or reports for accuracy prior to submission.

- Prepare and sign/stamp plans, specifications, and cost estimates within established timelines.

- Coordinate and respond to requests for information within established timelines.

- Provide higher level engineering advice to field personnel and internal customers that reflect and understanding of sound engineering principles.

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- Identify and coordinate the review of plans by appropriate personnel and/or agencies to ensure job approach complies with professional engineering techniques and methods.

- Accurately identify discrepancies/issues in design and/or construction phases to ensure compliance with applicable codes, standards, regulatory agencies, and sound engineering principles and communicates to all relevant parties.

- Perform in person plan check services once a week on Tuesdays from 7:30 am to 11:30 am.

Building Inspections:

Provide inspections throughout the construction process until projects are completed and can be signed-off. Minimum required certifications are a valid certification in building inspection and a valid certification in one of the following: electrical, plumbing or mechanical inspection from a recognized code certification organization in a code used by Los Angeles County. These responsibilities include:

- Retrieve and verify appropriate permits and other related documentation for scheduled inspections.

- Review construction plans, codes, ordinances, and other reference materials for the more complex projections prior to inspections to accurately identify issues and ensure compliance with applicable codes and ordinances.

- Schedule site visits within established timelines.

- Performance inspections of larger, more complex structures and buildings (e.g., shopping malls, refineries, large restaurants, apartment complexes, etc.) within established timelines to ensure compliance with County's Building Laws and other related federal, state, and local code requirements and zoning ordinances.

- Identify deficiencies in construction site work and initiate the process to ensure compliance with code and ordinance requirements.

- Enter, update, and organize inspections results and relevant information into the record-keeping systems within established timelines.

- Conduct complex field inspections and studies to verify general conformity with engineering designs as represented on approved plans and/or industry practices.

- Prepare accurate and thorough field inspection and survey reports to verify general conformity with professional engineering techniques and methods in accordance with departmental and industry standards.

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- Collect appropriate data to support complex design in compliance with regulatory agency requirements and/or with division practices.

- Resolve and document technical discrepancies/issues in accordance with applicable codes and engineering practices.

Building Official/Office Manager:

Provide Building Official/Office Manager services. Minimum required certifications are a California licensed professional engineer. These responsibilities include:

- Assist in identifying and preparing plans that reflect schedule, staffing, funding sources, appropriate materials needed, technical requirements and all relevant stakeholders.

- Verify that product quality meets established standards (e.g., Quality Assurance/Quality Control) according to divisional, departmental, and regulatory guidelines.

- Coordinate and respond to requests for information within established timelines.

- Participate in coordinating and building consensus between customers, divisions, and internal/external agencies.

- Accurately identify and evaluate new legislation/regulations in order to determine the effect upon departmental operations and recommends a sound course of action.

- Inform technical staff of changes to pertinent laws, rules, and regulations within established timelines to ensure a clear understanding.

- Accurately interpret and explain rules, regulations, and policies (e.g., engineering guidelines), and any changes, to staff within established timelines.

- Coordinate the training of staff in the use of applicable systems.

- Provide accurate technical guidance and relevant feedback within established timelines.

- Deliver training in a clear, technically accurate, concise, and professional manner that reflects current and sound engineering practices.

- Thoroughly prepare and make presentations which are well organized and audience appropriate.

- Respond to inquiries accurately and thoroughly and when necessary, follow up on information or provides appropriate referrals within established timelines.

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- Assign work to be completed within stated timelines to appropriate personnel and communicate work expectations.

- Implement new policies and procedures to improve productivity and quality of work.

- Select employees for particular work assignments and assist in making recommendations for employees or release of personnel in according with varying workloads.

- Identify and research appropriate training needs and available resources to ensure technical training on an on-going basis.

- Ensure all appropriate safety guidelines are followed and that staff members attend all required safety training.

- Ensure that staff work meets standards and/or expectations and is in compliance with established policies.

The services will also include the following some of which, where contextually suggested, will be performed at City Hall:

Building Division Administration:

Contractor shall provide an ICC Certified Building Official. The Building Official shall be responsible for the daily administration of the Building Division activities, and shall perform the following services, including but not limited to:

- Function as the Building Official as set forth in the California Building Code, in other City adopted building codes and ordinances, and as specified in Federal and State law.

- Issues Certificates of Use and Occupancy for buildings and structures.

- Manage, coordinate and oversee the building permit and plan check, building inspection, building counter services so that they function as one building and safety organization.

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

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- Make determinations on the approval and use of alternative materials and methods of construction.

- Process and prepare Planning Commission and City Council reports and recommendations, and assist in the presentation of appeals regarding building and safety matters. Attend City Council, Planning Commission and other meetings as directed.

- Make final interpretations concerning the application of building and safety codes.

- Monitor the collection of building plan check, inspection, and permit fees and other building activity level indicators, submit monthly activity reports to the City based on this information, and notify the City of any staffing changes necessary to maintain the performance standards.

- Perform all other administrative building and safety related duties, including developing and implementing office policies and procedures and assuring that files and plans are secured, organized and kept up to date.

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

- Ensure all building related activity is entered into the City's permit tracking system in an accurate, complete and timely manner.

Consultant shall provide to the City the technical assistance necessary to prepare the periodic updates of the uniform building and safety, and fire codes, including any local amendments, in accordance with the schedules established by the State of California, including:

- Prepare the City's code ordinance updates, staff reports and attend City Council meetings.
- Coordinate with the Los Angeles County Fire Department and prepare the City code ordinance update regarding periodic updates to the Uniform Fire Code, including any local amendments, and ensure that the City's building and safety codes and the changes to the Uniform Fire Codes are cross-referenced.

Within the first thirty days of the Agreement, Consultant shall assemble and review all existing City policies, ordinances and conditions pertaining to Building Division operations and document any areas of insufficient, incomplete or missing information.

Based on this review, Consultant shall develop a timetable for the preparation or revision of policies, ordinances and conditions and present a report to the

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Community Development Director for consideration.

Building Plan Check Services:

Provide an ICC Certified Plans Examiner to be available at the Building Division Counter from 7:30 a.m. to 11:30 a.m., on Tuesdays, except City designated holidays, to:

- Manage, coordinate and oversee the building permit and plan check, building inspection, building counter and building code enforcement processes in the absence of the Building Official.
- Perform over-the-counter plan checks.
- Answer technical questions from the public, including inquiries regarding building and safety codes and regulations.
- Perform plan checks.
- Assist in more difficult inspections in addition to other duties as assigned.
- Have the ability to serve as Acting or Deputy Building Official in the absence of the Building Official/Community Development Director.

Perform architectural, structural, plumbing, mechanical and electrical plan check review for buildings and structures for compliance with applicable Federal and State laws, building and safety codes, City ordinances, and acceptable engineering practices. Plans not checked by Consultant at the City's offices may be plan checked at the Consultant's local office.

Confirm building use, occupancy, and type of construction, and review construction of buildings and structures to determine satisfaction of safety requirements.

Check for compliance with all applicable codes adopted by the City, including, but not limited to: Uniform Housing Code, California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Swimming Pool Code, Uniform Solar Energy Code, and Sign, Tent, and Relocated Building Codes and any applicable adopted local amendment, State of California codes or regulations.

Review and approve building/structural revisions to plans required during construction.

Calculate building permit and plan check fees, and review permit issuance.

Coordinate building permit requirements and interface with City Departments and other agencies, including but not limited to the Public Works Department, Planning Division, the Los Angeles County Fire Department and the Environmental Health Department of the County of Los Angeles. This also includes Building Division review, comment and provision of "conditions of approval" for site plans and building plans as part of discretionary planning applications.

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Provide expedited plan check when requested by the City.

Building Inspection Services:

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

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

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

Coordinate with various City and County agencies and departments, including but not limited to the Los Angeles County Fire Department, Environmental Health Department of the County of Los Angeles and other governmental agencies providing services, and/or having jurisdiction over any aspect of a development project in order to obtain compliance with the above building and safety codes and regulations.

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

During inspections, issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.

Provide all vehicles, fuel, maintenance and other equipment necessary for field personnel to carry out building permit inspections and duties.

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

Input daily inspection information into the City's computer permit tracking system. Building Code Enforcement:

Provide inspection, investigation, and enforcement for violations to all the above-referenced building and safety codes and regulations, as well as other adopted City ordinances which relate to building and safety issues, such as various sections of the City's Noise and Nuisance Abatement Ordinances.

During inspections, prepare, document and issue stop/correct work notices, or notices of violation when violations of the above-referenced codes and regulations occur.

Prepare inspection logs, notice of violations and other documents of building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.

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Building Counter Operations:

Receive, process and issue building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications. Input information into city's computer tracking system.

Monitor and track the status of building permit applications and plan checks for expiration and develop a process to notify applicants prior to the expiration of their building permits.

Keep daily logs of building permit and inspection activities. Submit monthly, quarterly and annual reports of Contractor's activities to the city. The reports shall include, but not be limited to, the fees collected, the staffing levels provided, the staff hours expended, the number of permits issued, the number of inspections (by type) made, and other financial, operational, and statistical information pertinent to the Building Plan Check and Inspection services process.

Provide public information regarding building permit applications, plan check and inspection services and related matters.

Identify and collect all required fees for building permit applications and other Building Division services. Facilitate the collection of fees from other department and/or agencies that are due and payable prior to or concurrent with the issuance of a building permit.

Establish, maintain and update all forms in compliance City requirements, regulations, adopted standards, State or other laws and ordinances necessary for the operation of the Building Division, including "hand-out" sheets which explain building permit application processing procedures identified as being provided by the City.

All approval stamps, applications, forms and other documents used in providing Building and Safety Services to the City shall be identified with the City Seal and other identification indicating that the approval stamps, applications, and documents are from the City of Carson. All of the stamps, applications, forms, and other documents or supplies shall be the property of the City. (Costs for the provision of these processing tools and supplies shall be the responsibility of the City.)

Performance Standards & Monitoring:

The Consultant shall be responsible for providing monitoring information to the City that shows achievement of the performance standards and that personnel are providing helpful and courteous service to customers. The monitoring may include, but is not limited to, customer feedback through written questionnaires and interviews and observations at the building counter and during building permit inspections, and monthly statistical reports.

City has established Performance Standards that are to be applied to the processing of plan checks, building permits, and general service to the public that interacts with the Community Development Department. These Performance Standards are described in subsections below. Consultant recognizes the targets established in the Performance Standards, and will adhere to these measures in the performance of its services for the City.

The City reserves the right to add, amend or eliminate Performance Standards at any time during the term of this Agreement. The City may use the Performance Standards to gauge the effectiveness of Consultant's service to the City. At the City's request, the Consultant shall be responsible for providing monitoring information which shows that personnel providing services to the City are achieving the Performance Standards.

Consultant shall provide services which meet the following maximum expected turn-around-times for plan check and inspection services. In practice, Consultant shall provide these services with the fastest turn-around-time feasible. Additionally, the following Performance Standards shall be used as a guide to determine staff levels.

- Plan Check - The initial check for building plans for new large scale high density multi-family and mixed-use projects shall be completed within twenty (20) working days or less from the date of plan submittal. The initial check of building plans for new commercial, industrial and residential buildings shall be completed within ten (10) working days or less from the date of plan submittal.

  The initial check of building plans for commercial, industrial and residential remodels, renovations and additions shall be completed within five (5) working days or less from plan submittal.

  All rechecks of building plans shall be completed within five (5) working days or less from resubmittal.

  Plan Check review for routine and simple structures and items shall be completed over-the-building counter. Routine and simple structures and items include, but are limited to; reroofs; patio covers; and fences/walls.

- Inspection – All building inspections requested by 4:00 p.m. on a working day shall be conducted on the next working day with an a.m./p.m. commitment and a two (2) hour window.

  As special circumstances may dictate, after hour or weekend inspections will be conducted.

  At all times, building inspectors shall conduct themselves in a courteous and professional manner and utilize the phone to help coordinate and narrow inspection times with applicants.

On an as needed basis, assist the City in providing or updating any Building Division information on the City's website.

I. In addition to the requirements of Section 6.1 and pursuant to the Task Order's project-specific Scope of Services, the Contract Officers may require the Contractor to provide the following deliverables, as applicable:

A. As requested by the Contract Officers.

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II. All work products are subject to review and acceptance by the City, and must be revised by the Contractor without additional charge to the City until found satisfactory and accepted by City.

III. Contractor will utilize qualified personnel with the following titles to perform the Services required by the applicable Task Order. Consultant shall obtain the Contract Officer's advanced written approval when replacing any individual assigned to perform services on Task Orders:

A. Jamie Bruccoleri, CBO, CFM, Project Manager and Building Official

B. Patrick Johnson, PE, CBO, Principal-in-Charge

C. Stefan Chiose, PE, CBO, City Plans Examiner Supervisor

Other Provisions:

1. Hazardous Materials - City acknowledges that Contractor's scope of services for this project does not include any work related in any way to asbestos and/or hazardous waste. Should Contractor or any other party encounter such materials on the job site, or should it in any other way become known that such materials are present or may be present on the job site or any adjacent or nearby areas which may affect Contractor's work, Contractor may, at its option, terminate work on the project until such time as City retains a specialist contractor to abate and/or remove the asbestos and/or hazardous waste materials and warrant that the job site is free from any hazard which may result from the existence of such materials.

2. Independent Contractor Status – Contractor shall be an independent contractor and shall have responsibility for and control over the details and means of providing the services under this Contract.

3. Suspension of Work - City may, at any time, by fifteen (15) days written notice, suspend further performance by Contractor. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Contractor shall be paid for all services performed and reimbursable expenses incurred prior to the suspensions date.

    a. be litigated in Superior Court, State of California.

DRAFT

EXHIBIT "B"

SCHEDULE OF COMPENSATION

Title / Hourly Rate

Certified Building Official - $165
Senior Building Inspector - $120
Building Inspector - $110
Plan Check Engineer - $155
Senior Plans Examiner - $140
Plans Examiner - $130
Geotechnical Engineer - $226
CASp Specialist - $145
Senior Permit Technician - $85
Permit Technician - $75
Administrator Assistant - $65

ADDITIONAL SERVICES

Title / Hourly Rate

Fire Inspector - $120
Fire Marshal - $165
Fire Plans Examiner - $140
Code Enforcement Officer - $95
Code Enforcement Manager - $135

Expedited plan review will be billed at 1.35× of the hourly rate, Overtime and holiday inspectors will be billed at 1.5× the hourly rate. Mileage for inspections will be billed at the current IRS Standard Milage Rate. Willdan reserves the right to increase rates once per year by up to the 12-month percentage change in the Consumer Price Index (CPI) for the area.

DRAFT

EXHIBIT "C"

SCHEDULE OF PERFORMANCE

1. Contractor shall perform all Services on an on-call basis, Task Order basis, as set forth in Exhibit "A".

2. Contractor shall deliver the following tangible work products to the City by the following dates.

   A. As requested by the Contract Officers

3. The Contract Officers may approve extensions of performance of the services in accordance with Section 3.2.

DRAFT

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Lucho Rodriguez, Public Works Director Nick Petrevski, Associate Engineer
SUBJECT:	**Appropriate Additional Funding for CDBG Project No. 602719-24**

BACKGROUND

On March 16, 2026, City Council awarded a construction contract to CJ Concrete Construction, Inc. in the amount of $137,543 for the Community Development Block Grant (CDBG) project no. 602719-24. Additionally, City Council approved contingency and consultant funding for the project.

STAFF REVIEW

On March 16, 2026, City Council approved the CDBG project with the staff report discussing a construction budget that included a contingency amount of $70,000 intended to address unforeseen conditions and expand the project's scope of work. However, the official recommendation language in the staff report stated a $35,000 contingency, which became the actual amount appropriated for the project, resulting in the omission of $35,000 in contingency funds from the documented authorization request.

This request for Council action intends to clean up the clerical discrepancy within the March 16, 2026, staff report and appropriate the additional $35,000 in contingency to complete the project.

The project construction started on March 30, 2026, and was completed within the 25 working days the contract allowed on May 1, 2026. During construction, staff identified and performed repairs at additional locations, within the project area, where expanded sidewalk and curb and gutter replacement was warranted. The additional appropriation of $35,000 in contingency funds, as anticipated in the entire previous staff report except the recommended action, will cover the additional work completed.

These improvements are consistent with the original project goals and represent a cost-effective use of already approved budget.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

There is no increase to the overall project budget. The requested $35,000 is part of an existing approved budget of earmarked funds. This action simply corrects the prior clerical omission and authorizes use of funds already designated for the project from the CDBG FY 2024-25 (214-445-700.146) and Additional Unallocated Funding (214-445-700.146) accounts.

RECOMMENDATION

Staff recommends that the City Council authorize the appropriation of the previously approved contingency funds in the amount of $35,000 to the CDBG Project No. 602719-24 Various Locations ADA Sidewalks & Access Ramps Project.

Attachments

A. Construction Agreement.pdf

B. Original Staff Report.pdf

Attachment A

AGREEMENT

THIS AGREEMENT, made and entered into by and between the **CITY OF LAWNDALE, CALIFORNIA,** hereinafter referred to as the **"City,"** and **CJ Concrete Construction, Inc.** hereinafter referred to as the **"Contractor,"**

WITNESSETH: That the parties hereto do mutually agree as follows:

ARTICLE I: For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by said City, said Contractor agrees with said City to construct the work under the City's specification entitled **"BN-2602-02 Community Development Block Grant (CDBG) 602719-24 Project"** and to perform and complete in a good and workmanlike manner all the work pertaining thereto shown on the drawings and described in the specifications herein, to furnish at his own proper cost and expense all tools, equipment, labor, and materials necessary therefor, except such material and equipment as in said specifications as expressly stipulated to be furnished by said City, and to do everything required by this Agreement and the said specifications and plans.

ARTICLE II: For furnishing all said materials and labor, furnishing and removing all plant, temporary works or structures, tools and equipment and doing all the work contemplated and embraced in this Agreement, also for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties which may arise from or be encountered in the prosecution of the work until its acceptance by said City, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work, except such as in the said specifications are expressly stipulated to be borne by said City, and for well and faithfully completing the work the whole thereof, in the manner shown and described in said drawings and specifications and in accordance with the requirements of the Engineer, said City will pay and said Contractor shall receive in full compensation therefor the prices named in the Bidding Schedule of the Bid hereto attached.

ARTICLE III: City agrees to pay and Contractor agrees to accept in full payment for this Work or Improvement the stipulated sum of **One Hundred Thirty Seven Thousand, Five Hundred Forty Three and 00/100 Dollars ($137,543.00).**

City agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

ARTICLE IV: All work to be done under this contract shall be completed within **TWENTY FIVE (25) consecutive working days**, exclusive of maintenance periods, beginning on the date stipulated in the written Notice to Proceed issued by the Engineer. Any changes in time and/or price are to be submitted to the City Engineer, in writing, within 2 days of the occurrence giving rise to the request and shall request a formal decision from the City within 10 days and shall include data supporting the request.

ARTICLE V: Time is of the essence with respect to the performance by Contractor of its duties. Failure of the Contractor to complete the work within the time allowed will result in damages being sustained by the City. Such damages are, and will continue to be, impracticable and extremely difficult to determine. For each consecutive calendar day, or portion thereof, in excess of the time specified for completion of the work (as adjusted), the Contractor shall pay to the City, or the City may deduct from any payments due or to become due to Contractor, the sum of $1,000.00 per day.

Execution of this Agreement shall constitute agreement by the City and the Contractor that the specified liquidated damages per day is the minimum value of the costs and actual damage caused by the failure of the Contractor to complete the work within the allotted time, that such is liquidated damages and shall not be construed as a penalty, and that such sum may be deducted from payments due the Contractor if such delay occurs.

ARTICLE VI: The City hereby promises and agrees with said Contractor to employ, and does hereby employ, said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to for the price aforesaid, and hereby contracts to pay for the same, at the time, in the manner, and upon the conditions set forth in said specifications; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE VII: The Notice Inviting Sealed Bids, the Instructions to Bidders, the Bid, the Specifications, and the Drawings mentioned therein, all addenda issued prior to the opening of the bid by the City, all contract change orders issued after execution of the Contract Agreement, the Special Provisions, Non-Collusion Declaration, Faithful Performance Bond, Payment Bond, all of which are essential parts of this contract, are hereby incorporated in and made part of this Agreement.

ARTICLE VIII: Contractor acknowledges and agrees to comply with the provisions of the State Labor Code requiring every employer to pay at least the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute this contract. State general prevailing wage determination as established by the California Department of Industrial Relations (available at http://www.dir.ca.gov/DLSR/PWD/index.htm). The statutory provisions for penalties for failure to pay prevailing wages and/or failure to otherwise comply with state's wage and hour laws will be enforced.

The applicable prevailing rate of per diem wages are on file at the City of Lawndale Department of Public Works, 4722 Manhattan Beach Blvd., Lawndale, California 90260, and are available to any interested party on request. The Contractor is required to post at the job site the prevailing wage rate of per diem wages and other notices prescribed by regulation.

ARTICLE IX: The Contractor shall supply the City with certificates of insurance for the types and amounts of insurance required for this project as described in the Instructions to Bidders for this project. Said certificates must comply with all requirements for sufficient insurance as described in the Instructions to Bidders.

ARTICLE X: The Contractor hereby agrees that the Contactor and any subcontractor under him submit weekly to the DIR directly and provide copy to City, certified copies of the payroll records for all said workers and shall comply with all statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection as required by Labor Code Section 1776 and as required under Subsection 7-2.6 of said Standard Specifications for Public Works Construction. In addition, the Contractor and any subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) in a format prescribed by the Labor Commissioner no less than monthly as follows:

These new requirements will apply to all public works projects that are subject to the prevailing wage requirements of the Labor Code without regard to funding source.

The applicable prevailing rate of per diem wages are on file at the City of Lawndale Department of Public Works, 4722 Manhattan Beach Boulevard, Lawndale, California 90266, and are available to any interested party on request. The Contractor is required to post at the job site the prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations and other notices prescribed by regulation.

ARTICLE XI: Pursuant to Labor Code Section 1725.5, Contractor and any subcontractor must be registered with the California Department of Industrial Relations prior to performing any work under this Agreement. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

ARTICLE XII: Contractor shall indemnify, defend with legal counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the City. Should conflict of interest principles preclude a single legal counsel from representing both City and Contractor, or should City otherwise find Contractor’s legal counsel unacceptable, then Contractor shall reimburse the City its costs of defense, including without limitation reasonable legal counsels fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the Contractor’s negligent, reckless or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

Contractor obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of City under any provision of this Agreement, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City,

provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.

ARTICLE XIII: Contractor's services are being provided to the City as that of an independent contractor. Contractor represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by the Contractor as employees. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor to the City, then Contractor shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgements, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Contractor or any persons Contractor used to provide services under this Agreement are employees of the City.

ARTICLE XIV: The City, in accordance with Public Contract Code Section 22300, shall permit the substitution of securities for any moneys withheld by the City to secure performance under a contract. The City hereby incorporates herein all of the provisions set forth in Public Contract Code Section 22300.

ARTICLE XV: In the performance of this agreement, the Contractor shall not engage in, nor permit others he may hire to engage in, discrimination in the employment of persons because of their race, religious creed, color, or national origin, except as provided in Government Code Section 12940. Violation of this provision may result in the imposition of penalties as provided in Labor Code Section 1735.

ARTICLE XVI: It is to be made known that the improvement contemplated in the performance of this contract may require by the State of California shall exercise general supervision; the State of California, therefore, shall have the right to assume full and direct control over this contract whenever the State of California, at its sole discretion, shall determine that its responsibility to the United States so requires.

ARTICLE XVII: The Contractor shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the contract and such other records as may be deemed necessary by the City to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the City or any authorized representative and will be retained for 3 years after the expiration of this contract, unless permission to destroy them is granted by the City.

ARTICLE XVIII: No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

Similarly, Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

ARTICLE XIX: The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

ARTICLE XX: Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

CITY: CITY OF LAWNDALE, CALIFORNIA

Dated _____, 20__

By: _____
MAYOR

ATTEST:

_____
CITY CLERK

Approved as to form:

_____
CITY ATTORNEY

Dated _____, 20__

CONTRACTOR: _____

By: _____
John C. Sarno

_____
PRESIDENT

By: _____
John C. Sarno

_____
SECRETARY

Attachment B

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: March 16, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim City Manager

PREPARED BY: Lucho Rodriguez, Director of Public Works/City Engineer
Nick Petrevski, Associate Engineer

SUBJECT: **Award of Contract for CDBG Project No. 602719-24 Various Locations ADA Sidewalks & Access Ramps**

BACKGROUND

The 1974 Housing and Urban Development Act established the Community Development Block Grant (CDBG) program in order to allocate Federal funds for State and local use. The use of these funds is restricted to programs that assist low and moderate-income communities.

The City of Lawndale is a participant in the Los Angeles Urban County CDBG program, and receives an annual allocation of CDBG funds from the Los Angeles County Development Authority (LACDA).

On April 15, 2024, the City Council adopted resolution CC-2404-068 (resolution) incorporating CDBG funds into the City budget in the amount of $228,000. Additionally, $161,673 of previously unallocated CDBG funds will be used for this year's CDBG project, for a total of $389,673 project budget. Roads selected under the resolution are Grevillea Avenue from Manhattan Beach Boulevard to 159th Street; 159th Street from Grevillea Avenue to Hawthorne Boulevard; and Mansel Avenue from 147th Street to 145th Street. The project will consist of removing and replacing sidewalk, driveway approaches, ADA curb ramps, and curb and gutter. Additional road segments were added to the scope due to availability of funds. Eastwood Avenue from 154th Street to Cul-de-Sac was included in the scope.

STAFF REVIEW

This project was advertised with Bid America and Dodge Construction from February 9 until February. A mandatory Pre-Bid Meeting was held on February 18 with Onyx Paving Company, Gentry General Engineering, Inc., SAVI Construction Inc., TVR Construction Engineering, Oppenheimer National, and CJ Concrete Construction present.

A bid opening was held on February 25, 2025. The City Clerk received and opened six (6) bids as follows:

Rank	Bidder Name	Total Bid Amount
1.	CJ Concrete Construction, Inc.	$137,543.00
2.	Onyx Paving Company, Inc.	$163,000.00
3.	Gentry General Engineering, Inc.	$211,184.00
4.	SAVI Construction Inc.	$218,852.50
5.	Oppenheimer National	$229,596.25
6.	TVR Construction Engineering LLC	$229,952.00

Staff reviewed the bids and evaluated for accuracy, cost, experience, and references. As a result, staff recommends awarding the project to the lowest responsive and responsible bidder, CJ Concrete Construction, Inc. based on their respective pricing, scope of work, and qualifications.

The CDBG Project No. 602719-24 Various Locations ADA Sidewalks & Access Ramps Project has $373,000 budgeted from CDBG funding sources. The project construction will cost approximately $137,543.00, not including contingency and CDBG Consultant Administrative and Labor Compliance costs. The project cost breakdown is as follows:

Construction Bid Amount	$137,543.00
Construction Contingency (25%)	$70,000.00
CDBG Consultant	$30,000.00
Total Project Cost Estimate	$237,543.00

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

The current FY 2025-26 budget includes funding for this project. The project's available fund breakdown of CDBG funds is as follows:

CDBG FY 2024-25 (214-445-700.146)	$228,000.00
Additional Unallocated Funding (214-445-700.146)	$161,673.00
Total Available Funding	$373,000.00

RECOMMENDATION

Staff recommends that the City Council:

1. Award the construction contract to CJ Concrete Construction, Inc., in the amount of $137,543.00 for the CDBG Project No. 602719-24 Various Locations ADA Sidewalks & Access Ramps Project; and
2. Approve the construction Contingency of $35,000.00 for CDBG Project No. 602719-24 Various Locations ADA Sidewalks & Access Ramps Project; and
3. Approve the CDBG Consultant costs of $20,000.00 for Administrative and Labor Compliance costs.

ATTACHMENTS

A. Construction Agreement
B. Construction Bid Opening Log
C. Project Location Map
D. Resolution CC-2404-068
E. CJ Concrete Construction, Inc. proposal
F. Onyx Paving Company, Inc. proposal
G. Gentry General Engineering, Inc. proposal
H. SAVI Construction Inc. proposal
I. Oppenheimer National proposal
J. TVR Construction Engineering LLC proposal

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: April 20, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim City Manager

PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: **2026 Fireworks Applications Approval**

BACKGROUND

Each year, the City Council approves the award of up to eight (8) fireworks sales permits pursuant to a specific application and review process. These permits are issued to non-profit community and youth-based organizations according to the criteria set forth in Lawndale Municipal Code ("LMC") Chapter 8.12.

Per LMC Chapter 8.12, the City Council shall receive all qualified application from the Finance Department at the second regular City Council meeting of February. The second meeting in February was canceled this year and therefore this item was not presented at that time. This item is now being presented to Council.

STAFF REVIEW

This year's application period concluded on January 30, 2026. Three (3) applications for fireworks sales were received. Chapter 8.12 of the Lawndale Municipal Code (also known as the “Fireworks ordinance”) and Council Policy 83-04 serve to regulate the fireworks process. The Fireworks ordinance provides for a maximum of eight conditional fireworks permits to be issued as follows: five are to be awarded to youth-based organizations, and three are to be awarded to community-based organizations. In the event that there are more than the maximum eligible applicants for either the youth-based or community-based category, the excess applicants may fill the space of the other category if vacancies exist. It should be noted that a “ninth” booth is annually granted, without the traditional application requirements, to the Parks and Recreation Social Services Commission (PRSSC) per Chapter 8.12.060 (E) of the Municipal Code.

At this time, three applicants have submitted their applications and complied with the initial requirements. These three applications have been submitted for your conditional approval. They are:

1. Lawndale PRSSC
2. Lawndale Little League
3. Wesleyan Church of Lawndale

All three of the applicants did attend the required opening orientation meeting and are being submitted for approval per Council Policy 83-04 which requires attendance at the meeting.

LEGAL REVIEW

The City Attorney's office has reviewed this staff report and approved it as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that City Council approve or deny conditional permits to sell fireworks to the three applicants listed above or take other action if deemed appropriate.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Lucho Rodriguez, Public Works Director Nick Petrevski, Associate Engineer
SUBJECT:	**Approve Resolution CC-2604-014 for FY 2025-26 Community Development Block Grant**

BACKGROUND

The Community Development Block Grant (CDBG) program was established in 1974 by the Housing and Urban Development Act in order to allocate Federal funds for state and local use. The use of these funds is restricted to programs that assist low and moderate-income persons. A secondary objective is to prevent and eliminate slum and blight conditions within a community.

The City of Lawndale is a participant in the Los Angeles Urban County CDBG program, and receives an annual allocation of CDBG funds from the Los Angeles County Development Authority (LACDA). The current estimate for the CDBG allocation for FY 2025-26 is $248,883. This estimate is based on current CDBG funding levels and is consistent with the amount of funding the City has received over the last several years. This proposed CDBG allocation is a planning estimate only; LACDA will release final appropriations in spring 2025. The City's final CDBG allocation is generally within five to ten percent (5%-10%) of the estimate provided.

On January, 2025, City Council passed, approved and adopted the resolution CC-2501-005 for FY 2025-26 according to the program requirements.

STAFF REVIEW

LACDA has requested the City to amend the resolution for FY 2025-26 to change the list of proposed streets for the project, as those streets had previously been listed on another project. A new resolution CC-2604-014 has been prepared to include the changes requested by LACDA.

On February 26, 2026, staff posted a 30 day notice to the public notifying them of the revisions to the scope of work for the FY 2025-26 CDBG project. No comments were received during the notification period.

The proposed amendment to the 2025-26 CDBG project changes the scope of work from the previously approved 154th Street from Hawthorne Boulevard to Larch Avenue and Mansel Avenue from 147th Street to 145th Street, to the now-recommended 153rd Street from Condon Avenue to Firmona Avenue.

ENVIRONMENTAL REVIEW

The proposed funding allocations is not considered to be a project under CEQA. Therefore CEQA does not apply.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

Funding is for the FY 2025-26 budget year and was incorporated into the City's budget.

RECOMMENDATION

Staff recommends that the City Council approve Resolution CC-2604-014 FY 2025-26 to change the list of proposed streets for the CDBG project that were previously approved on Resolution CC-2501-005 for FY 2025-26.

Attachments

A. Amended Resolution CC-2604-014

B. Original Approved Resolution CC-2501-005.pdf

C. 30 Day Public Notice of Proposed Amendment to 25-26 CDBG.pdf

Attachment A

RESOLUTION NO. CC-2604-014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEAR 2025-2026

WHEREAS, on August 22, 1974, the President of the United States signed into law the Housing and Community Act of 1974 (Act); and

WHEREAS, the primary goals of Title I of the Act are the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income; and

WHEREAS, for the past 50 years the City of Lawndale (City) has participated in the Community Development Block Grant (CDBG) Program which was established under the Act; and

WHEREAS, the City has received a planning estimate that $248,883 in CDBG funds will be available to the City for the 2025-2026 Fiscal Year; and

WHEREAS, the City has posted information regarding the Community Development Block Grant Program as required by law and, after notice duly given as required by law, held a public hearing on January 6, 2025 to consider approving the City's proposed Community Development Block Grant Program for fiscal year 2025-2026, and evidence was heard and presented from all persons interested in affecting said proposal, from all persons protesting the same and from members of the City staff, and the City Council has reviewed, analyzed and studied said proposal.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The CDBG projects, FY 2025-2026 funding allocations, as listed in the CDBG Funding Chart for FY 2025-2026 as set forth on Exhibit A attached hereto and incorporated herein are hereby approved as the City's CDBG Program for Fiscal Year 2025-2026.

SECTION 2. That the Mayor and/or City Manager are authorized and directed to submit the City's proposed 2025-2026 planning documents to the Los Angeles County Development Authority (LACDA) setting forth the City's proposed projects and funding allocations. Should minor adjustments to the allocations vary from the figures contained herein and/or any amounts remaining unspent at the close of the preceding fiscal year, the City Manager is authorized to adjust funding to the approved eligible activities as necessary.

SECTION 3. That the Mayor and/or City Manager are authorized to execute all necessary contracts and agreements with the Los Angeles County Development Authority (LACDA) and

with each approved recipient/subrecipient of the CDBG program, together with any changes therein which may be approved by the City Manager.

SECTION 4. This Resolution shall take effect from and after the date of passage and adoption.

PASSED, APPROVED AND ADOPTED this 20th day of April, 2026

_____
Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erika Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Resolution No. CC-2604-014 at its regular meeting held on the 20th day of April, 2026, and duly approved and adopted said resolution at its regular meeting held on the 20th day of April, 2026, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Sirley Cuevas, Mayor Pro Tem					
Bernadette Suarez					
Pat Kearney					
Francisco M. Talavera					

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

EXHIBIT A
CDBG FUNDING CHART FOR FY 2025-2026

<table>
<tr><th>Project Title</th><th>Allocated CDBG Funds</th><th>Unallocated CDBG Funds(Prior Year) and Leveraged Funds</th><th>Total</th></tr>
<tr><td>Senior Activities (Max. 15%)
Nutrition</td><td>$ 37,332</td><td>N/A</td><td>$ 37,332</td></tr>
<tr><td>Street Projects

*CBDG FY 25/26 Highlighted in Gray

<table>
<tr><th>Street Name:</th><th>From:</th><th>To:</th><th>PCI:</th><th>Estimated:</th></tr>
<tr><td>153rd St</td><td>Condon Ave.</td><td>Firmona Ave.</td><td>~29</td><td>$</td></tr>
<tr><td colspan="3">Total</td><td></td><td>$248,883</td></tr>
</table>
</td><td>$ 211,550</td><td>$ N/A</td><td>$ 211,550</td></tr>
<tr><td>TOTAL</td><td>$248,883</td><td><b>$ N/A</td><td>$248,883</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
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Attachment B

RESOLUTION NO. CC-2501-005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEAR 2025-2026

WHEREAS, on August 22, 1974, the President of the United States signed into law the Housing and Community Act of 1974 (Act); and

WHEREAS, the primary goals of Title I of the Act are the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income; and

WHEREAS, for the past 50 years the City of Lawndale (City) has participated in the Community Development Block Grant (CDBG) Program which was established under the Act; and

WHEREAS, the City has received a planning estimate that $248,883 in CDBG funds will be available to the City for the 2025-2026 Fiscal Year; and

WHEREAS, the City has posted information regarding the Community Development Block Grant Program as required by law and, after notice duly given as required by law, held a public hearing on January 6, 2025 to consider approving the City's proposed Community Development Block Grant Program for fiscal year 2025-2026, and evidence was heard and presented from all persons interested in affecting said proposal, from all persons protesting the same and from members of the City staff, and the City Council has reviewed, analyzed and studied said proposal.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The CDBG projects, FY 2025-2026 funding allocations, as listed in the CDBG Funding Chart for FY 2025-2026 as set forth on Exhibit A attached hereto and incorporated herein are hereby approved as the City's CDBG Program for Fiscal Year 2025-2026.

SECTION 2. That the Mayor and/or City Manager are authorized and directed to submit the City's proposed 2025-2026 planning documents to the Los Angeles County Development Authority (LACDA) setting forth the City's proposed projects and funding allocations. Should minor adjustments to the allocations vary from the figures contained herein and/or any amounts remaining unspent at the close of the preceding fiscal year, the City Manager is authorized to adjust funding to the approved eligible activities as necessary.

SECTION 3. That the Mayor and/or City Manager are authorized to execute all necessary contracts and agreements with the Los Angeles County Development Authority (LACDA) and

with each approved recipient/subrecipient of the CDBG program, together with any changes therein which may be approved by the City Manager.

SECTION 4. This Resolution shall take effect from and after the date of passage and adoption.

PASSED, APPROVED AND ADOPTED this 6th day of January, 2025

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erika Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Resolution No. CC-2501-005 at its regular meeting held on the 6th day of January, 2025, and duly approved and adopted said resolution at its regular meeting held on the 6th day of January, 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					X
Pat Kearney, Mayor Pro Tem	x				
Bernadette Suarez	x				
Sirley Cuevas	x				
Frank M. Talavera	x				

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

EXHIBIT A
CDBG FUNDING CHART FOR FY 2025-2026

Project Title	Allocated CDBG Funds	Unallocated CDBG Funds(Prior Year) and Leveraged Funds	Total
Senior Activities (Max. 15%) Nutrition	$ 37,332	N/A	$ 37,332
Street Projects			
***CBDG FY 25/26 Highlighted in Gray**	$ 211,550	$ N/A	$ 211,550
TOTAL	**$248,883**	$ N/A	**$248,883**

Street Name:	From:	To:	PCI:	Estimated:
154th	Hawthorne Blvd	Larch Ave	~56	$
Mansel Ave	147th St	145th St	~23	$
Total				$248,883

Attachment C

City of Lawndale

30-DAY PUBLIC NOTICE OF A PROPOSED AMENDMENT TO THE CITY OF LAWNDALE COMMUNITY DEVELOPMENT BLOCK GRANT(CDBG) 2025-2026 STREET IMPROVEMENT PROJECT (602748-25).

The public is invited to review the City of Lawndale's proposed revision to the Community Development Block Grant (CDBG) Action Plan which identifies projected use of funds for the Fifty-First Fiscal Year (July 1, 2025 – June 30, 2026) for submission to the U.S. Department of Housing and Urban Development. This revision reports on substantial changes to the 2025-2026 Action Plan.

The proposed amendment to the 2025-2026 Street Improvement Project (602748-25) would remove the following street locations from the Scope of Work because they were completed after being added to the Scope of Work for another project:

1. 154 St. from Hawthorne Blvd. to Larch Ave
2. Mansel Ave. from 147th St. to 145th St.

The proposed amendment will replace the removed street locations with the following street location:

1. 153rd Street, from Condon Avenue to Firmona Avenue

The proposed amendment will also increase the CDBG budget from $211,551 to $214,681 by adding the City's unallocated CDBG funds balance $3,130 to the project. The project will fund personnel and non-personnel costs associated with the construction and administration of the project.

Anyone wishing to comment on the proposed amendment should submit written comments to the attention of Nick Petrevski, Associate Engineer, Public Works Department by March 28, 2026. The Public Works Department hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m. The Public Works Department offices are located at 4722 Manhattan Beach Blvd., Lawndale, California.

The City of Lawndale's contact person for this case is Nick Petrevski, Associate Engineer, Public Works Department, at (310) 973-3265.

This notice was posted on the City's bulletin board and published on the City's website on February 26, 2026.

Nick Petrevski, Associate Engineer

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Lucho Rodriguez, Public Works Director Nick Petrevski, Associate Engineer
SUBJECT:	**Agreement for Regional Integration of Intelligent Transportation System between the City and Los Angeles County Metropolitan Transportation Administration**

BACKGROUND

In April 2004, the California Department of Transportation (Caltrans) District 7, the Los Angeles Department of Transportation (LADOT), and the Los Angeles County Metropolitan Transportation Administration (LACMTA) entered into an interagency memorandum of understanding to establish the Regional Integration of Intelligent Transportation System (RIITS MOU). RIITS provides exchange infrastructure program and operational resources, including near real-time traffic, transit, video, and other data relating to all nodes of transportation within areas surrounding the City. This information allows the City to prepare for traffic incidents that may impact the City.

LACMTA administers, maintains, and operates the RIITS program, processes member agreements, and enforces their terms and conditions. To join, a new member must enter into an Interagency Memorandum of Understanding authorized by the Administrator. The RIITS Agreement is a no-cost MOU that formally enables coordination and collaboration across jurisdictions.

STAFF REVIEW

In 2024, the Configuration Management (CM) Committee (LADOT, LACMTA, and Caltrans) approved the City of Lawndale to join RIITS as a voting Member of the CM Committee.

By joining RIITS, the City will have access to RIITS Members' transportation data; the data shared between members will be used for transportation purposes only. To date, there are 29 RIITS Members, including the neighboring cities of Hawthorne and Inglewood. The County is set to become the 30th member.

Once the Agreement is executed, it will be valid for one year from the date of the last Party to sign the Agreement. After one year, the Agreement will automatically renew month-to-month unless any Party sends written notice to the other parties at least thirty (30) days before expiration of the Initial Term or any Renewal Term that it does not wish to renew the Agreement

Current RIITS projects include the upgrades for 5 intersections that are currently using older traffic signal controllers and firmware. In Addition, these controllers are Leading Pedestrian Interval (LPI) capable, which typically gives pedestrians a 3 to 7 second head start to enter the crosswalk before parallel vehicle traffic receives a green light. The intersection that will be upgraded are:

1. Hawthorne Boulevard & 147th Street
2. Hawthorne Boulevard & 154th Street
3. Hawthorne Boulevard & Manhattan Beach Boulevard
4. Hawthorne Boulevard & 166th Street

5. Hawthorne Boulevard & 169th Street

There is no charge to the City for any of this work, full funding is provided by LACMA.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

There is no fiscal impact to the City as this is is a no-cost Agreement. The implementation of RIITS project is fully funded by Metro.

RECOMMENDATION

Staff recommends that the City Council approve the Regional Integration of Intelligent Transportation Systems (RIITS) Agreement between the City of Lawndale and the Los Angeles County Metropolitan Transportation Authority.

Attachments

A. RIITS Agreement.pdf

Attachment A

INTERAGENCY MEMORANDUM OF UNDERSTANDING

between

Los Angeles County Metropolitan Transportation Authority, in its capacity as the Administrator of the Regional Integration of Intelligent Transportation Systems ("RIITS"), located at 1 Gateway Plaza, Los Angeles, California 90012

and

City of Lawndale ("Lawndale"), located at 14717 Burin Avenue, Lawndale, CA 90260

This Interagency Memorandum of Understanding (the "Agreement") between the Los Angeles County Metropolitan Transportation Administration in its capacity as the RIITS Administrator ("Administrator") and Lawndale sets forth the obligations and rights of membership in the Configuration Management Committee that oversees RIITS. Administrator and Lawndale may be referred to individually as a "Party" and collectively as "Parties". This is a no cost Agreement. Neither Party shall incur any cost from the other or charge for anything related to this Agreement. This Agreement will be effective on the last date of signatures below (the "Effective Date").

RECITALS

WHEREAS, on or about April 15, 2004, the State of California, Department of Transportation for District 7 ("Caltrans"), the City of Los Angeles, Department of Transportation ("LADOT"), and the Los Angeles County Metropolitan Transportation Administration ("LACMTA") entered into an interagency memorandum of understanding (the "RIITS MOU") to establish the Regional Integration of Intelligent Transportation Systems ("RIITS") for the purpose of exchanging infrastructure and operational resources, including, but not limited to, near real time traffic, transit, video, and other data relating to all modes of transportation;

WHEREAS, on or about December 1, 2004, LACMTA, Caltrans, and LADOT entered into Amendment No. 1 to the RIITS MOU to:

- name LACMTA as the Administrator and delegate authority to LACMTA to administer, maintain, operate, manage and monitor RIITS access, codify system changes, process Member, Associate, and User agreements, and enforce the terms and conditions of the processed agreements; and

- establish a Configuration Management Committee ("CM Committee") to oversee RIITS;

WHEREAS, the CM Committee adopted bylaws (the "Bylaws") to establish among other things, rules of membership, roles and responsibilities of Members and officers of the CM Committee, and the voting process by which the CM Committee may take action as the governing body of RIITS;

WHEREAS, to participate in RIITS, each Member and/or Associate must first enter into an Interagency Memorandum of Understanding substantially similar to this Agreement and authorize the Administrator to exchange data through RIITS;

WHEREAS, on August 8, 2024, the CMC voted and approved Lawndale to join the CM Committee as a voting Member on the condition that Lawndale exchanges Information through RIITS;

WHEREAS, Lawndale desires to join the CM Committee as a voting Member and exchange Information through RIITS infrastructure and operational resources; and

WHEREAS, Lawndale agrees to share operational and infrastructure resources for Countywide Signal Priority ("CSP"); and

WHEREAS, Lawndale agrees to share operational and infrastructure resources for Integrated Corridor Management ("ICM");

NOW, THEREFORE, in consideration for the promises set forth herein, the receipt and adequacy of which is hereby acknowledged, the Parties hereto agree as follows:

1. DEFINITIONS

1.1. "Information" means any and all data, records, materials, including specifically but not limited to near or real time traffic, transit, video, and other data relating to all modes of transportation. As defined herein below, a subset of Information is RIITS Data, and a subset of RIITS Data is Transportation Data.

1.2. "Interagency Memorandum of Understanding" means an agreement entered into between Administrator and a public agency setting forth the terms and conditions of the agency's membership in the CM Committee.

1.3. "Member" or "Members" means any entity that has been approved by the CM Committee to be a voting member of the CM Committee and has entered into an Interagency Memorandum of Understanding.

1.4. "Associate" or "Associates" means any entity that has been approved by the CM Committee to be a non-voting member of the CM Committee and has entered into an Interagency Memorandum of Understanding.

1.5. "Users" means non-members that have access to Transportation Data Members and Associates authorize Administrator to make available.

1.6. "RIITS Data" means Information available through RIITS and any other data that RIITS Administrator makes available under this Agreement during the Term from sources of data supplied through RIITS, including, but not limited to, data provided via Members' and Associate's infrastructure and operational resources. Members and Associates may have login access to RIITS Data and access to operational and infrastructure resources that may not be available to Users or the general public.

1.7. "Transportation Data" means a subset of the RIITS Data that the Member which is the source of the Information authorizes to be incorporated into the public facing section of www.riits.net, shared or exchanged with Users, and that may be included in the public facing applications of Members, Associates, and Users.

2. MEMBERSHIP

2.1. Upon execution of this Agreement by both Parties, Lawndale will become a Member.

2.2. As a Member, Lawndale agrees to abide by and uphold the Bylaws and jointly with other Members, develop, review, and approve additional Bylaws, guidelines, protocols, terms and conditions, agreements, memorandum of understandings between and for Members, Associates, and Users and/or licensees. To the extent a conflict may arise between this Agreement and the Bylaws, the Bylaws shall govern.

2.3. Lawndale understands that Information accessed via RIITS is to be used for transportation related system management purposes only. RIITS Data shall only be used to provide general information about transportation and to assist Members and Associates in transportation management operations. RIITS Data shall not be used for any non-transportation related system management purposes, including but not limited to, law enforcement, except law enforcement and emergency management agencies may use the RIITS Data for the purpose of situational awareness, tactical planning, infrastructure protection, or incident response. RIITS Data shall not be recorded in any manner without the prior approval of the source of the RIITS Data.

2.4. Members may exchange Information per this Agreement. Members may choose to add or remove infrastructure and operational resources, including Information exchanged through RIITS by Member's written notice to Administrator. As a Member, Lawndale may have access to Information and may use RIITS Data according to this Agreement. Lawndale acknowledges and agrees that Members and Associates may access and use Information provided by Lawndale as RIITS Data subject to this Agreement.

2.5. Lawndale is responsible for the procurement, maintenance, and upgrade of its equipment required for transmitting, receiving, and displaying the RIITS Data.

2.6. Lawndale may enter into third party contracts on behalf of RIITS to obtain and provide transportation and related data, service, or maintenance agreements for the benefit of Lawndale and RIITS Members and Associates, with Administrator approval.

2.7. Member agrees to participate in CSP and ICM as more particularly set forth in the Countywide Signal Priority and Integrated Corridor Management attachments, which are incorporated into and made part of this Agreement.

3. DISSEMINATION OF THE DATA

3.1. With the approval of the voting Members of the CM Committee and the execution of a written agreement, Transportation Data may be licensed to Users.

3.2. At any time, the source of Information may:

3.2.1. Revoke the authority to use its Transportation Data in public facing applications and the public facing www.riits.net website.

3.2.2. Revoke the authority to license its Transportation Data to Users.

3.2.3. Cause the Administrator to remove from RIITS the RIITS Data it has provided.

3.3. Lawndale shall prevent any unauthorized use of the RIITS Data by its personnel.

3.4. As between the Administrator and/or any and all Members and/or Associates, on the one side, and the Party providing its Information and access to operational and infrastructure resources, on the other, the Party providing Information and access to operational and infrastructure resources retains ownership and control of said Information and access to operational and infrastructure resources.

4. COMPENSATION

This is a no cost Agreement. Neither Party shall incur any cost from the other or charge for anything related to this Agreement. However, Members may enter into a separate written agreement for the provision of hardware, software, license, training, warranty, service, product, and other work provided by Members and Associates.

5. AMENDMENTS

No amendment, modification, alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties hereto.

6. PUBLIC RECORDS ACT

6.1 Each Party understands and agrees that any and all Information is subject to the provisions of the California Public Records Act, California Government Code sections 7920.000, *et seq.* ("CPRA") and/or the Federal Freedom of Information Act, Title 5 USC 552 ("FOIA")

6.2 Administrator will not advise as to the nature or content of Information entitled to protection from disclosure under the CPRA or FOIA but will use best efforts to provide the source Party timely notification of any third-party request for disclosure.

6.3 The source Party shall timely (1) notify Administrator in writing whether and to the extent it objects to disclosure of Information and (2) seek the appropriate judicial relief under the CPRA or FOIA.

6.4 If the source Party does not timely notify Administrator of any objection to disclosure and obtain judicial instruction or relief, then Administrator may comply with the request to the extent required by the CPRA or FOIA.

6.5 In the event of any judicial proceeding or action concerning or seeking the disclosure of any Information, the source Party understands and agrees that Administrator's sole involvement will be as a custodial stakeholder to retain the Information until otherwise ordered by a court of competent jurisdiction. The source Party, at its sole expense and risk, shall be responsible for any and all fees for prosecuting or defending any proceeding or action concerning Information, and shall indemnify, defend, and hold Administrator harmless from all liability, including attorney's fees, costs, and expenses, in connection with any such proceeding or action.

7. CONFIDENTIALITY

7.1. Parties agree that for and during the entire term of the Agreement, all information, except Transportation Data, including, but not limited to data, figures, records, findings and the like received or generated by the Agreement and in the performance of the Agreement, shall be considered and kept private and confidential and shall not be divulged to any person, firm, corporation, or other entity, unless required by the California Public Records Act or any other applicable law.

7.2. Upon termination of the Agreement for any cause, Parties agree that they will continue to treat as private and confidential any information other than Transportation Data, including but not limited to, data, figures, records and the like, and will not release any such information to any person, firm, corporation or other entity, unless required by the California Public Records Act or any other applicable law.

8. REPRESENTATIONS AND WARRANTIES

8.1. Neither Administrator nor any of the Members and Associates, nor any of their respective employees, officers, agents, or consultants makes any warranty, express or implied, with respect to infrastructure and operational resources, sources of data and Information, nor with respect to the accuracy, sufficiency or completeness thereof, nor with respect to any of the software or other systems provided by Administrator or any Member or Associate under this Agreement. RIITS is provided on an "as is" and "with all faults" basis, with Lawndale using RIITS at its own risk.

8.2. Neither Administrator, Members, nor Associates make any representations or warranties, express or implied, that the RIITS Data will perform on Lawndale's equipment. Further, Administrator makes no representations or warranties, express or implied, that RIITS Data will be suitable for the purposes for which it is permitted to be used under the terms of this Agreement. THE IMPLIED WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY EXPRESSLY WAIVED BY THE PARTIES.

8.3. Lawndale warrants that all work necessary to transmit its Information through RIITS has been completed. In the event of breach of this warranty, Lawndale shall take the necessary actions to correct the breach and the consequences thereof, at Lawndale's sole expense, in the most expeditious manner as permitted by existing circumstances. Upon notification from Administrator of Lawndale's breach, if Lawndale does not promptly take steps to correct the breach, Administrator may: 1) Correct the breach or cause others to do so upon written consent of Lawndale. Administrator may require Lawndale to reimburse Administrator for any work that is completed by Administrator or others to correct the breach; 2) disconnect Lawndale from RIITS; or 3) terminate this Agreement and Lawndale's Membership. The remedies described above are non-exclusive and Administrator's use of these remedies does not waive any other rights or remedies it may have at law or otherwise.

9. LIMITATION OF LIABILITY

9.1. Except for Indemnity obligations set forth in section 10, neither Lawndale, Administrator, any Member, or any Associate, or any of their respective employees, officers, agents, or consultants shall be liable for any damages, claim or loss incurred by a Member or Associate (including without limitation, compensatory, incidental, indirect, special, consequential, or exemplary damages, lost profits, lost sales or business, expenditures, investments or commitments in connection with any business, or loss of goodwill) resulting from the RIITS Data or inability to use the provided RIITS Data irrespective of whether Administrator, Lawndale, Members and/or Associates have been informed of, knew of, or should have known of the likelihood of such damages, claim, or loss.

9.2. Members and Associates assume no liability or responsibility for Lawndale equipment.

9.3. Lawndale will not hold any Member or Associate liable or responsible in any way for unforeseen interruptions in providing the RIITS Data regardless of cause.

9.4. Lawndale, on behalf of itself and its agents, sub-licensees, employees, clients, and customers, hereby waives and releases Administrator and all Members and Associates from any and all liability, including but not limited to claims, causes of action, losses, costs, damages, and expenses of any kind or nature whatsoever, whether known or unknown, to the extent caused by or attributable to RIITS, this Agreement, or the use of RIITS Data by Lawndale .

Lawndale (for itself and its clients, customers and employees) expressly waives the benefit of Section 1542 of the California Civil Code, which provides as follows: "a general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor".

(Lawndale's Initials) _____

10. INDEMNIFICATION

10.1. To the fullest extent permitted by law, and with counsel approved by the Administrator, Lawndale shall defend, indemnify, and hold harmless the Administrator, Members, and Associates, including the respective agents, employees, directors, or officers of each (the "Indemnified Parties"), from and against any and all liability, to the extent arising out of, connected with, or resulting from any act or omission of Lawndale or any of its officers, authorized representative, employees, subcontractors or suppliers, or any person or organization directly or indirectly employed by any of them, which liability includes but is not limited to claims, actions, suits (including but not limited to workers' compensation suits and breaches of contract claims made by employees of Lawndale against Indemnified Parties), demands, costs, judgments, liens, penalties, damages, losses, and/or expenses, including but not limited to any fees of accountants, attorneys or other professionals.

10.2. The indemnification specified in this Section shall survive termination or closeout of the Agreement hereunder and is in addition to any other rights or remedies that Members and Associates may have under the law or under this Agreement.

10.3. Parties acknowledge that all Members and Associates enter into an Interagency Memorandum of Understanding with substantially similar indemnification language under which Lawndale shall be indemnified as a Member.

10.4. Claims against the indemnified Members and/or Associates by any employee of the Members and/or Associates, its subcontractors, suppliers, anyone directly or indirectly employed by any of them, and/or anyone for whose acts any of them may be liable shall not in any way limit Lawndale's indemnification obligation as set forth above, including the Agreement and/or type of damages, compensation, and/or benefits payable by or for the Lawndale or its subcontractors under workers' compensation acts, disability benefit acts, and/or other employee benefit acts and/or insurances.

11. NO WAIVER

11.1. Failure of Administrator to enforce at any time, or from time to time, any provision of the Agreement shall not be construed as a waiver thereof.

11.2. No waiver by Administrator of any breach of any provision of the Agreement shall constitute a waiver of any other breach or of such provision.

11.3. Failure or delay by Administrator to insist upon strict performance of any terms or conditions of the Agreement, or to exercise any rights or remedies provided by law, shall not be deemed a waiver of any right of Administrator to insist upon performance of Lawndale's obligations set forth in the Agreement, or rights or remedies as to any prior or subsequent default hereunder.

12. TERM OF THE AGREEMENT

12.1. The term of the Agreement shall begin upon the date of the last Party to sign this Agreement and shall continue for one (1) year (the "Initial Term").

12.2. The Agreement shall automatically renew month to month (each a "Renewal Term"), unless either Party sends written notice to the other Party at least thirty (30) days before expiration of the Initial Term or any Renewal Term that it does not wish to renew the Agreement.

12.3. The term of the Agreement shall consist of the Initial Term and any Renewal Term (the "Term").

13. TERMINATION

13.1. If Lawndale fails to comply with any of the terms and conditions contained within this Agreement, Administrator may revoke Lawndale's access privileges to RIITS Data and, upon written notification, terminate this Agreement immediately. In addition, Administrator shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

13.2. Except as provided in the preceding paragraph, CM Committee reserves the right to revoke Lawndale's access privileges to RIITS and terminate this Agreement at any time, upon thirty (30) days prior written notice to Lawndale.

13.3. Lawndale may terminate this Agreement upon thirty (30) days prior written notice to Administrator.

14. OTHER TERMS AND CONDITIONS

14.1. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

14.2. Each Member and Associate of the CM Committee is an express third-party beneficiary of this Agreement.

14.3. The persons executing this Agreement on behalf of the Parties shall be duly authorized to execute this Agreement on behalf of its respective Party.

15. ASSIGNMENT

Lawndale shall not assign, transfer, convey, or otherwise dispose of the Agreement (or the right, title, or interest in it or any part of it) without the prior written consent of the CM Committee and endorsement of the Administrator, which consent shall not be unreasonably withheld.

16. AUTHORITY TO ENTER AGREEMENTS AND MANAGEMENT OF RIITS

16.1. LACMTA as the Administrator is authorized to execute Member, Associate, and User agreements which contain provisions regarding guidelines, protocols, terms and conditions on use of RIITS that have been approved by the CM Committee on behalf of all Members and Associates, including Lawndale.

16.2. Lawndale hereby acknowledges that Administrator or any successor Administrator selected by the CM Committee is delegated authority to provide for the day-to-day operation, maintenance, management, and monitoring of RIITS, codify system changes, provide administrative support to the CM Committee, execute related agreements, and enforce the terms and conditions of agreements.

17. GOVERNING LAW

The Agreement has been negotiated, entered into, and shall be performed, within the State of California, and as such California substantive and procedural law shall apply, except to the extent preempted or superseded by federal law. By entering into the Agreement, the Parties consent and submit to the jurisdiction of the courts of the State of California, County of Los Angeles, over any action at law, suit in equity, and/or other proceeding that may arise out of the Agreement.

18. SEVERABILITY

In the event any article, section, sub-article, paragraph, sentence, clause, phrase contained in the Agreement shall be determined, declared, adjudged invalid, illegal, unconstitutional, or otherwise void, such determination, declaration, or adjudication shall in no manner affect the other articles, sections, sub-articles, paragraphs, sentences, clauses, or phrases of the Agreement, which shall remain in full force and effect as if the article, section, sub-article, paragraph, sentence, clause, or phrase declared, determined, or adjudged invalid, illegal, unconstitutional, or otherwise void, was not originally contained in the Agreement.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between Lawndale and the Administrator regarding RIITS, and supersedes any and all previous and contemporaneous agreements, whether written or oral, and all communications between the Parties regarding RIITS.

20. BINDING ON SUCCESSORS AND ASSIGNS

This Agreement shall run to the benefit of and be binding upon any successors and assigns.

21. CONTACT INFORMATION

Notices under this Agreement shall be sent by first-class U.S. mail, postage prepaid, to the Lawndale contact and to the Administrator, at the address specified. Each Party will notify the other in writing of changes to their designated contact person. Notices shall be deemed effective five business days after such mailing.

Contact information regarding any aspects of this Agreement is as follows:

21.1. Lawndale Contact Information

Lawndale may provide a primary and a technical contact. Lawndale contact information is as follows:

21.1.1. Primary Contact Name

Name:	City of Lawndale
Contact Name:	Mr. Nick Petrevski
Title:	Associate Engineer
Address:	14717 Burin Avenue Lawndale, CA 90260
Telephone:	(310) 973-3265
Email:	npetrevski@lawndale.ca.gov

21.1.2. Technical Contact Name

Name:	City of Lawndale
Contact Name:	Mr. Nick Petrevski
Title:	Associate Engineer
Address:	14717 Burin Avenue Lawndale, CA 90260
Telephone:	(310) 973-3265
Email:	npetrevski@lawndale.ca.gov

21.2. LACMTA in its capacity as RIITS Administrator Contact

Agency Name:	Los Angeles County Metropolitan Transportation Authority
Contact Name:	Mr. Kali Fogel
Title:	RIITS Administrator
Address:	1 Gateway Plaza Los Angeles, CA 90012
Telephone:	(213) 922-2665
Email:	fogelk@metro.net

22. ELECTRONIC SIGNATURES

Each Party agrees that electronic signatures, whether digital or encrypted, of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby bearing an original or electronic signature by facsimile, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below.

Los Angeles County Metropolitan Transportation Authority, in its capacity as the duly authorized RIITS Administrator

STEPHANIE N. WIGGINS
CHIEF EXECUTIVE OFFICER

By:

Steven Gota Date
Executive Officer

City of Lawndale

Robert Pullen-Miles Date
Mayor

COUNTYWIDE SIGNAL PRIORITY ATTACHMENT

1. PARTICIPATION BY MEMBERS

1.1 This Countywide Signal Priority ("CSP") Attachment to the Interagency Memorandum of Understanding between Los Angeles County Metropolitan Transportation Authority ("LACMTA"), in its capacity as the Administrator of the Regional Integration of Intelligent Transportation Systems ("RIITS") and Lawndale sets forth the terms and conditions for participation by the Member in Countywide Signal Priority.

1.2 The Parties shall determine where CSP equipment and software will be installed within the Member's jurisdiction as RIITS infrastructure. LACMTA on behalf of RIITS may install CSP infrastructure within Member's jurisdiction. The Parties will mutually cooperate to promptly resolve any technical or institutional issues, including those during design, implementation, operation, and maintenance of CSP.

1.3 By participating in CSP, the Member authorizes RIITS to make certain changes or improvements to the Member's traffic control equipment at targeted intersections.

1.4 Notwithstanding any provision to the contrary, whether expressly or by implication, the Member has and retains the sole responsibility for the operation and maintenance of its traffic control system.

1.5 LACMTA has deployed, or will be deploying, its bus service through certain corridors in the Member's jurisdiction. A component of the bus program is to provide signal priority for buses at signalized intersections along the bus route. LACMTA uses CSP technologies to implement and maintain the signal-priority function of the bus service.

1.6 The Member acknowledges and agrees that CSP was prepared in accordance with state and federal signal safety requirements, and the implementation of CSP does not adversely affect or alter the safety parameters of the local traffic control system.

2. MEMBER RESPONSIBILITIES

The Member hereby agrees, in no particular order, to each and every of the following:

2.1. Member shall provide or make available existing traffic signal plans for targeted intersections to RIITS;

2.2. Member shall provide coordination support during the design, installation, and test of all CSP elements. Such support may include, without limitation, timely review of design, access to necessary equipment for installation, providing timely inspections and approvals, and making staff available on an as-needed basis;

2.3. Member shall work with RIITS to make space available for the installation of CSP equipment within traffic controller cabinets and on traffic signal poles and mast arms as necessary;

2.4. Member shall issue all required permits at no cost to LACMTA on behalf of RIITS or its contractors for all work directly related to the installation of CSP;

2.5. Member shall assist with the installation of any updated traffic signal control programs required for CSP operations. Further, the Member shall remain responsible for entering the signal timing, including CSP parameters, and for other tasks directly related to day-to-day traffic signal operations;

2.6. Member hereby authorizes RIITS to obtain the applicable traffic signal control firmware for the Member in order to operate CSP;

2.7. Member retains the exclusive ownership and control over all traffic signal control equipment. Other than the CSP and related equipment, the Member shall also retain exclusive ownership and control over the equipment, firmware, software and improvements that RIITS makes to the Member's traffic signal control operations;

2.8. Member shall support the deployment of CSP and will cooperate with RIITS to successfully install signal priority within Member's jurisdiction;

2.9. Member shall provide, at its own cost and expense, operational infrastructure within Member's jurisdiction that allows CSP to operate normally;

2.10. Member shall promptly notify the CSP Program Manager whenever RIITS infrastructure is disconnected during the normal course of traffic signal control operations and maintenance or otherwise;

2.11. Member shall notify the CSP Program Manager immediately if RIITS infrastructure is damaged or removed. Member will retain any and all removed equipment, including hardware, parts, etc., for return to RIITS;

2.12. Member retains the responsibility for the operations and maintenance of its traffic control system, including those intersections receiving upgrades. Nothing in this Countywide Signal Priority Attachment is intended to change or be construed to change the Member's responsibilities in operating and maintaining its traffic control system, including, without limitation, traffic timing/signal issues at the Member's intersections;

2.13. Member reserves the right to disconnect CSP hardware as deemed necessary as part of normal traffic signal control operations and maintenance;

2.14. Member shall promptly notify CSP Program Manager if CSP hardware is disconnected during the normal course of traffic signal control operations and maintenance; and

2.15. Member hereby appoints and designates the following individual to serve as the principal point of contact for the Member for purposes of CSP:

2.15.1. CSP Contact Name

Name:	City of Lawndale
Contact Name:	Mr. Nick Petrevski
Title:	Associate Engineer
Address:	14717 Burin Avenue
	Lawndale, CA 90260
Telephone:	(310) 973-3265
Email:	npetrevski@lawndale.ca.gov

3. ADMINISTRATOR RESPONSIBILITIES

Subject to and upon approval from the RIITS Configuration Management Committee, and in no particular order, RIITS shall perform as follows:

3.1. RIITS shall work closely with Member to ensure that the deployment of signal priority does not impact traffic conditions or increase normal operations and maintenance requirements at signal prioritized intersections;

3.2. Work with Member to develop appropriate signal priority implementation strategies acceptable to both Parties. The Parties understand and agree that the Member is ultimately responsible for the traffic signal timing sheets that control all intersections;

3.3. At RIITS' sole cost and expense, RIITS shall procure, test, and in coordination with the Member, integrate and install all elements necessary to implement CSP at each targeted intersection, and shall not install CSP equipment until RIITS has received Member's approval;

3.4. In furtherance of 2.4 above, RIITS and/or its contractors shall obtain from Member all necessary permits and coordinate with the Member prior to commencing fieldwork;

3.5. RIITS has and shall retain the exclusive ownership and control over CSP and related equipment; and

3.6. Coordinate all operations and maintenance directly attributable to the signal priority deployment with the Member.

4. CSP PROGRAM MANAGER

The CSP Program Manager is the designated and primary point-of-contact for any and all CSP technical and administrative matters. Their contact information is below.

4.1. CSP Program Manager Contact

Agency Name:	Los Angeles County Metropolitan Transportation Authority
Contact Name:	Mrs. Eva Moon
Title:	CSP Program Manager
Address:	1 Gateway Plaza Los Angeles, CA 90012
Telephone:	(213) 418-3285
Email:	panmoone@metro.net

END OF COUNTYWIDE SIGNAL PRIORITY ATTACHMENT

INTEGRATED CORRIDOR MANAGEMENT ATTACHMENT

1. PARTICIPATION BY MEMBERS

1.1 This Integrated Corridor Management ("ICM") Attachment to the Interagency Memorandum of Understanding between Los Angeles County Metropolitan Transportation Authority ("LACMTA"), in its capacity as the Administrator of the Regional Integration of Intelligent Transportation Systems ("RIITS") and Lawndale sets forth the terms and conditions for participation by the Member in Integrated Corridor Management.

1.2 The Parties shall determine where ICM equipment and software will be installed within the Member's jurisdiction as RIITS infrastructure. LACMTA on behalf of RIITS may install ICM infrastructure within Member's jurisdiction. The Parties will mutually cooperate to promptly resolve any technical or institutional issues, including those during design, implementation, operation, and maintenance of ICM.

1.3 By participating in ICM, the Member authorizes RIITS to make certain changes or improvements to the Member's traffic control equipment at targeted intersections.

1.4 Notwithstanding any provision to the contrary, whether expressly or by implication, the Member has and retains the sole responsibility for the operation and maintenance of its traffic control system.

1.5 The Member acknowledges and agrees that ICM was prepared in accordance with state and federal signal safety requirements, and the implementation of ICM does not adversely affect or alter the safety parameters of the local traffic control system.

2. MEMBER RESPONSIBILITIES

The Member hereby agrees, in no particular order, to each and every of the following:

2.1. Member shall operate and maintain local traffic control and ITS assets to support ICM;

2.2. Member shall fulfill their ICM requirements for their jurisdiction;

2.3. Member shall assign agency staff or contracted agency staff to participate in scheduled meetings, calls, and workshops associated with the ICM corridor;

2.4. Member shall review and provide timely comments on documents, reports, and plans as it relates to the specific ICM corridor;

2.5. Member shall provide coordination support during the design, installation, and test of all ICM elements. Such support may include, without limitation, timely review of design, access to necessary equipment for installation, providing timely inspections and approvals, and making staff available on an as-needed basis;

2.6. Member shall notify the ICM Program Manager of any significant changes being considered to data, traffic signal controller hardware and firmware, transit routes, signal timing, ITS devices, and other items that potentially impact the corridor and/or arterial operations so that all stakeholders are informed and can make adjustments for the betterment of the overall ICM corridor;

2.7. Member shall participate in the RIITS ICM Subcommittee on an as-needed basis. All technical, performance, and operational matters for ICM will be resolved among the partnering agencies within this Subcommittee. ICM activities will be directed through each agency's primary contact and then advanced through each agency's management as needed.

2.8. Member shall provide or make available existing traffic signal plans for targeted intersections to RIITS;

2.9. Member shall work with RIITS to make space available for the installation of ICM equipment within traffic controller cabinets and on traffic signal poles and mast arms as necessary;

2.10. Member shall issue all required permits at no cost to LACMTA on behalf of RIITS or its contractors for all work directly related to the installation of ICM elements;

2.11. Member shall assist with the installation of any updated traffic signal control programs required for ICM operations. Further, the Member shall remain responsible for entering the signal timing and for other tasks directly related to day-to-day traffic signal operations;

2.12. Member retains the exclusive ownership and control over all traffic signal control equipment and other ITS equipment used for daily traffic operations. Other than the ICM and related equipment, the Member shall also retain exclusive ownership and control over the equipment, firmware, software and improvements that RIITS makes to the Member's traffic signal control operations;

2.13. Member shall provide, at its own cost and expense, operational infrastructure within Member's jurisdiction that allows ICM to operate normally;

2.14. Member shall promptly notify the ICM Program Manager whenever RIITS infrastructure is disconnected during the normal course of traffic signal control operations and maintenance or otherwise;

2.15. Member shall notify the ICM Program Manager immediately if RIITS infrastructure is damaged or removed. Member will retain any and all removed equipment, including, but not limited to, hardware, parts, equipment, software, tools, and other items provided for return to RIITS;

2.16. Member retains the responsibility for the operations and maintenance of its traffic control system, including those intersections receiving upgrades. Nothing in this Integrated Corridor Management Attachment is intended to change or be construed to change the Member's responsibilities in operating and maintaining its traffic control system, including, without limitation, traffic timing/signal issues at the Member's intersections; and

2.17. Member hereby appoints and designates the following individual to serve as the principal point of contact for the Member for purposes of ICM:

ICM Contact Name

Name:	City of Lawndale
Contact Name:	Mr. Nick Petrevski
Title:	Associate Engineer
Address:	14717 Burin Avenue
	Lawndale, CA 90260
Telephone:	(310) 973-3265
Email:	npetrevski@lawndale.ca.gov

3. ADMINISTRATOR RESPONSIBILITIES

Subject to and upon approval from the RIITS Configuration Management Committee, and in no particular order, RIITS shall perform as follows:

3.1. RIITS shall work closely with Member to ensure that the deployment of ICM does not impact traffic conditions or increase normal operations and maintenance requirements at signal prioritized intersections;

3.2. Work with Member to develop appropriate response plan strategies acceptable to both Parties. The Parties understand and agree that the Member is ultimately responsible for the traffic signal timing sheets that control all intersections;

3.3. At RIITS' sole cost and expense, RIITS shall procure, test, and in coordination with the Member, integrate and install all elements necessary to implement ICM at each targeted intersection, and shall not install ICM equipment until RIITS has received Member's approval;

3.4. In furtherance of 2.10 above, RIITS and/or its contractors shall obtain from Member all necessary permits and coordinate with the Member prior to commencing fieldwork;

3.5. Coordinate all operations and maintenance directly attributable to the ICM deployment with the Member.

4. ICM PROGRAM MANAGER

The ICM Program Manager is the designated and primary point-of-contact for any and all ICM technical and administrative matters. Their contact information is below.

4.1. ICM Program Manager Contact

Agency Name:	Los Angeles County Metropolitan Transportation Authority
Contact Name:	Mr. Edward Alegre
Title:	ICM Program Manager
Address:	1 Gateway Plaza
	Los Angeles, CA 90012
Telephone:	(213) 418-3287
Email:	alegree@metro.net

END OF INTEGRATED CORRIDOR MANAGMENT ATTACHMENT

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 20, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Report of Attendance at Meetings**

No supporting documentation was forwarded to the City Clerk Department for this item.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	April 20, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Conference with Legal Counsel – Existing Litigation**

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: April 20, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim Executive Officer

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Conference with Legal Counsel – Existing Litigation**

BACKGROUND

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: Suarez v. County of Los Angeles et al. (CD California, Case No. 2:26-cv-2943).