



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: August 24, 2021

Subject: Building Plan Review Consultant Recommendations

Prepared by: Kirk Ballard, Building Official

Reviewed by: Jon Biggs, Community Development Director

Approved by: Gabriel Engeland, City Manager

Attachments:

1. Structech Los Altos Proposal 2021
- 1a Structech Fee for Services 2021
2. TRB Los Altos Proposal 2021
- 2a TRB Fee for Services 2021

Initiated by:

Staff

Fiscal Impact:

The fiscal impact is negligible. All consultant plan review fees are paid by the applicant at time of building permit application submittal. Expenditures for these services are established during the budget review and adoption process and are based on projected construction volumes.

Environmental Review:

Authorization of the City Manager to enter into agreements with consulting firms to provide building code compliance plan check services has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Authorizing the City Manager to enter into an agreement on behalf of the City of Los Altos for building code compliance plan check services will not be an activity with potential to cause significant adverse effect on the environment because it is related to the organizational or administrative activities of the City and will not result in direct or indirect physical changes in the environment, and therefore is exempt from CEQA.

Policy Question(s) for Council Consideration:

- Should the City Council authorize the City Manager to execute agreements with Structech Engineering and TRB+Associates for building code compliance plan check services.



Subject: Building Code Compliance Plan Check Services

Summary:

- This is a request authorizing the City Manager to enter into an agreement with Structech Engineering and TRB+ Associates to provide building code compliance plan check services
- The current agreements for these services have expired.
- This is a structure that has worked well for the City and supplements the moderately sized staff of the Building Division while maintaining high-quality plan reviews and responsive time lines.

Staff Recommendation:

Authorize the City Manager to execute agreements with Structech Engineering and TRB+ Associates to provide building code compliance plan check services.

Purpose

Assure building code compliance of permitted construction projects by entering into agreements with two consulting firms with demonstrated experience in the review of construction documents and plans for compliance with the building codes in effect in the City of Los Altos.

Background

The City Building Division has been using contract plan review services for many years to keep up with the community's on-going high volume construction activities. These companies provide in-depth plan review services for construction projects on large commercial, new residential, and complex remodels and additions. Fees for these services are paid directly by the applicant at time of building permit application submittal.

Small to mid-size cities in the bay area contract for these building code plan check compliance services in order to keep up with building permit application volumes and leverage the skills of the building inspection staff so that it can focus on the inspection of construction projects in the field. Without the use of these consulting firms, licensed structural/civil and plan-check engineers would need to be on-staff in the City. Currently, the City utilizes these same two consulting; however, the agreements with these firms have expired and new agreements need to be entered into.

Discussion/Analysis

In-line with the adopted purchasing policy, staff released an RFP for plan check services. Staff received four responses to the RFP from plan review consulting firms. All four proposals were carefully reviewed, each of the proposals were evaluated on the following objective criteria:

1. Demonstrated experience working with other jurisdictions and entities.
2. Consultant's approach and experience to accomplishing the scope of work.
3. Timetable for completing the projects.
4. Associated fees for services.



Subject: Building Code Compliance Plan Check Services

Based on this review, the two existing consulting firms have been identified as best meeting the criteria indicated above. The City Building Division has been utilizing each of these firms for over 13 years and their experience and knowledge of the building codes and practices in Los Altos, fees for service, and professional qualifications support this recommendation. Each firm is a known entity and familiar and staff's experience working with these firms has been positive.

Based on the merits of their proposals and its experience, staff is recommending that the City Council authorize the City Manager to enter into new agreements with Structech Engineering and TRB+Associates.

Options

- 1) Authorize the City Manager to enter into agreements with the recommended plan review consulting firms.

Advantages: Provides for continued plan check services by consulting firms with experience and a demonstrated ability to provide this service to the City of Los Altos.

Disadvantages: Slight overhead to administer these firms, which has not been a problem to date

- 2) Decline authorization to the City Manager to enter into agreements for plan review consulting services with the recommended firms

Advantages: Release of a new RFP may elicit submittals from other plan check consulting services.

Disadvantages: Would result in delays in the timely processing of construction permit applications

Recommendation

The staff recommends Option 1.



**STRUCTECH
ENGINEERING**

5632 Ravenna Court
San Jose, CA 95118
408-569-7486 hpouya@structech.net

May 19, 2021

RE: RFP- City of Los Altos, Building and Safety Consulting Services

Mr. Kirk Ballard
Building Official
City of Los Altos
One North San Antonio Road
Los Altos, California 94022-3087

Dear Mr. Ballard,

My company is privileged to respond to the Request for Proposal for professional consulting services issued on May 7, 2021. Enclosed, please find our submittal documents per the RFP for the above referenced services.

- a. **Statements of Qualifications** - Structech is an engineering firm with over 36 years of highest quality service experience in the areas of design and comprehensive plan reviews. The experience of the staff ranges from design/analysis and plan reviews of single residential dwelling to multistory residential, commercial, institutional, and industrial projects with combined cumulative experience of more than 78 years. Please see Attachment 1 for the current Structech staff resumes and qualifications.
- b. **Resumes of technical organization** - Please refer to the Attachment I for the Structech Engineering summary resumes of the permanent technical staff with their professional references.
- c. **Service Approach** - Structech is an engineering firm with over 36 years of high-quality service experience in the areas of design and comprehensive plan reviews. Structech utilizes only qualified engineers and plan examiners with extensive and many years of experience in the areas of expertise, consisting of structural and complete plan reviews.
- d. **Methodology and ability to perform** - Structech does not offer field inspection services at this time. However, Structural plan reviews and complete plan reviews services are offered. Structural and non-structural plan reviews are normally performed in a concurrent manner utilizing electronic sets of plans, thus minimizing the time for plan circulation. Either one of these services can also be performed separately.

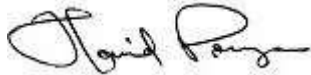
Aside from the permanent associates, Structech is able utilize other well experienced professionals who are on-call based on the workload.

- e. **List of specific tasks** – An electronic set of plans, and other documents such as Structural Design calculations, Title 24, and any other pertaining documents would be necessary to perform the following tasks:
- Perform *Plan Review* of submitted residential, commercial, and any other type of project within the City of Los Altos.
 - For the submitted plans, perform *Non-Structural Plan Review* in conformance with the regulation contained in the most currently adapted Building, Plumbing, Mechanical, Electrical Codes such as California Building Code (CBC), as well as State laws governing accessibility to building by physically challenged persons, FEMA flood zone regulations, Green Building Code, and energy conservation review (Title 24) as required by the State of California.
 - Perform *Structural Plan Review* for the submitted projects in conformance with regulation contained in the most currently adapted Codes, such as International Building Code (IBC) and the State of California regulations (CBC).
 - Process *Plan Revisions & Rechecks* and verify that corrections have been adequately made.
 - Provide limited consulting services as required by the City and be available to confer with applicants by telephone and email during all normal business hours or in person by prior appointment.
 - Meet with City staff upon request.
 - Provide electronic plan receiving and transmittal services to the City of Los Altos Building Division
- f. **Total Cost of the Listed Services and Hourly Rates-** The fees for services (section f) are presented separately as Attachment II in a sealed envelope as per RFP's instructions.
- g. **Examples of Past Work** – Structech has been performing and providing complete plan review services for the City of Los Altos for the past 33 years. Our company also provides plan review services for the City of Tracy since 2005, and the City of San Ramon since 2012. Samples of the plan review transmittals and reports are provided in the Attachment III.
- h. **Plan Review Timelines** – The typical turn-around times under usual work load and circumstances including the pickups and deliveries, if required, are as follow:
- Complete Plan Review for New Single Family Dwellings, Additions, and Remodeling, etc.- Within 10 Working Days; Rechecks Within 5 Working Days.

- Complete Plan Review for New Commercial Building Projects and Major Addition and Rehab — Within 15 Working Days, Rechecks Within 10 Working Days.
 - Complete Plan Review for New Apartment and Condominium Projects and Major Addition and Rehab — Within 15 Working Days, Recheck Within 10 Working Days.
 - Complete Plan Review for Commercial Tenant Improvement -- Within 15 Working Days, Recheck Within 10 Working Days.
- i. **Conflict of interest** - Structech will provide consulting services and plan reviews for the City of Los Altos. No other consulting services will be provided, nor solicited within the City of Los Altos without prior agreement between the City and Structech Engineering.

We look forward in continuing to work with the City of Los Altos as we have in the past 33 years.

Best regards,

A handwritten signature in black ink, appearing to read "Hamid Pouya". The signature is fluid and cursive, with a large initial "H" and "P".

Hamid Pouya, PE

Structech Engineering

Attachment - I

1 – Hamid Pouya P.E.

Registered Professional Engineer in the State of California.

California Licensed General Contractor (Currently Inactive).

With over 45 years of experience in structural analysis and design, structural plan review, construction supervision, and building department administration.

References:

Mr. Kirk Ballard
Building Official, City of Los Altos, California
One N. San Antonio Rd.
Los Altos, CA. 94022 (650) 947-2634

Mr. Kevin Jorgensen
Chief Building Official, City of Tracy, California.
333 Civic Center Plaza
Tracy, CA. 95376 (209) 831-6415

Mr. Vance Philips
Chief Building Official, City of San Ramon, California.
2226 Camino Ramon
San Ramon, CA. 94583 (925) 250-7058

Mr. Ali Fatapour P.E.
Building Official, City of Monte Sereno, California.
18041 Los Gatos Saratoga Rd.
Monte Sereno, CA 95030 (408) 858-2126

2 – Parviz Zavareh P.E.

Registered Professional Engineer in the states of Alabama, California, and Texas.

With more than 45 years of experience in structural design/analysis and plan review of residential, institutional, commercial, and industrial projects. Extensive

Attachment - I

experience with computer/software applications to the structural design and seismic analysis and retrofit of the buildings.

References:

Mr. Vance Philips
Chief Building Official, City of San Ramon, California.
2226 Camino Ramon
San Ramon, CA. 94583 (925) 250-7058

Mr. Ali Fatapour P.E.
Building Official, City of Monte Sereno, California.
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Monte Sereno, CA 95030 (408) 858-2126

Mr. Kevin Jorgensen
Chief Building Official, City of Tracy, California.
333 Civic Center Plaza
Tracy, CA. 95376 (209) 831-6415

3 – Frank Rainone

ICC Plans Examiner
California Licensed General Contractor.
ICC Certified Building Inspector
ICC Certified Electrical Inspector
ICC Certified Handicap Accessibility Inspector
State of California CASP Certified

With over 36 years of experience in performing non-structural (Architectural, Civil, Mechanical, Electrical, Plumbing, Green Building Code, and California Accessibility) plan review, as well as extensive hands-on experience in building inspection and construction.

References:

Mr. Ali Fatapour
Building Official, City of Sunnyvale, California
18041 Los Gatos Saratoga Rd.
Monte Sereno, CA 95030 (408) 858-2126

Attachment - I

Mr. Kirk Ballard
Building Official, City of Los Altos, California
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Los Altos, CA. 94022 (650) 947-2634

Mr. Vance Phillips
Chief Building Official, City of San Ramon, California.
2226 Camino Ramon
San Ramon, CA. 94583 (925) 250-7058

Attachment- II**STRUCTECH
ENGINEERING**

5632 Ravenna Court
San Jose, CA 95118
408-569-7486 hpouya@structech.net

- f. **Total Cost of the Listed Services and Hourly Rates** –The total plan review fees for structural and non-structural will not exceed **65%** of the same fees charged to the permit applicants by the City. The latter percentage is reduced to **55%** for project with project valuation **exceeding \$3 million dollars**.

Total fees charged for “structural only” review will not exceed 50% of the plan check fees charged to the permit applicants by the City.

The above limits include all required reviews, re-checks, and meetings necessary to complete final plan approval.

In case a project is submitted based on hourly review, the hourly rate for non-structural plan review is \$175 per hour and the rate for “structural only” plan review is \$200 per hour. Both hourly rates are based on a principal staff/associate time only.

The Expedited plan review services are available based upon City’s request. Fees for such projects are negotiable, and determined by mutual agreement at the time of requested service, and based on Structech’s workload, project complexity, and type of the project plan review. However, the fees for the complete expedited plan reviews shall not exceed 80% of the same fees charged by the City.

May 24, 2021

City of Los Altos

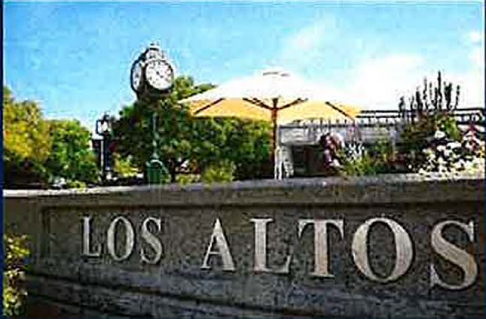
PROPOSAL TO PROVIDE BUILDING AND SAFETY PLAN REVIEW AND INSPECTION SERVICES

CONTACT

Todd Bailey, PE, LEED AP, CASp, MBA
Principal-in-Charge
925.866.2633
tbailey@trbplus.com

OFFICE LOCATIONS

- San Ramon
- Santa Clara
- Sacramento
- Long Beach



TRB+ Associates

- Section 1 | Letter of Transmittal**
- Section 2 | Qualifications**
- Section 3 | Resumes**
- Section 4 | Staff Resources and Capability**
- Section 5 | References**
- Section 6 | Fee Schedule (under separate sealed envelope)**
- Section 7 | Schedule of Plan Review Turn-Around Times**
- Section 8 | Electronic Submittal Review Process**

May 24, 2021

Kirk Ballard, Building Official
City of Los Altos
1 N. San Antonio Road
Los Altos, CA 94022

SUBJECT: TRB and Associates Proposal to Provide Building and Safety Plan Review and Inspection Services

Dear Mr. Ballard:

TRB and Associates, Inc. (TRB) is pleased to submit this Proposal to Provide Building and Safety Plan Review and Inspection Services for your consideration. We have reviewed the contents of the City's RFP and are prepared to provide the requested scope of services, and look forward to the opportunity to build on our over 13-year work partnership with the City of Los Altos Building and Safety Division.

For this engagement, Todd Bailey, P.E., CASp, LEED AP, MBA will continue to serve as the Project Manager responsible for ensuring timely delivery of quality support services. To confirm, Todd will be managing all services provided to the City from TRB's San Ramon office. Of note, Todd has over 15 years of personal experience providing Building and Safety support services to the City of Los Altos. The balance of our proposed key staff is identified in Section 3– Resumes of our proposal.

TRB and Associates provides Plan Review, Inspection, Delegate Chief Building Official, and CASp services to municipal building and public works departments throughout California. Our corporation, which comprises over 50 team members, was established in 2006 and has been a growing business since its founding. We specialize and serve exclusively in the code compliance role. We would like to highlight the following about the company:

- Our firm is engaged to provide as-needed Building Department and related services to over 50 municipalities in Northern California; including the City of Los Altos. As a result, our team is very familiar with the many region-specific considerations that need to be taken into account when evaluating code compliance including flood zone, seismic design, wind exposure, soil/liquefaction, wildland urban interface, and landslide criteria.
- As a value-added service, Paul Armstrong will be available to provide code training to City staff and invited guests on the 2019 California Building Codes Standards if desired by the City.
- The staff of TRB includes licensed Civil, Structural, Mechanical, Fire Protection, and Electrical Engineers; Architects; and ICC, CASp, LEED®, and SAP/ATC 20 certified individuals who have an average 25 years of experience in the architecture-engineering-construction industry.
- Our staff are active in industry organizations such as ICC, CALBO, CBOAC, ASCE, and SEAOC. Of note, TRB+'s roster includes three ICC Chapter Presidents and a CBOAC Board Member – Todd Bailey (East Bay Chapter, 2009), Paul Armstrong (Orange Empire Chapter, 2019), Lowell Brown (ICC Napa-Solano Chapter, 2017), and Shelley Loughran (CBOAC 2020).
- Our firm was recently recognized as Industry Member of the Year by the County Building Officials Association of California (CBOAC) in 2019.
- We have a strong track record of producing quality results and meeting turnaround goals, a track record to which our clients will attest.

Our firm looks forward to the opportunity to continue to assist the City of Los Altos as a Building Safety Services provider and is prepared to enter into an agreement with the City immediately. In the documentation provided, you will find background information on the company, our building & fire life safety service offerings, representative project experience, professional references, and a fee schedule for your review. If you have questions or need further information, please do not hesitate to contact Todd Bailey by phone at (925) 866-2633 or by email at tbailey@trbplus.com. We look forward to hearing your feedback soon.

Sincerely,

TRB + ASSOCIATES, INC.



Todd Bailey, P.E., LEED AP, CASp, MBA
ICC Certified Building Plans Examiner + Combination Commercial Inspector | Principal & Project Manager

Corporate & Project Office
3180 Crow Canyon Place, Suite 216
San Ramon, CA 94583
Tel: 925.866.2633

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

Sacramento Office
333 University Avenue, Suite 200
Sacramento, CA 95825
Tel: 916.384.0900

Southern California Office
4182 N Viking Way, Suite 204
Long Beach, CA 90808
Tel: 562.566.4144

Company Overview

TRB and Associates, Inc. (TRB) is a California based building and fire life safety services corporation with offices in San Ramon, Santa Clara, Sacramento, and Long Beach. To confirm, all work for this contract will be performed out of our San Ramon office location. Our firm provides Plan Review, Inspection, Building Department Administration, Delegate Chief Building Official, and Disabled Access (CASP) Consulting services to public agencies throughout California. Of note, TRB has proudly served the City of Los Altos as a Building Safety services provider for over 13 years.

TRB and Associates was established in 2006 and has been a growing business since its founding. The firm is owned by its Principal-in-Charge Todd Bailey, PE, LEED AP, CASp, MBA who has over 25 years of experience working in the Building Safety field in California.

Our over 50 team members have an average of 25 years of experience in the Architecture-Engineering-Construction industry, encompassing building safety and related services across a full range of code disciplines.

Range of Services

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

Project Understanding & Approach

TRB and Associates, Inc. (TRB) would like to confirm its intent to provide Plan Review, Inspection, and CASp Services in accordance with the Scope of Work identified in the City of Los Altos' Request for Proposal (RFP) document. In brief, it is our understanding the City of Los Altos Building Division is seeking qualified consultants to assist with as-needed plan review, inspection, and disabled access (CASp) support services on a range of project types. It is understood that plan review and inspection task would comprise reviewing projects for adherence to the City's latest adopted Municipal Codes and Title 24 California Building Standards Codes covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical, and electrical provisions.

The following reflects our proposed work plan for providing the requested scope of services.

Project Approach Overview

Our approach to this engagement is centered on utilizing experienced staff and fostering open communication between our firm and the City. On an ongoing basis, our Project Manager, Todd Bailey, will continue to maintain regular communication with City staff to ensure that we are kept apprised of current code interpretations and policies, and to enhance our ability to quickly respond to any issues that may arise during permit counter, document review, and/or inspection activities.

We value the importance of the City's projects and are committed to meeting all project service delivery deadlines. We will diligently document and report all plan review and inspection findings, tracking information, and other reports, as required by the City.

Throughout this engagement, our key team members will continue to be available to meet with City staff either via phone or in person to address questions that may come up during the course of a project. Our firm is committed to responding to all inquiries within 1 business day. We encourage discussions via in-person meeting, telecon, and/or WebEx or similar formats as agreeable and necessary to achieve the most expeditious results.

Quality Control Measures

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

Our Project Manager, Plan Review Manager, and Inspection Services Manager will be in the role of ensuring accuracy and consistency (QA/QC) in the application of adopted codes and standards for any City assignments.

Building Code Instruction

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

Plan Review Scope & Approach

Plan Review

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

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

- 2019 California Building Code
- 2019 California Residential Code
- 2019 California Electrical Code
- 2019 California Plumbing Code
- 2019 California Mechanical Code
- 2019 California Fire Code
- 2019 Title 24 Energy Standards
- 2019 California Green Building Standards Code

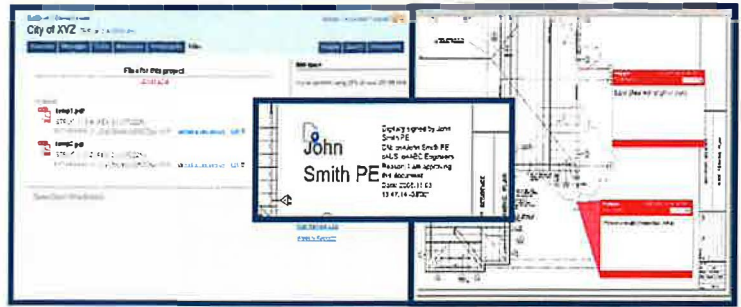
Alternate Material and Methods

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



Electronic Plan Review

To confirm, TRB is prepared to continue accommodating and reviewing plan documents electronically for the City. The staff of TRB has been leaders in the field of digital plan review and workflow management; as such, we have the experience and know-how to efficiently manage the review of electronic documents. We are prepared to track and communicate all plan review comments and approvals through the City-designated electronic plan review system. Our team has extensive experience working with the City's system, as well as several other electronic plan review systems including Bluebeam, DigEplan, and ProjectDox. We are also experienced with remote workflow statusing of plan review project activity, and are prepared to do so for the City of Los Altos on this assignment.



Online Plan Check Status and Records

To facilitate access to plan review findings and status information, TRB is prepared to initiate its Project Website for use on this assignment. With our project website, all correspondence issued by our team can be posted and maintained for access by City and designated project stakeholder staff. Our postings can include plan review findings (i.e. approval/comment letters), plan review submittal status information, meeting notes, etc.; all of which may be updated on a daily basis. In addition, if so desired by the City, we can also accommodate incoming electronic document postings (i.e. electronic plans, calculations, RFI's, etc.). To confirm, there is no additional cost for this service.

Plan Review Process

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

Step 1 – Initial Review:

Upon receipt of a complete set of plan documents, we will perform our plan review in the agreed-upon timeframe, checking for compliance to all applicable code standards.

In general, plan review turnaround timeframe is ten (10) business days for initial reviews and five (5) business days for rechecks and revisions. Timeframes for large-size projects will be confirmed with City staff prior to proceeding with the review.

All corrections are identified based on compliance with specified codes and regulations and worded so the designer will know what needs attention and how to respond to the issue stated. Generally, corrections are identified in two ways:

- Notes can be made on plans as appropriate and authorized to assist in locating the issue on the plans;
- A correction sheet is generated detailing what items need to be addressed before plans can be approved.

The client will receive a copy of each correction list, as well as a cover memo containing the following:

- The date plans were reviewed by TRB and Associates
- The date that the applicant/applicant's designee was notified that the plan review was completed

Step 2 – Transmittal of Plans and Comment Lists for Plan Review:

At the heart of our approach in delivering our services to you, is the recognition that there must be a coordinated effort to track and coordinate all submittals and requests received. To help assure that submittals are properly coordinated and tracked, TRB and Associates has established an internal plan review coordination process to ensure that each plan received for review is properly handled, processed, and returned on time. Our plan tracking procedures are computerized to track each submittal through the review process and maintain accurate and comprehensive records for each submittal. Upon completion of our review, any comments generated are consolidated into a correction letter which is forwarded to the applicant; at the same time, an electronic copy is sent to the City for its reference.

Step 3 – Rechecks:

Upon receipt of the resubmittal package from the applicant, we will notify the City (via email) that we have received the package. Once we have verified that the resubmittal package is complete, we perform a recheck in the agreed-upon timeframe. This process is repeated until the project plan documents are ready to be recommended for approval.

Step 4 – Plan Approval:

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

Shipping and Delivery of Plans

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



Building Inspection Scope & Approach

TRB is prepared to perform inspection, referring to building plans, structural plans, and material specifications for structures located within the City limits, upon 48-hour notice. Our inspectors are proficient at verifying project conformance to model code standards (Building, Electrical, Mechanical, Plumbing, Green Building and Title 24 Energy & Accessibility) and locally adopted ordinances. TRB provides all labor and technical, administrative, professional, and other personnel; supplies, materials, equipment, and all other resources necessary to perform the specified work. TRB will use existing City forms or can develop correction sheets which meet with the approval of the City and shall maintain written lists of corrections needed to ensure conformance to codes and regulations.

Field Inspection Process

Our experienced team includes individuals with extensive field inspection experience on a range of project assignment types including municipality “Called Inspections,” “Clerk of the Works,” and “Inspector of Record” roles; our team can assist with a broad range of inspection responsibilities. Our scope of service areas includes residential, commercial, and industrial facilities, capital improvement projects, municipal agency services and infrastructure revitalization. Our inspectors are careful to document all inspection activities, adhere to agency-adopted protocols, and follow field procedures and policies as dictated by the Building Official. TRB will maintain daily inspection records and all necessary documents on file for reference by the City. To confirm, TRB staff are available for applicant inquiries and/or conferences during normal City business hours. Our inspections include those identified in the California Model Codes and would be amended or modified as directed by the City.

- Foundation Inspection
- Framing Inspection(s)
- Electrical, Mechanical, Plumbing systems inspection
- Lath and/or Gypsum Board Inspection
- Fire Code Inspection, e.g. fire suppression, alarms, etc.
- Concrete Slab or under-floor Inspection
- Insulation / Title-24 inspections
- Final Inspection

Remote Virtual Inspection (RVI) Option

Many jurisdictions are considering or have started using virtual programs to provide remote inspection services. Several of our clients (including the City of Sacramento) have successfully implemented a virtual inspection program. The system allows staff to keep doing their jobs while abiding by social-distancing requirements. Programs such as Inspected.com (a teaming effort with the ICC) or Blitzz charge a per inspection fee as well as an annual lease of their software. Inexpensive tools like Facetime, Skype, Google Duo and Microsoft Teams are also being used. It is important to note that TRB currently utilizes Microsoft Teams and Facetime for these services but can utilize other programs as requested.

Administration, Permit Processing, and CASp Services Scope & Approach

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

- **Disabled Access (CASp) Services:** TRB offers Certified Accessibility Specialist (CASp) Consulting Services to assist agencies with the compliance requirements of State of California Senate Bill 1608 (Corbett). Our team is skilled at reviewing facility plans and specifications for compliance with State and Federal accessibility laws, codes, and regulations; evaluating facilities for compliance with State and Federal accessibility codes and regulations; and conducting accessibility research, preparing accessibility reports, and performing accessibility inspections. We offer email/phone consultations, onsite facility inspections and certifications, and expert testimony services as part of our CASp consulting services portfolio.
- **Permit Technician / Administrative Assistant:** Assist the general public at the front counter or by phone regarding building, planning, and engineering permit requirements, application and permit fees, application filing procedures and processing, and permit status. Screen plans and application materials for completeness and for conformance with City ordinances standards, policies, and guidelines. Review application materials for compliance with conditions of project approval; route plans to other City departments for review; approve and issue minor permits; research and respond to public inquiries.

Customer Service Philosophy

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

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

What you can Expect from Us

Experience

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

Quality Work

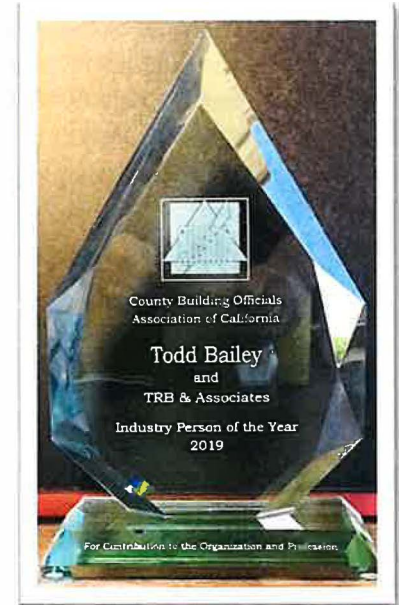
- High technical competence and solutions oriented
- Balanced approach to application of adopted Codes & Standards

Responsiveness

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

Teamwork

- Consider us your Partner – We work with you



What Sets Us Apart

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

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

- Municipal Chief Building Official at a Northern California jurisdiction

Our Commitment

In our Firm's nearly 15 years in business, we have assembled a team of professionals that have been committed to the success of TRB and our clients. As the organization continues to grow, we have maintained our core belief in providing a welcoming environment, training and promotional opportunities, as well as providing the best service possible to our clients. With TRB and Associates, the City of Los Altos will continue to receive an experienced team who understands the needs of public agencies and takes pride in delivering outstanding service. We are always on call and available to you.

Key Project Personnel & Organizational Structure

Mindful of the potential complexity of projects in the City of Los Altos, TRB and Associates has assembled a team with exceptional qualifications and attentiveness to quality and schedule. We would like to confirm that key personnel will be available to the extent proposed for the duration of the assignment and acknowledge that no person designated as key to the project shall be removed or replaced without the prior concurrence of the City.

PROJECT MANAGER

Todd Bailey, PE, LEED AP, CASp, MBA, our company Principal and Founder, will serve in the role of **Project Manager** for this engagement. Todd will continue serve as the main point of contact for the City. Todd has over 25 years of experience in the industry which includes overseeing services to the City of Los Altos over the past 13+ years, and serving as a Delegate Chief Building Official for the California Energy Commission on over 14 large-scale fast-track design build projects in California having a combined valuation of over \$6 billion. Todd will work closely with our team to ensure that project goals are met and that findings are communicated in a timely and clear manner.



PLAN REVIEW TEAM LEADERSHIP

Our plan review group is led by our **Plan Review Manager, Dominic Ma, SE, MPA**. Dominic possesses extensive experience in plan review, which includes working for more than 27 years as a plan review engineer for the City of San Leandro, and 6 years as a supervising civil engineer for the City of Oakland, where he led the City’s plan review division. Dominic will have responsibility for Plan Review Services on this assignment.



INSPECTION AND ONSITE SERVICES TEAM LEADERSHIP

Our inspection and onsite services group is led by our **Inspection and Onsite Services Manager, Lowell Brown**. Lowell has over 25 years of experience encompassing chief building official, plans examiner and combination commercial, industrial and residential inspector roles on a variety of projects; his experience includes serving as Development Services Supervisor, and CIP Project Ombudsman with the City of Fremont. Lowell will have responsibility for Onsite Inspection Services on this assignment.



CLIENT RELATIONS MANAGER

Our client relations group is led by our **Client Relations Manager, Shelley Loughran**. Shelley has over 25 years of experience in the industry which includes serving in both public and private sector roles. She is responsible for all marketing-related functions including strategic planning, client development and public relations. Shelley will be available as a secondary point of contact.



TECHNICAL DIRECTOR & INSTRUCTOR

As an additional resource, our **Technical Director - Paul Armstrong, PE, CBO** will be available to assist with code interpretation and training support. With more than 30 years of building safety management experience, Paul teaches regularly for California Building Officials (CALBO) and has developed a number of CALBO training courses. As a Chief Building Official, he managed building plan review, counter assistance, and inspection for numerous California agencies. His previous experience at International Code Council (ICC) included leading the Architectural and Engineering Services Department, International Conference of Building Officials (ICBO) Technical Services Department.

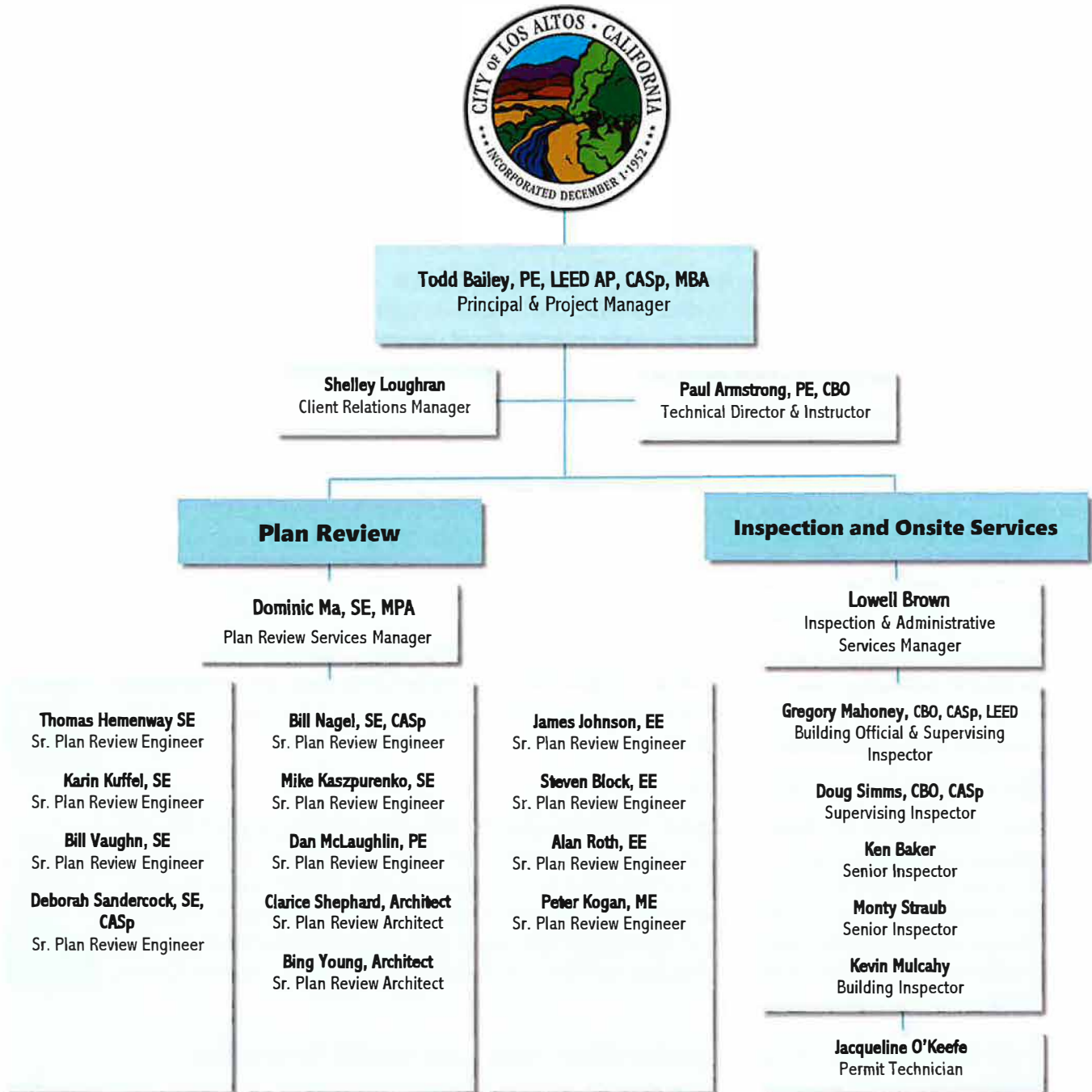


PLAN REVIEW, INSPECTION, CODE ENFORCEMENT, CASp, AND PERMIT TECHNICIAN STAFFING

Our proposed team is comprised of senior-level professionals most of whom have worked together across many large design-build projects and who possess an average of 25 years of experience in the Architecture-Engineering-Construction (AEC) industry. We are pleased to be able to present a team with this combination of interpersonal familiarity and extensive AEC experience.

Organizational Chart

The following Organization Chart identifies those individuals who are designated to this project. Please note that full Resumes for each listed individual listing project experience, licenses & certifications, and work history are included in this section of the proposal.



Todd Bailey, PE, LEED AP, CASp, MBA | Principal-In-Charge & Project Manager

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

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

Select Project Experience**Building Safety Plan Review**

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

Project Management / Administration

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

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

Work Experience

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

Education

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

Bachelor of Science
 Civil Engineering
Cum laude
 University of California Davis

Registration

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

ICC Certified Building Plans
 Examiner

ICC Certified Commercial
 Building Inspector

ICC Certified Commercial
 Electrical Inspector

ICC Certified Commercial
 Plumbing Inspector

ICC Certified Commercial
 Mechanical Inspector

LEED Accredited Professional

Certified Accessibility Specialist
 (CASp-229)

SAP / ATC 20 Certified

DSA-Approved Fire Life Safety
 Plan Reviewer

Professional Affiliations

ICC East Bay Chapter
 Past President (2009)

International Code Council

Other

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

Dominic Ma, SE, PE, MPA | Plan Review Services Manager

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



Dominic has considerable knowledge of civil engineering and structural engineering principles and practices, California Building Code and Title 24 provisions. His strengths include having the ability to review, analyze and evaluate plans, specifications, engineering reports and calculations; possessing knowledge to identify code deficiencies; and evaluating alternate methods and materials of construction. Dominic is adept at reviewing plans for adherence to the California Building Code, ASCE 7-05/10, and when applicable FEMA, ASCE 41, NEHRP provisions.

Select Project Experience**Building Safety Plan Review****Plan Review projects supervised in the City of Oakland**

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

Plan Review projects performed

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

Work Experience

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

Education

Master of Science Structural Engineering UCLA, Los Angeles, CA

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

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

Registration

Registered Structural Engineer California (#1920)

Registered Civil Engineer California (#20018)

ICC Certified Plans Examiner

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

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

Lowell Brown | Inspection and Onsite Services Manager**Education**

AS, Building Inspection
Technology
Cheteketa College

Registration

ICBO/IFC Certified Building
Inspector: Commercial /
Residential

CSA / OES Certified Emergency
Response Assessment
Inspector

Lowell Brown has over 25 years of experience encompassing inspection management, chief building official, plans examiner and combination commercial, industrial and residential inspector roles on a variety of projects in Northern California. His experience includes serving as Development Organization Manager & Development Services Supervisor, and CIP Project Ombudsman with the City of Fremont.

Lowell provides project management and supervisory services to clients on an as-needed basis. Lowell's inspection experience includes complex structural systems, including base-isolation systems and laboratory mechanical and plumbing systems.

Select Field Inspection Experience**Government / Civic**

- Solano County Government Center Project, Solano County, CA

Commercial

- Chiron Medical, Emeryville, CA
- Pixar Animation Studios, Emeryville, CA
- Ikea, Emeryville, CA
- Marriott Hotel, Emeryville, CA
- Genentech CCP2 Expansion Project, Vacaville, CA
- OSHPD-3 Kidney Dialysis Centers, Walnut Creek, CA
- Dry Creek Rancheria Casino, Healdsburg, CA

Industrial and Power Plant Cogeneration Facilities

- Represented the California Energy Commission on Power Plant Projects in Northern California, include the following projects:
 - Los Medanos Energy Center Project
 - Delta Energy Center
 - Lodi Energy Center
 - Russell City Energy Center
 - Almond 2 Power Plant
 - Walnut Creek Energy Park Project

Select Office Plan Review and Administration Experience

- Development Organization Manager and Development Service Supervisor for six years.
- Worked as City of Fremont Ombudsman with large developers to during review and permit processes.
- Performed plan check and site assessment for preliminary design of major projects for the City of Fremont.

Work History

TRB + Associates, Inc., 2010 - Present, Inspection Services Manager
Private Consultants, Senior and Supervising Inspector Roles
City of Fremont CA, Development Services Department Roles

Paul Armstrong, PE, CBO | Technical Director & Instructor

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



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

Select Project Experience

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

Regional Director, Building & Safety Services, TRB + Associates**2019 – Present**

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

Group Leader, Building and Safety Services, Industry Consultant**2017 – 2019**

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

Education

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

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

Registration | Certification

Registered Professional Engineer, CA (#45464)

ICC Certified Building Official

Awards

CALBO Instructor of the Year, 2010

CALBO Course Developer Merit Award, 2014

Committees

International Association of Building Officials Board, 2018

ICC Code Correlation Committee, 2018

Orange Empire Chapter of ICC, Vice President

ICC Residential Energy Code Development Committee, Chair 2013

ICC Building Official Membership Council, Governing Committee, 2011

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

CALBO Building/Fire Advisory Committee, 2011

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

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

(Ctd. on next page)

Committees (Ctd.)

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

UL Fuel Gas Products Council
(2002)

BCMC (BDMC) staff liaison
(1993-2002)

Co-secretariat to the ICC
Performance Based Building
Code

Secretariat to the International
Zoning Code (1996-2000)

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

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

NIBS HHS Code Comparison
Committee (1994)

FEMA Building Performance
Review Team member (1993)

NIBS Flood Standards
Comparison Committee (1992)

Coordinator, Pacific Rim
Conference on Performance
Based Codes

Various ASCE standards
committees

SEAOC Code Committee liaison

ASME A17.1 Code Coordinating
Committee

ANSI Construction Standards
Board

Vice President, Various Industry Consultant Firms**2005 – 2017**

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

Chief Building Official, City of El Monte, Industry Consultant**2011 – 2012**

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

Vice President, ICC**1991 – 2005**

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

City of Los Angeles, Dept. of Building and Safety**1988 – 1991****Structural Engineering Associate**

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

Teaching Experience**International Code Council (ICC)**

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

Lecturer – Non-structural Fundamentals of the 2012 IBC

Lecturer – ICC Code Development Process

California Building Officials

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

Lecturer – 2016 Introduction to the CBC Means of Egress

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

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

Advanced Building Code Enterprises - Developed and presented coursework

Lecturer – Accessibility topics

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

Publications and Papers

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

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

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

ICC Dwelling Construction under the 2007 CBC - Technical Editor

1997 Uniform Codes and UBC Handbook - Staff Technical Editor

Shelley Loughran | Client Relations Manager

Shelley has over 25 years of professional experience in the building safety industry. Her experience includes both public and private sector work; including experience working in various jurisdictional departments such as Planning, Redevelopment and Public Works. Her private sector work includes serving as a Client Relations Manager, Human Resources Coordinator and Permit Technician for several Bay Artea Consultants.

**Education**

Bachelor of Arts, Liberal Arts
California State Long Beach
University, Long Beach, CA

Certification

FEMA
Incident Command System,
National Response Network

Professional Affiliations

Board Member - CBOAC

Serving as Client Relations Manager on behalf of TRB+, Shelley currently works with over 50 jurisdictions to serve as a liaison to the firm's clients; ensuring client needs are met.

Select Project Experience**Client Relations Manager, TRB and Associates****2016 – Present**

- Responsible for all marketing-related functions; including strategic planning, client development and public relations.

Permit Technician, City of Napa**2013 – 2016**

- Served as a Permit Technician in the City of Napa's Community Development Department – Building Services Division for over 2 ½ years. Under the direction of the Chief Building Official, Shelley processed building permits from initial submittal through permit issuance. In addition, Ms. Loughran coordinated projects with City staff in multiple departments as well as outside agencies, including: Environmental Health, Napa Sanitation, Napa School District and the development community.

Marketing Coordinator, Bay Area Consultant**2006 – 2013**

- Responsible for marketing-related functions for the firm; including proposal writing, attending conferences and public relations.

Permit Technician, Various Jurisdictions**1997 – 2006**

- Worked for many bay area jurisdictions as a contract Permit Technician on an as needed basis from 1997-2006.

Permit Technician, Various Jurisdictions**1985 – 1996**

- Served in various departments at the City of Huntington Beach from 1985 – 1996; working in Community Development, Redevelopment and Public Works while pursuing a bachelor's degree. Served as a Permit Technician at the City's Building Counter for over 5 years.

Work Experience

- TRB + Associates, Inc., Client Relations Manager/Permit Technician 2016 - Present
- City of Napa, Building Dept., Permit Technician (City Employee) 2015—2016
- East Bay Area Municipal Consultant Firm, Contract Permit Technician for Napa 2013—2015
- Bay Area Municipal Consultant Firm, Permit Technician/Marketing Coordinator 1996—2013
- City of Huntington Beach, Permit Technician/Administration 1985-1996

Thomas Hemenway, SE, PE | Senior Plan Review Engineer

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

Education

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

Registration

Registered Structural Engineer
California (#5348)

Registered Civil Engineer
California (#52357)

Professional Affiliations

SEAONC Member

Select Project Experience

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

Work Experience

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

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

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

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

Registration

Registered Structural Engineer
California

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

Work Experience**Plan Review Engineer, TRB + Associates, San Ramon, CA 2016 - Present**

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

Build Change; Philippines**2014 - 2016**

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

Crosby Group; San Mateo, CA**2011 - 2014**

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

Independent Consultant**2009 - 2011**

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

Biggs Cardosa Associates, Inc., SF, CA**2006 - 2009**

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

KPFF Consulting Engineers; SF, CA**2004 - 2006**

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

Independent Consultant**2001 - 2004**

Structural engineering consultant in San Francisco Bay Area. Consulting clients included Chabot Space and Science Center, SOHA Engineers, and Gerson/Overstreet Architects.

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

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

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

Registration

Registered Structural Engineer,
California

Registered Civil Engineer
California

Professional Affiliations

Structural Engineers
Association of Northern
California (SEAONC)

Structural Engineers
Association of California
(SEAOC)

International Code Council
(ICC)

East Bay Chapter of ICC

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

Select Project Experience

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

Structural Peer Review

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

Structural Plan Review

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

Structural Design

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

Work Experience

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

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

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

**Education**

MS in Civil Engineering,
University of California, Irvine

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

Licenses and Certifications

Structural Engineer, California
(4511)

Professional Engineer, CA
(56904)

Certified Access Specialist,
California (288)

Work Experience

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

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

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

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

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

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

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

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

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

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

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

Bill Nagel, SE, PE, CASp | Senior Plan Review Engineer



Bill Nagel has over 30 years of structural/civil engineering experience on commercial, residential, and industrial project types. Bill's wide range of experience includes both private and public sector experience. In addition to plan review, Bill provides CASp inspections, and Development Services Director duties.

Education

Bachelor of Science
Civil Engineering
California State University,
Sacramento

Master of Science, Structural
Engineering
California State University
Sacramento

Registration/Certification

Registered Structural Engineer
California (#3962)

Registered Civil Engineer
California (#43698)

ICC Certified Building Official &
Plan Examiner

DSA Certified Access Specialist
(CASp) (#118)

Certified SWPP
Developer/Practitioner
(OSD/CSP)

Project Experience

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

2016 - present

Provides life-safety and structural plan review support for residential, commercial, and industrial project types.

Principal – Nagel Engineering (Consultant)

2011 - 2015

Prepared plans, calculations, and specifications for architectural, structural and civil design projects as well as project management services. Performed Certified Access Specialist (CASp) inspections and prepared reports for compliance with State T-24 and federal ADA accessibility requirements. Served as an expert witness on inspections and written reports.

Development Services Direction – City of Redding

1996 - 2015

Coordinated and managed the land development process within the City. Developed and implemented City Council objectives as well as the department vision, mission and goals. Managed current and advanced planning, building inspections, code enforcement, land development, fire department plan review and inspections and a consolidated permit center. Provided expert witness in court. Prepared, managed and implemented an integrated land development management software system. Provided training, reviewed plans, developed policies and provided consulting services for the development community. Acted as SB 1608 required Certified Access Specialist (CASp) for the City of Redding.

Senior/Associate/Assistant, Junior Engineer – City of Sacramento

1985 - 1996

Supervised commercial and residential plan review, permit clearing house and permit center. Performed commercial plan review for compliance with accessibility, life-safety, and structural requirements from minor structures up to an including malls and high-rise office buildings.

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

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

Registration

Registered Structural Engineer,
California

Registered Civil Engineer
California

Professional Affiliations

Structural Engineers
Association of Northern
California (SEAONC)

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

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

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

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

Select Project Experience**Industrial, Manufacturing**

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

Commercial / Government /Civic

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

Education, Assembly / Healthcare

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

Multi-unit Residential

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

Work Experience

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

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

Culley Associates, San Francisco, CA, 1980—1986

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

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

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

Masters in Structural Engineering
Lehigh University
Bethlehem, PA

B.S Civil Engineering
Lehigh University
Bethlehem, PA

Registration

Registered Civil Engineer,
California

ICC Certified Plans Examiner

Professional Affiliations

American Institute of Steel Construction

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

**Work Experience****Plan Review Engineer, TRB + Associates, Inc.****2014 - Present**

- Review drawings and calculations for code compliance on behalf of client agencies
- Projects range from small residential to large apartment and office buildings
- Recently participated in structural review of 4 story 135,000 sf wood apartment building over 2 story PT parking garage
- Participated in structural review of a 6 story 133,000 sf steel buckling restraint braced frame office building
- Review a variety of wood, concrete, and steel building types
- Communicate with project engineers and architects on a regular basis

Engineering Assistant, Contra Costa County Sanitary District**2011 - 2014**

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

Engineering Internship, City of Pleasant Hill, Engineering Division**2007**

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

Residential Construction, McLaughlin Construction**2011, 2013**

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

Collection System Operation Laborer, Contra Costa County Sanitary District**2009, 2010**

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

RESUMES

Clarice Shephard, Architect | Senior Plan Review Architect**Education**

Master of Architecture, *with Distinction*
University of Michigan,
Ann Arbor, MI

Bachelor of Architecture
University of Arizona, Tucson,
AZ

Licenses/Certifications

Licensed Architect, California
(# C25918)

Clarice Shephard is a licensed Architect with over 20 years of architectural experience encompassing commercial, healthcare, education, and single & multifamily housing project types. Clarice possesses non-structural code compliance review skills and has a strong working knowledge of accessibility requirements, including Americans with Disabilities Act and Title 24 California Building Code standards.

Her experience includes serving as a project architect and project manager responsible for design and construction oversight elements on multiple projects in both public and private sector settings.

Select Project Experience**Plan Review**

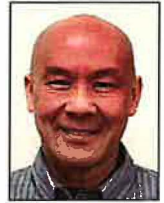
- Winter Park Apartments Fire Repair, Sacramento, CA
- De La Salle Academy, T.I., Concord, CA
- Coffee Company T.I., Walnut Creek, CA
- Restaurant T.I., Project Pi, Walnut Creek, CA
- Schools Financial Credit Union, Concord, CA
- Single Family Projects, Multiple Jurisdictions

Project Manager / Project Architect

- Park View Apartments: 288-unit Podium project with 4 levels of residential over 2 levels of parking, San Diego, CA
- The Venue at Saint Rose: 13 Podium buildings of five different building types (4 levels of residential over 1 level of parking and some retail), Las Vegas, NV
- One Steamboat Place: 85-unit resort style, mixed use high-rise project including parking structure. \$140 million project, Steamboat Springs, CO
- Peterson Middle School: Modernizations for Fire Alarm, & Science Shops; and new Library, Santa Clara Unified School District, CA
- Kaiser Permanente Medical Office Building: Accessibility Survey and Report, Stockton, CA
- Delta College: New Data Center, Stockton, CA
- Gavilan Community College: Social Science Building Modernization, Gilroy, CA
- Myogen Lab: Addition and remodel, Denver, CO
- Construction Administration on University Hospital Anschutz Inpatient Hospital, (\$96,000,000 construction project), Denver, CO
- Catholic Diocese of Stockton: Vietnamese Center, Lodi, CA
- Remodel project for Kaiser Permanente: Administration, education, pharmacy, offices and conference space, Modesto, CA
- Skilled Nursing and Acute Care Units at St. Dominic's Hospital, Manteca, CA

Work Experience

TRB + Associates, Inc., Plan Review Architect, 2014 - 2016, 2018 – Present
Kaiser Permanente, Project Manager, 2017
BFGC / IBI Group, Architect, 2009 - 2012
RNL Design, Project Architect, 2006 - 2008
MCG Architecture, Project Manager, 2005 - 2006
H+L Architecture, Project Architect, 1999 - 2004
Derivi Castellanos Architects, Architect, 1996 – 1999

Bing Young, Architect | Senior Plan Review Architect

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

Education

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

Registration

Registered Architect, California

Professional Affiliations

National Council of
Architectural Registration
Boards Certified

ICC Member

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

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

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

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

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

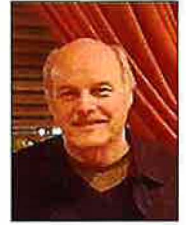
- Prepared schematic design and construction documents for single-family and multi-family residential remodels, additions, and new buildings
- Performed residential building reconnaissance for additions and remodel projects
- Prepared design review documents for planning approvals
- Facilitated building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

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

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

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

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

**Registration/Certification**

Registered Electrical Engineer – Hawaii

ICC Certified Electrical Plans Examiner

Qualified Commissioning Services Provider (QCxP)

Construction Quality Control Reviewer (CQCR)

Professional Affiliations

Illuminating Engineering Society (IESNA)

International Association of Electrical Inspectors

Building Commissioning Association (BCA)

International Code Council (ICC)

Volunteer Affiliations

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

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

Select Skills / Project Experience

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

Work Experience

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

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

Steven Block is a highly skilled electrical engineer with over 25 years' experience in the electrical engineering field. His expertise includes electrical design and plan review for compliance with the National Electrical Code, California Electrical Code, California Energy Code, local ordinances, National Electrical Safety Code, California Electrical Code, California Energy Code, local ordinances, National Electrical Safety Code, OSHA and other applicable laws, ordinances, regulations and standards (LORS).

**Education**

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

Registration

Registered Electrical Engineer
California, Nevada, Arizona,
Hawaii

Projects reviewed for code compliance include commercial and industrial solar power plants, commercial natural gas power plants, wastewater treatment plants, and cement plants, industrial and commercial buildings, parking structures, hotels, and municipal utilities. Designed and provided construction support for traffic signals, highway lighting, closed circuit television, traffic monitoring stations, maintenance stations, and storm water pumping stations.

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

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

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

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

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

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

**Education**

B.S. Electrical Engineering
California State Polytechnic
University

Registration

Registered Electrical Engineer
California

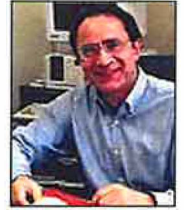
Work Experience**Senior Electrical Plan Review Engineer, TRB + Associates****2016 – Present**

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

Electrical Engineering, Calpine Corporation**1998 – 2014**

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

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

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

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

Registration/Certification

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

Certified Energy Manager (CEM), State of California

LEED Accredited Professional

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

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

Select Project Experience**Healthcare**

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

Education, Assembly

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

Multi-unit Residential

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

Commercial

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

Government, Civic

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

Work Experience

TRB + Associates, Inc, 2008-Present
Peter Kogan Associates, Owner, 1988-Present

Gregory Mahoney, CBO, CASp | Chief Building Official

Gregory possesses 30+ years of combination building inspection experience in Northern California. He recently served the City of Davis as the Chief Building Official for over 14 years supervising plan checking operations, building inspections and permit processing. His experiences entail mechanical, electrical, and plumbing inspections, and code development in the building industry. His expertise spans from all aspects of residential building inspection.



As a collaborative leader, Greg provides exceptional leadership skills in teaching, training, and mentoring. He has positive working relationships with clients, management, as well as his peers and maintains high levels of productivity, reliability with excellent work ethic to deliver high quality customer service.

Gregory is also ICC certified in multiple areas including as a Building Official, Building Plans Examiner, Building and Combination Inspector, Residential, Mechanical, Electrical, and Plumbing, CAL Green Inspector, Building Code Specialist and more.

Work Experience
**Regional Representative for the Sacramento / San Joaquin Valley,
TRB + Associates, San Ramon**
2020 – Present

- Contract Building Official for major projects and jurisdictions on an as needed basis.
- Performs and supervises both residential, commercial, and industrial inspections of work in progress from start to finish projects.
- Communicates compliance elements with clients with solution driven resolve.

**Assistant Director Community Development and Sustainability,
Chief Building Official and Floodplain Manager, City of Davis, CA**
08/2006 – 08/2020

- Managed the City of Davis Building Division.
- Supervised staff, performed plan reviews as necessary, oversaw building inspection, plan review, resale inspection program and code enforcement.
- Managed sustainability program.
- Managed development in floodplain.

Adjunct Professor, Building Inspection Technology**Los Rios Community College District, Cosumnes River College****01/2005 – 05/2019**

- Instructor for the following courses: Introduction to the Building Code, Plan Reading and Non-Structural Plan Review, H.V.A.C. Code Requirements, Plumbing Code Requirements, Introduction to Inspection of Wood Framing, California Building Energy Efficiency Standards, HERS Verification and Testing, Fire and Life Safety Requirements, Topics in Green Building, Introduction to the International Residential Code, California Green Building Standards Code.

Linhart Petersen Powers Associates / Bureau Veritas**05/1999 – 08/2006**

- **Deputy Building Official, City of Elk Grove**
Supervised inspection staff of 11 Combination Inspectors; assisted Building Official in the management of the building department with the total of 25 staff members and a budget of \$5.9 million.

Education

Bachelor of Public Administration, University of San Francisco, San Francisco, California

Licenses and Certifications

- IAPMO Certified Mechanical Inspector
- IAPMO Certified Plumbing Inspector
- DSA Certified Access Specialist (CASp)
- LEED® Accredited Professional
- ASFPM Certified Floodplain Manager
- CAL-OES Safety Assessment Program, DSW-Coordinator, Instructor

ICC Certified:

- Building Official
- Plans Examiner
- Building Inspector
- Plumbing Inspector
- Mechanical Inspector
- Electrical Inspector
- Combination Dwelling Inspector
- Residential Building Inspector
- Residential Electrical Inspector
- CAL Green Inspector
- ICC Building Code Specialist

Professional Affiliations

California Building Standards Commission

- Chair -Code Advisory Committee, Green Building
- Chair -Code Advisory Committee PEME & Green (Intervening Cycle)

California Department of Housing and Community Development

- Visitability and Universal Design Steering Committee
- AB 2282 Recycled Water Steering Committee

International Code Council (ICC)

- Vice-Chair, Consensus Committee for Commissioning Standards
- Mechanical Exam Development Committee
- Contract Instructor (CALGreen, IRC)

(Cont'd)

Professional Affiliations (Cont'd)

Sacramento Valley Association of Building Officials (SVABO)

- Past-President
- Past-Chair, Code Development Committee
- Past-Chair, Outreach Committee
- Outstanding Contribution Award -2016, 2017, 2018
- President's Award -2012
- Code Development Award - 2008
- Honorable Member
- Instructor

Napa Solano Chapter of ICC

- Treasurer

California Building Officials (CALBO)

- Chair, Energy Commission Advisory Committee
- Building Official of the Year - 2016

- **CalPERS Headquarters, Chief Construction Inspector**
Responsible for oversight of all phases of construction inspection, special inspection and testing on a \$300,000,000 multi-use office building.
- **Inspection Services Manager**
Responsible for hiring, supervising, and evaluating all LP2A's inspectors in the Sacramento Valley region.
- **Project Manager, Earthquake Recovery Program, City of Napa**
Managed the Earthquake Recovery Program for the City of Napa following the September 3, 2000 earthquake. Established a separate building department for processing earthquake repair permits.
- **Combination Building Inspector, City of Sacramento**
Provided full range of building, plumbing, mechanical, and electrical inspections in residential, commercial, and industrial buildings.
- **Senior Building Inspector, City of West Sacramento**
Provide full range of building, plumbing, mechanical, electrical, fire alarm and sprinkler inspections in residential, commercial, and industrial buildings.

Combination Building Inspector, Plans Examiner, City of Pleasanton 10/1990 – 04/1999

- Plan check and inspect both commercial and residential projects.

Combination Building Inspector, Plan Examiner, City of Milpitas 12/1988 – 10/1990

- Plan check and inspect both commercial and residential projects.

Douglas Simms, CBO, CASp, CHST | Supervising Inspector

Doug Simms has over 30 years of combination building inspection and plan review experience. He has been involved in numerous commercial and residential projects including high-tech clean room and complex electrical system installations. Doug can problem solve, and research processes involved in highly technical systems. During his career, he has been responsible for the oversight of field inspectors and other building department staff. Doug employs a customer service focus in carrying out his building safety inspection responsibilities.

**Education**

Certificate of Completion
Building Inspection
Butte Community College
Orville, CA

Certifications

Certified Building Official

Combination Building
Inspector

Plans Examiner

Building Inspector

Electrical Inspector

Plumbing Inspector

Mechanical Inspector

Green Point Rater

Certified Accessibility Specialist
(CASp)

Professional Affiliations

NECA East Bay Electrical Code
Committee
Past Chairman (3 years)

NECA East Bay Uniform Code
Committee
Past Member

Select Project Inspection Experience

- **Onsite Interim Supervising and Senior Inspector** – City of Tracy, CA (TRB and Associates). Over the past two years, served in Interim Supervising and Senior Inspector roles for the City. Provided inspection on several large-scale projects including distribution warehouses and multifamily projects. While serving as interim Supervising Inspector, coordinated closely with the building official and inspection team members, and mentored junior level inspectors.
- **Delegate Building Official Services, Inspector of Record** – California Energy Commission (TRB and Associates). Provided inspection, safety monitoring and onsite project review on four Power Plant projects having a combined power output of over 1,500 MW. Projects comprised both simple cycle and combined cycle power generation plants. Completed onsite inspections to verify project conformance to the California Building Standards codes, applicable project conditions of certification, and local ordinances, standards, and regulations. Provided oversight of all systems to verify compliance with design documents and governing codes and requirements. Role included preparation of daily and weekly project inspection reports. Doug served on the following power generation projects:
 - Russell City Energy Center (600 MW Combined-Cycle), Hayward, CA
 - Lodi Energy Center (296 MW Combined-Cycle), Lodi, CA
 - Almond 2 Power Plant (174 MW Simple-Cycle), Ceres, CA
 - Walnut Creek Energy Park Project (500 MW Simple-Cycle), Industry, CA
- **Acting Building Official** – Yolo County Building Division, Woodland CA (TRB and Associates). Acted as Interim Building Official from September 2013 through March 2014. Responsible for monitoring plan review, flood plain administration, and customer service activities. A large portion of Yolo County is in a high-risk flood zone; all projects and plan documents must be reviewed for compliance to adopted code and FEMA provisions for construction located in these areas.
- **Acting Building Official** – City of Oakley, CA (TRB and Associates). Served in the role of Acting Building Official for a 6-month assignment. While in role, coordinated with City Manager and provided management, plan review, inspection, and code enforcement related duties.
- **PG&E Training Center**, Livermore CA. This project comprised creating a leak detection training center for gas line workers. The project included an elaborate piping system used to simulate a commercial or a residential event scenario; a large rainwater containment system; and a helicopter landing pad.

Work History

TRB + Associates, Inc., 2011- Present, CBO | Supervising Building Inspector
City of Livermore, CA, 2001 - 2009, Building Inspector II
City of San Leandro, CA, 1990 - 2001, Senior Building Inspector

Ken Baker | Senior Building Inspector

Certifications

ICC Certified Building Inspector

Ken Baker has over 30 years of experience in the construction sector encompassing building code inspection and interpretation, staff supervision, and project management. He has extensive experience working with architects, engineers, contractors, building department staff and other regulatory authorities to ensure compliance to adopted building code standards and local ordinances. His experience includes managing teams of over 15 staff members including field inspectors and support staff members.



Ken served as supervising inspector on numerous complex projects including high-rises, post-tensioned structures, non-building structures, cleanrooms, and unreinforced masonry (URM) building retrofits. He was responsible for oversight and coordination of inspection tasks numbering up into the hundreds per week. Ken has a successful track record of ensuring timely and high-quality inspections.

Select Project Experience

- In charge of facilitating URM building identification program in Concord. Led in identifying all URM structures located within City limits.
- Bank of America: Four new high-rise office buildings comprising an 8 story, 10 story, and two 6 story buildings. Also inspected accompanying two parking structures (garages PT).
- Tishman Building: 14 story office building with 2 levels below grade. Also inspected a separate 4 story garage which served building.
- Hilton Hotel: High-rise hotel project. Structural system comprised of post-tension and concrete shear wall construction. Complex foundation system included 4' diameter piers, embedded a minimum of 75' deep.
- Sun Valley Shopping Mall: Surveyed and inspected major fire damage repair project at mall. Also inspected later complete remodel of the mall.
- BEI Systron-Donner: Provided oversight of a major remodel of this high-tech accelerometer fabrication facility. Areas inspected included several cleanrooms.
- Willows Shopping Center: Provided inspection for approximate 250,000 s.f. center.
- Chevron Corporate Offices: Inspected construction of new Building 3 and cogeneration facilities.
- Holiday Inn Remodel: Major hotel remodel project which included several A occupancies.
- New Light Industrial Building Complex: Inspected 13 tilt-up structures.
- Residential Apartment Complexes: Have inspected numerous facilities of various size, up to 100 units.
- Auto Repair Spray Booths
- Medical Office Buildings (MRI and Radiation labs)
- Churches
- Multiple Subdivisions and Single Family Dwelling projects
- Public Storage Buildings

Work History

TRB + Associates, Inc., 2011- Present, Supervising Building Inspector
 City of Concord, 1977- 2008, Supervising Building Inspector
 City of Fairfield, 1975 – 1977, Senior Building Inspector
 Construction Contractor, Construction Foreman, Journeyman Carpenter
 8 years in the construction trades, with 3 years as a journeyman carpenter and 1 year as a construction foreman in multifamily and residential construction.

Monty Straub | Senior Building Inspector



Education

Certificate of Achievement,
Construction and Building
Inspection, Diablo Valley
College, CA

Certifications

ICC Certified Building
Inspector

ICC Certified
Mechanical Inspector

ICC Certified Plumbing
Inspector

ICC Certified Electrical
Inspector

ICC Certified
Combination Inspector

Monty Straub possesses over 25 years of experience in the construction and building & fire/life safety industry. For over 14 of those years, Monty served as a Building Inspector for Contra Costa County. He has extensive knowledge of the practical application and enforcement of adopted construction codes, standards, and local ordinances in construction inspection. Monty applies a customer service focus in carrying out his building safety inspection responsibilities.

Monty's professional inspection experience encompasses commercial, industrial, and residential projects. His experience includes serving as a Delegate CBO inspector on two power plant projects located in Contra Costa County. In that role, he provided daily inspections to verify compliance with all applicable laws, ordinances, and regulations, as required by the California Energy Commission.

Select Project Inspection Experience

- City of Walnut Creek Staff Augmentation Assignment - Building Inspector
- Served as Delegate CBO Inspector on the following California Energy Power Plant Projects located in Contra Costa County
 - Gateway / Mirant Energy Center (530 MW, Combined-Cycle Facility)
 - Delta Energy Center (880 MW, Combined-Cycle Facility)
- Provided code compliance inspection services at the Shell and Conoco/ Phillips Oil Refineries located in Contra Costa County.
- Inspected numerous commercial buildings, e.g., AAA Building in Walnut Creek
- Avalon 5 story multifamily residential project near Pleasant Hill Bart
- Stratford Sr. Housing in Pleasant Hill, CA
- Seeno Tract Subdivisions, Pittsburg CA
- Blackhawk Plaza shopping center remodel and addition, Blackhawk CA
- Several Custom Homes, Blackhawk CA

Work Experience

TRB and Associates, Inc., Senior Building Inspector, 2012 - Present
Contra Costa County, Senior Building Inspector, 1997 - 2011
Straub Construction, Independent Contractor, 1984 - 1996

Kevin Mulcahy | Building Inspector**Education**

Humboldt State College,
Arcata, CA

Kevin Mulcahy has over 30 years of experience in the fire and life safety industry. He has 15 years of working experience in the public sector serving as plan reviewer and building inspector for the City of Concord Building Department and Contra Costa County Fire Prevention District.

In addition to Kevin's extensive knowledge of building and fire code standards, his experience working for a general contractor has allowed him to provide excellent customer service while performing over the counter plan reviews to the general public.

He has held ICBO Certifications in Plan Review and Building, Plumbing and Mechanical Inspection, as well as being certified in the National Fire Protection Agency Fire Code.

Select Project Experience

- Serve in role of as-needed Building Inspector. Currently on assignment at the Cities of Martinez and El Cerrito.
- Served as plan reviewer and senior inspector for The City of Concord, Building Department for projects ranging from conventional construction for single family dwellings, commercial tenant improvements, to high rise buildings.
- Served as plan reviewer for the Contra Costa County Fire Prevention District (CCCFPD) for non-structural commercial plans to verify compliance with NFPA Fire Codes, standard building codes and local ordinances.

Work Experience

TRB + Associates, Inc. Building Inspector, 2012 - Present
 City of Concord, Building Dept. CA, Senior Inspector/Plans Examiner, 1999—2009
 Contra Costa County Fire Prevention District, Plan Reviewer, 1995—1999
 City of Pleasant Hill, CA, Plan Reviewer and Building Inspector, 1985—1994
 Lester Enterprises, Oakland, CA, 1980—1994

Jacqui O'Keefe | Document Control**Education**

Bachelor of Arts, Chico State University

Licenses/Certifications

Plans Examiner, ICC

Residential Energy Inspector /Plans Examiner, ICC

NFPA 472 Hazardous Materials Awareness

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

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

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

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

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

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

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

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

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

Resources and Capability to Perform

TRB and Associates, Inc. (TRB) confirms that our firm has sufficient staff resources and capability to perform the work specified in the City's Request for Proposal within the proposed contract specified time frames, or on an on-call basis.

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

Staff Member Qualifications

TRB team members possess multiple certifications and registrations to assure compliance with all requirements mandated by the State and local jurisdiction ordinances. Our team comprises of individuals who are either engineers or architects licensed in the State of California, or who possess ICC certifications in their respective disciplines. Of note, our team includes 8 licensed Structural Engineers. In addition, our staff includes 4 LEED® Accredited Professionals and 5 CASp certified individuals. The majority of our staff possesses a combination of these industry-recognized credentials.

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

- | | | |
|----------------------------------|-----------------------------------|---------------------------------|
| ✓ Assembly Occupancies | ✓ Medical Office Buildings | ✓ Gas Stations |
| ✓ Commercial Tenant Improvements | ✓ Mixed-Use Projects | ✓ Hazardous Chemical Facilities |
| ✓ Detention Facilities | ✓ Multi-Family Dwellings | ✓ High Rise Buildings |
| ✓ Distribution Centers | ✓ Office Buildings | ✓ Hospitals |
| ✓ Hotels | ✓ Steel Buildings | ✓ Retail Centers |
| ✓ Industrial/Storage Warehouses | ✓ Parking Structures | ✓ Schools |
| ✓ Malls | ✓ Power Plant Facilities | ✓ Single Family Dwellings |
| ✓ Manufacturing Facilities | ✓ Recreation/Gymnasium Facilities | ✓ Sports Arenas |
| ✓ Restaurants | ✓ Theaters | |

Workload Accommodation | Timeliness of Response

It is understood that there are often periods of time where workload extends beyond what may be normally expected. We would like to highlight that our firm has a system in place to accommodate such peaks without compromising turnaround or quality. We have a large number of qualified and experienced team members who we access to assist at times of high workload or emergency need. In the event of a local, regional or national emergency or disaster, our assigned staff are ready and available to immediately respond to a disaster and provide assistance as needed. Many of our technical staff members possess SAP/ATC-20 post-disaster evaluator certification and have experience with providing disaster response support to municipalities. To illustrate, TRB was able to mobilize a team to provide same-day post-disaster engineering and inspection support to the County of Vallejo in response to the August 24, 2014 Napa Earthquake.

Management of Onsite, As-Needed Staff

TRB and Associates regularly loans staff to provide onsite, as-needed support to Building Departments located in the San Francisco Bay Area region. Loaned staff positions include plan reviewers, inspectors, chief building officials, and permit technicians. For engagements where we have placed personnel, our TRB project manager regularly checks in with our assigned staffmembers and monitors timesheets and any additional tracking information required by our clients to ensure contract terms are met.

Client References

TRB and Associates, Inc. (TRB) understands the importance of maintaining a high level of quality and customer service, when supporting the City of Los Altos with plan reviews, building inspections, and other Building and Safety related activities. The following references are clients of TRB and Associates who have worked directly with our Principal & proposed Project Manager, Todd Bailey. We encourage you to contact the following references to provide testimony of our performance of work. Please note that additional references are available upon request.

City of Los Altos

Contact:

Kirk Ballard | Chief Building Official
One North San Antonio Road, Los Altos, CA 94022
Email: Kirk.Ballard@ci.los-altos.ca.us
Phone: (650) 947-2634
Dates of service: 2008 – present



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

City of Concord

Contact:

Ryan Pursley, P.E. | Chief Building Official
1950 Parkside Drive, Concord, CA 94519
Email: ryan.pursley@ci.concord.ca.us
Phone: (925) 671-3119
Contract dates of service: 2008 – present



Services Provided: Onsite Building Official, Plan Review, Permit Technician, and Building & Multifamily Inspections

City of Oakland

Contact:

Alain Placido, S.E. | Supervising Civil Engineer – Building Plan Review Supervisor
250 Frank H. Ogawa Plaza, Ste 315, Oakland, CA 94612
Email: agplacido@oaklandnet.com
Phone: (510) 238-7110
Contract dates of service: 2017 – present



Services Provided: Plan Review

REFERENCES

City of MilpitasContact:

Sharon Goei, P.E. | Chief Building Official
 455 E. Calaveras Blvd., Milpitas, CA 95035
 Email: sgoei@ci.milpitas.ca.gov
 Phone: (408) 586-3260

Dates of service: 2017 – present

[Note: Also provided services to Ms. Goei at 2 previous agencies: Santa Clara and Walnut Creek since 2008]

Services Provided: Plan Review, Inspection, and Permit Technician Support

**City of Redwood City**Contact:

Darcy Axiaq | Inspection Services Manager
 1017 Middlefield Road, Redwood City, CA 94063
 Email: daxiaq@redwoodcity.org
 Phone: (650) 780-7358

Dates of service: 2017– present

Services Provided: Plan Review and Permit Technician Support

**City of Sacramento**Contact:

Winfred DeLeon, P.E. | Chief Building Official
 300 Richards Blvd., 3rd Floor, Sacramento, CA 95811
 Email: WDeleon@cityofsacramento.org
 Phone: (916) 808-5475

Contract dates of service: 2007 – present

Services Provided: Plan Review, Inspection, and Permit Technician Support



Project Experience

TRB and Associates, Inc. has extensive experience providing Building Department Services to municipal agencies. To help demonstrate our experience, we have included summary level client / project experience for your reference and information. Of note, in our 13 years proudly serving the City of Los Altos, we have completed a range of project types spanning single family residential projects to large-scale retail, multi-family development and commercial projects. Please note that additional information on projects worked on by each proposed individual is included in the enclosed resumes in Section 3 – Resumes.

Staff Experience - Plan Review

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

Mixed Use

- Los Altos Gardens Townhome, Residential/Retail/Parking Garage (230,000 s.f.), Los Altos, CA
- New 39-Story High Rise Building, \$110 million, 916 Broadway, Oakland, CA
- Inglewood NFL Stadium, \$1 billion, Inglewood, CA
- Mixed-use Residential/Office, 630 I Street, Sacramento, CA
- Santa Clara Square Project, \$200 million, Santa Clara, CA



Biotechnology / Healthcare

- UC Davis Aggie Square Research Facility, \$1.9 billion, Sacramento, CA
- Varian Inc. New Medical Research Facility (44,000 s.f.), Walnut Creek, CA
- Children's Hospital TI, \$37 million, Walnut Creek, CA
- Kaiser Medical Office Building 2, \$100 million, Redwood City, CA
- UC Davis Heath System, Midtown Clinic (100,000 s.f., I2.1 & B occs), Sacramento, CA



Government / Civic

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



Commercial

- Packard Foundation Headquarters, Los Altos, CA
- New Neiman Marcus Building, Walnut Creek, CA
- New Charles Schwab Building, 1231 S. California Blvd, Walnut Creek, CA
- New 6 Story Tech Campus Building, San Leandro, CA
- Monterey Bay Aquarium Learning Center, \$42 million, Monterey, CA



Industrial and Power Plant Cogeneration Facilities

- Delegate CBO Services, California Energy Commission
 - Lodi Energy Center Project (300 MW), Lodi, CA
 - Russell City Energy Center Project (560 MW), Hayward, CA
- SPG Solar Depot Park, Photovoltaic Array (2.1 MW), Sacramento, CA
- Valero Petroleum Refinery Capital Improvements, Benicia, CA

Residential / Residential Care Facilities

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



Staff Experience - Inspection / Code Enforcement / Building Department Administration

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

General

- Building Official: City of Concord, California Energy Commission, City of Signal Hill, City of Whittier, City of Palos Verdes Estates
- Combination Inspection: City of Walnut Creek, City of San Leandro, City of San Ramon, City of El Cerrito, City of Concord
- Code Enforcement and Multifamily Inspection: County of Solano, City of Concord, City of Antioch, City of Benicia
- Permit Technician: City of Los Altos, City of Redwood City, City of Santa Clara, City of Vallejo, City of Concord
- OSHPD-3 Inspection: City of Walnut Creek, City of Sacramento
- Delegate CBO Services: California Energy Commission: Russell City Energy Center Project, Hayward, CA; Mountainview Power Plant, Redlands, CA; Almond 2 Power Plant, Ceres, CA

Project Inspection Assignments

- Hacienda Gardens Apartments, Dublin
- Fremont Bayside Condominiums, Fremont
- Hollis Street Lofts, Live-Work Condominiums, Emeryville
- Signature Properties Condominiums, Concord
- Hacienda Crossings Shopping Center and 20-plex Theatres, Dublin
- Chiron Life Science Medical Research Laboratories, Emeryville
- Lucky's Regional Distribution Center, San Leandro
- Ikea Showroom and Parking Garage, Emeryville
- Fremont Police Administration Facility, Fremont
- Wood Fin Suites Hotel, Emeryville
- Solano Government Center, Fairfield



Representative Client List

The following is a partial list of California agencies currently or previously served by our staff members.

LOCAL AGENCIES – NORTHERN CALIFORNIA		
City of Benicia	City of Oakley	City of San Ramon
City of Concord	City of Pleasant Hill	City of Santa Clara
City of Daly City	City of Redwood City	City of Vallejo
City of Dublin	City of Richmond	City of Walnut Creek
City of Fremont	City of Sacramento	County of Butte
City of Los Altos	City of San Jose	County of Marin
City of Monterey	City of San Leandro	County of Merced
City of Oakland	City of San Mateo	County of Sonoma
LOCAL AGENCIES – SOUTHERN CALIFORNIA		
City of Anaheim	County of San Bernardino	City of Irvine
City of Signal Hill	City of San Bernardino	City of Jurupa Valley
City of Whittier	City of Fullerton	City of Indian Wells
City of Corona	City of Brea	City of Laguna Hills
City of Downey	City of Orange	County of Ventura
City of Glendale	City of Yorba Linda	City of El Monte
City of Pasadena	City of Costa Mesa	City of Palos Verdes Estates
STATE AND FEDERAL AGENCIES		
California Energy Commission	Division of the State Architect	Veterans Administration
NASA	UC Davis Health	UC Berkeley

Fee Schedule

As directed in the City's RFP, Fee Schedule information has been provided in a separate sealed envelope which is included in our proposal remittance package.

SCHEDULE OF PLAN REVIEW TURN-AROUND TIMES

Schedule of Plan Review Turnaround Times

The following represents our typical plan review turnaround schedule. In general, plan review turnaround timeframe is ten (10) business days for initial reviews and five (5) business days for rechecks and revisions. Timeframes for large-size projects will be confirmed with City staff prior to proceeding with the review. Please note that timeframes can be modified to meet the City’s specific needs.

TYPE OF PROJECT	TURNAROUND TIME*		
	INITIAL CHECK (WORKDAYS)	RECHECK (WORKDAYS)	REVISION/ PLAN CHANGE
Single Family Dwellings/Multi-Family/Additions/ Remodels & similar	Within 10	Within 5	Within 5
Tenant Improvements/Commercial/ Industrial Projects & similar	Within 10	Within 5	Within 5
Complex Commercial/Industrial Projects	Within 15	Within 10	Within 10
Expedited	Within 5 or less	Within 5 or less	Within 5 or less

**Unless otherwise mutually agreed upon*

Please note that the turnaround timeframe for providing expedited and express plan reviews would be negotiated/mutually agreed upon prior to commencement of the review.

Electronic Submittal Review Process

The staff of TRB have been leaders in the field of digital plan review and workflow management and have over 15 years of experience in plan review in the digital environment, which includes providing current electronic plan review support to the City of Los Altos Building Division. Because of our specific experience with Los Altos, we are familiar with all steps and protocols the City has in place for its electronic plan review process, summarized very briefly as follows:

- TRB receives plan documents from City via Sharepoint link (PDF format typical).
- TRB issues plan review comments back to City in PDF format via email.
- Upon completion of plan review, TRB applies electronic Reviewed for Code Compliance stamp to plan documents and forwards all documentation to City via email and/or online platform link (e.g. Dropbox).

We also understand that the City is currently working with a software vendor on a new electronic plan review platform. As noted earlier in this proposal, TRB staff have worked with many electronic plan review platforms including DigEplan, Bluebeam, Trackit, Accela, ProjectDox, ePlans, and more; so whatever system is ultimately settled on, the City can be assured that our team will be able to provide support to the City on its new platform with minimal to no training.

Online Plan Check Status and Records

Also as mentioned earlier, as an added resource, TRB can initiate its Project Website for use on this assignment at the City's discretion to facilitate access to plan review findings and status information. Through the project website, all correspondence issued by our team can be posted and maintained for access by City and designated project stakeholder staff. In addition, if so desired by the City, we can also accommodate incoming electronic document postings (i.e. electronic plans, calculations, RFI's, etc.) to allow a paperless review of the project.

COVID-19 Pandemic Consideration

As a result of the ongoing COVID-19 pandemic, we know that many public agencies are continuing to operate with reduced onsite staffing and restricted office and counter hours. With many staff members working from home, accommodation of alternative ways of doing business, including the deployment of electronic plan review processes, has become the norm.

As part of this consideration, the team at TRB has available to our public agency customers a stand-alone and simple method for the intake, review, and routing of electronic plan documents available for their use. This alternate to hardcopy plan document submissions has been quickly set up with several of our client agencies to help maintain plan review processing continuity, and may be supported by remotely-located staff members. With this method, no system-level implementation or integration into existing agency software is required. We are prepared to discuss our platform should the City of Los Altos be interested in exploring this as an option.



tools to use now.

- 1** A simple Electronic Plan Review method: paperless, touch-free, and activated within 24 hours of request.
- 2** Essential Services Inspectors. Experienced Professionals ready to go.
- 3** Online meetings, emails, virtual inspections. Our staff is accessible to you and your customers.



Rate Schedule

TRB and Associates offers the following fixed-fee and hourly rate schedules for services provided. Please note that Building Plan Review services are rendered on either a fixed fee or hourly rate basis, as noted below. If additional services are requested such as Building Inspection, Permit Processing, Staff Augmentation and Other services (e.g. CASp consulting), those services can be provided on an hourly basis at rates shown in the provided Schedule of Hourly Rates and Reimbursables.

Plan Review Services

Our plan review fees may be calculated as a percentage of the Building Division Plan Check Fee collected by the City. The fee compensation shown covers three total plan review cycles – the initial plan review and two rechecks. Any further review cycles which become necessary and reviews of revisions to approved plans would be billed based upon a negotiated hourly rate. Please note that the turnaround timeframe for providing expedited and express plan reviews would be negotiated/mutually agreed upon prior to commencement of the review. Please also note that all plan reviews are subject to a minimum \$250 fee.

Turnaround Timeframe* (in business days)	Structural Only Review	M/E/P Only Review	Complete Review (Structural, Life Safety/Disabled Access, M/E/P, Green, Title 24 Energy, Grading)
Standard: (Up to \$3 million project valuation) - 7-10 days first check - 5 days rechecks	45%	45%	65%
Standard: (Over \$3 million project valuation) - 10 days first check - 5 days rechecks	40%	40%	55%
Expedited** - 5-7 days first check - 5 days rechecks	Standard fee plus an additional 50 percent	Standard fee plus an additional 50 percent	Standard fee plus an additional 50 percent

* For exceptionally large/complex projects, 15-day first check and 10 day rechecks may apply, as mutually agreed upon prior to commencement of review.

** Turnaround timeframe would be mutually agreed upon prior to commencement of work.

*** Note: For other review scope combinations not specifically identified in the above table (e.g. Electrical Only, Mechanical/Plumbing Only, etc.), the fee compensation would be on an hourly basis.

Please note that the pickup, shipment, and delivery of hardcopy and/or electronic plan documents and other relevant correspondence to the City is included in the above-noted cost.

FEE SCHEDULE**Schedule of Hourly Rates and Reimbursables**

The following billing rates apply for services rendered on an hourly basis:

<u>Position</u>	<u>Hourly Rate</u>
Principal	\$165.00
Project / Division Manager	\$150.00
Building Official	\$150.00
Assistant Building Official	\$140.00
Plan Review Task Leader	\$140.00
Senior Plan Review Engineer/Architect	\$125.00
Senior Plans Examiner (Building & Fire)	\$120.00
Plan Review Engineer/Architect	\$115.00
Plans Examiner (Building & Fire)	\$105.00
Engineering Technician	\$ 90.00
Permit Technician III	\$ 85.00
Permit Technician II	\$ 75.00
Permit Technician I	\$ 65.00
Clerical/Admin	\$ 58.00
Fire Protection Engineer	\$195.00
CASp Certified Inspector/Examiner	\$125.00
Grading/Storm Water Plan Review Engineer	\$195.00
QSP Storm Water Inspector	\$185.00
Inspection Task Leader / Inspector of Record	\$135.00
Supervising Inspector	\$120.00
Senior Inspector III	\$110.00
Senior Inspector II	\$100.00
Senior Inspector I	\$ 95.00
Inspector II	\$ 85.00
Inspector I	\$ 80.00
Intern Inspector	\$ 65.00

- Overtime, Emergency, Expedited, and After-hours work is billed at the above-noted rates plus an additional 50 percent (Note that no overtime will be charged without client authorization)
- Project inspections subject to prevailing wage requirements are at the above-published rates plus 30 percent.
- All requested inspection and other staff-augmentation services are subject to a minimum 4-hour fee.
- Reimbursement for direct expenses, incurred in connection with the work, will be at cost plus 15 percent.
- Reimbursement for non-City vehicles used in connection with the work will be at the current IRS rate plus 20 percent per mile.
- Other in-house charges for prints, reproductions and equipment use, etc. will be at standard company rates.

The above Schedule is valid through June 30, 2022 and may be adjusted thereafter to account for CPI changes, as mutually agreed upon.