



**AGENDA
CITY COUNCIL/SUCCESSOR AGENCY/STANTON HOUSING AUTHORITY
JOINT REGULAR MEETING
STANTON CITY HALL, 7800 KATELLA AVENUE, STANTON, CA
TUESDAY, NOVEMBER 8, 2022 - 6:30 P.M.**

SAFETY ALERT – NOTICE REGARDING COVID-19

The health and well-being of our residents is the top priority for the City of Stanton, and you are urged to take all appropriate health safety precautions given the health risks associated with COVID-19. The City Council meeting will be held in person in the City Council Chambers located at 7800 Katella Avenue, California 90680.

ANY MEMBER OF THE PUBLIC WISHING TO PROVIDE PUBLIC COMMENT FOR ANY ITEM ON THE AGENDA MAY DO SO AS FOLLOWS:

- Attend in person and complete and submit a request to speak card to the City Clerk.
- E-Mail your comments to Pvazquez@StantonCA.gov with the subject line “PUBLIC COMMENT ITEM #” (*insert the item number relevant to your comment*). Comments received no later than 5:00 p.m. before the scheduled meeting will be compiled, provided to the City Council, and made available to the public before the start of the meeting. Staff will not read e-mailed comments at the meeting. However, the official record will include all e-mailed comments received until the close of the meeting.

Should you have any questions related to participation in the City Council Meeting, please contact the City Clerk’s Office at (714) 890-4245.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (714) 890-4245. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

The City Council agenda and supporting documentation is made available for public review and inspection during normal business hours in the Office of the City Clerk, 7800 Katella Avenue, Stanton California 90680 immediately following distribution of the agenda packet to a majority of the City Council. Packet delivery typically takes place on Thursday afternoons prior to the regularly scheduled meeting on Tuesday. The agenda packet is also available for review and inspection on the city's website at www.ci.stanton.ca.us.

1. **CLOSED SESSION** **None.**

2. **CALL TO ORDER STANTON CITY COUNCIL / SUCCESSOR AGENCY / HOUSING AUTHORITY JOINT REGULAR MEETING (6:30 PM)**

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL** Council / Agency / Authority Member Taylor
 Council / Agency / Authority Member Van
 Council / Agency / Authority Member Warren
 Mayor Pro Tem / Vice Chairman Ramirez
 Mayor / Chairman Shawver

5. **SPECIAL PRESENTATIONS AND AWARDS** **None.**

6. **CONSENT CALENDAR**

All items on the Consent Calendar may be acted on simultaneously, unless a Council/Board Member requests separate discussion and/or action.

CONSENT CALENDAR

- 6A. **MOTION TO APPROVE THE READING BY TITLE OF ALL ORDINANCES AND RESOLUTIONS. SAID ORDINANCES AND RESOLUTIONS THAT APPEAR ON THE PUBLIC AGENDA SHALL BE READ BY TITLE ONLY AND FURTHER READING WAIVED**

RECOMMENDED ACTION:

City Council/Agency Board/Authority Board waive reading of Ordinances and Resolutions.

6B. APPROVAL OF WARRANTS

City Council approve demand warrants dated October 7, 2022 – October 20, 2022, in the amount of \$1,725,769.48.

6C. APPROVAL OF MINUTES

City Council/Successor Agency/Housing Authority approve Minutes of Joint Regular Meeting – October 25, 2022.

6D. CITY SPONSORSHIP REQUEST – YOUTH ASSISTANCE FOUNDATION, SANTA’S SIREN EVENT

Per the City Sponsorship Program, the Youth Assistance Foundation is requesting co-sponsorship of the Santa’s Siren event held throughout the City. The sponsorship request is for in-kind consideration valued at \$499. At its meeting on August 23, 2022, the City Council directed staff to bring all sponsorship requests to the Council for consideration until further notice.

RECOMMENDED ACTION:

1. City Council declare this project to be categorically exempt under the California Environmental Quality Act, Class 1, Section 15301c; and
2. Determine the status of the Youth Assistance Foundation’s sponsorship request for a total in-kind value of \$499.

6E. CONTRACT SERVICES AGREEMENTS FOR PROFESSIONAL SERVICES – COMMUNITY AND ECONOMIC DEVELOPMENT

City Council will consider authorizing the City Manager to execute two on-call Contract Agreements with qualified firms on behalf of the Community and Economic Development Department for building services. The Community and Economic Development Department utilizes these services to accomplish its annual goals as defined by the City Council in the approved annual Operating Budget.

RECOMMENDED ACTION:

1. City Council declare the action not a project as defined by the California Environmental Quality Act (“CEQA”) and will have no result direct or indirect to physical changes in the environment; and

2. Authorize the City Manager to enter into a three-year Contract Services Agreement, with two additional one-year extensions, with CSG Consultants to provide Building and Safety Services including on-call, as needed plan check, inspection and Building Official Services; and
3. Authorize the City Manager to enter into a three-year Contract Services Agreement, with two additional one-year extensions, with Bureau Veritas to provide Building and Safety Services including on-call, as needed plan check, inspection and Building Official Services.

END OF CONSENT CALENDAR

- 7. **PUBLIC HEARINGS** **None.**
- 8. **UNFINISHED BUSINESS** **None.**
- 9. **NEW BUSINESS**
- 9A. **HOMELESSNESS AND PUBLIC SAFETY PILOT PROGRAM**

At its meeting of October 25, 2022, Council consensus was received for City Council Initiated Item – Discussion Regarding Obtaining Services/Assistance for the City’s Public Safety Services Department and Public Works Division, and the City Council directed the City Manager to work with the Chief of Police and Public Safety Director to produce a staff report for implementation of the Homelessness and Public Safety Pilot Program (Pilot Program). The Pilot Program brings together, for the first time, a fully staffed, dedicated team of homeless outreach coordination, code enforcement, and law enforcement to focus on homeless support services, public safety, and quality of life issues.

RECOMMENDED ACTION:

1. City Council find that this item is not subject to California Environmental Quality Act (“CEQA”) pursuant to Sections 15378(b)(5)(Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Direct staff to proceed with a six-month Pilot Program beginning November 14, 2022 through May 13, 2022; and
3. Authorize the reallocation of \$100,850 from the City’s American Rescue Plan Act (ARPA) Allocation (ARPA Fund # 257) that is currently allocated for the “Purchase of Property/Housing Opportunities” project to fund the Homelessness and Public Safety Pilot Program instead.

10. ORAL COMMUNICATIONS - PUBLIC

At this time members of the public may address the City Council/Successor Agency/Stanton Housing Authority regarding any items within the subject matter jurisdiction of the City Council/Successor Agency/Stanton Housing Authority, provided that NO action may be taken on non-agenda items.

- Members of the public wishing to address the Council/Agency/Authority during Oral Communications-Public or on a particular item are requested to fill out a REQUEST TO SPEAK form and submit it to the City Clerk. Request to speak forms must be turned in prior to Oral Communications-Public.
- When the Mayor/Chairman calls you to the microphone, please state your Name, slowly and clearly, for the record. A speaker's comments shall be limited to a three (3) minute aggregate time period on Oral Communications and Agenda Items. Speakers are then to return to their seats and no further comments will be permitted.
- Remarks from those seated or standing in the back of chambers will not be permitted. All those wishing to speak including Council/Agency/Authority and Staff need to be recognized by the Mayor/Chairman before speaking.

11. WRITTEN COMMUNICATIONS None.

12. MAYOR/CHAIRMAN COUNCIL/AGENCY/AUTHORITY INITIATED BUSINESS

12A. COMMITTEE REPORTS/ COUNCIL/AGENCY/AUTHORITY ANNOUNCEMENTS

At this time Council/Agency/Authority Members may report on items not specifically described on the agenda which are of interest to the community provided no discussion or action may be taken except to provide staff direction to report back or to place the item on a future agenda.

12B. COUNCIL/AGENCY/AUTHORITY INITIATED ITEMS FOR A FUTURE MEETING

At this time Council/Agency/Authority Members may place an item on a future agenda.

12C. COUNCIL/AGENCY/AUTHORITY INITIATED ITEMS FOR A FUTURE STUDY SESSION

At this time Council/Agency/Authority Members may place an item on a future study session agenda.

13. ITEMS FROM CITY ATTORNEY/AGENCY COUNSEL/AUTHORITY COUNSEL

14. ITEMS FROM CITY MANAGER/EXECUTIVE DIRECTOR

14A. ORANGE COUNTY FIRE AUTHORITY

At this time the Orange County Fire Authority will provide the City Council with an update on their current operations.

15. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, the foregoing agenda was posted at the Post Office, Stanton Community Services Center and City Hall, not less than 72 hours prior to the meeting. Dated this 3rd day of November, 2022.

s/ Patricia A. Vazquez, City Clerk/Secretary

Item: 6B

Click here to return to the agenda.

CITY OF STANTON ACCOUNTS PAYABLE REGISTER

October 7, 2022 - October 20, 2022

Electronic Transaction Nos.	2158-2184	\$	1,353,796.63
Check Nos.	135724-135782	\$	371,972.85

TOTAL	\$	1,725,769.48
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Demands listed on the attached registers conform to the City of Stanton Annual Budget as approved by the City Council.

/s/ Hannah Shin-Heydorn

City Manager

Demands listed on the attached registers are accurate and funds are available for payment thereof.

/s/ Michelle Bannigan

Finance Director

Accounts Payable

Checks by Date - Detail by Check Number

User: MBannigan
Printed: 10/30/2022 7:09 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
2158	OCA2137	COUNTY OF ORANGE TREASURER- T	10/07/2022	
	SH 63236	Sheriff Contract Services October - 2022		765,375.83
	SH 63236	Sheriff Contract Services (Office Specialist Fron		8,852.50
	SH 63236	Sheriff Contract Services (Mobile Data Compute		738.00
	SH 63236	Sheriff Contract Services (Crime Prevention Spe		9,860.83
	SH 63236	Sheriff Contract Services October - 2022		-10,468.53
	SH 63236	Sheriff Contract Services (Mobile Data Comput		334.83
	SH 63236	Sheriff Contract Services October - 2022		319,652.17
	SH 63236	.25% Early Payment Discount		-2,735.86
Total for Check Number 2158:				1,091,609.77
2159	BES12575	BEST BEST & KRIEGER LLP	10/07/2022	
	942999	General Fees thru 07-31-2022		15,456.35
	943001	SHA Fees thru 07-31-2022		2,142.00
	943003	Labor & Unemployment thru 07-31-2022		642.60
	943004	General Fees thru 07-31-2022		199.65
	943006	Labor & Unemployment thru 07-31-2022		275.40
	943007	DFN 19-0121 Fees thru 07-31-2022 (Tina/Pacifi		6,303.60
	943008	General Fees thru 07-31-2022 (ARPA)		428.40
	943035	Regional CBO - Homelessness Study (Jul 2022)		1,079.48
	946102	Regional CBO - Homelessness Study (Aug 2022)		707.50
	946103	Regional CBO-Legal Svcs for Non-Profit Forma		867.00
Total for Check Number 2159:				28,101.98
2160	TIM14834	TIM SHAW & ASSOCIATES	10/07/2022	
	8- Year 5	Regional CBO - Capacity Building (Sep 2022)		1,350.00
Total for Check Number 2160:				1,350.00
2161	BOY500	BOYS & GIRLS CLUB OF STANTON	10/07/2022	
	2022 - 9	Stanton CBO - Focus Area #1 Aug-Sep 2022		9,578.00
Total for Check Number 2161:				9,578.00
2162	PUB15477	PUBLIC AGENCY RISK SHARING AUT	10/07/2022	
	PPE 09/24/2022	PARS - PPE 09/4/2022		1,269.10
Total for Check Number 2162:				1,269.10
2163	SED15718	SEDGWICK CLAIMS MANAGEMENT S	10/07/2022	
	SF-9238-2022-01	Workers Compensation Account Fund Payment		3,387.52
Total for Check Number 2163:				3,387.52
2164	CAL15478	CALIFORNIA JOINT POWERS INSURA	10/07/2022	
	FEE00154	Excess Liability Program Admin Fee 7/1/22 - 6/2		8,800.00
Total for Check Number 2164:				8,800.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
2165	REC16138	RECTRAC REFUNDS	10/17/2022	
	27190	Deposit Refund #27190 SCP- Picnic Shelter 9/17/2022		150.00
	27190	#27190 Deduct \$20 due to extended clean up time		-20.00
	27278	#27278 refund for water feature not on for event		90.00
	27454	Deposit Refund#27454 SCP Picnic Shelter 10/8/2022		150.00
	27543	Deposit Refund #27543 SCP Picnic Shelter 10/1/2022		100.00
	27828	Deposit Refund #27828 SCP Multi Purpose Room 10/1/2022		300.00
	27902	Deposit Refund #27902 SCP Picnic Shelter/ Cat 10/1/2022		150.00
	27965	Deposit Refund #27965 SCP Picnic Shelter 10/2/2022		150.00
	28120	Deposit Refund#28120 SCP Picnic Shelter 10/2/2022		150.00
	28179	Deposit Refund #28179 SCP Picnic Shelter 10/1/2022		100.00
	28183	Deposit Refund #28183 Dotson Picnic Shelter 10/1/2022		50.00
	28233	Deposit Refund #28233 SCP Picnic Shelter 10/1/2022		100.00
	28274	Deposit Refund #28274 SCP Picnic Shelter 10/9/2022		100.00
	28389	Deposit Refund#28389 SCP Multi Purpose10/9/2022		200.00
			Total for Check Number 2165:	1,770.00
2166	INT1569	INTERNAL REVENUE SERVICE	10/13/2022	
	10/13/2022	(ME) Medicare - City Share		2,672.41
	10/13/2022	(MC) Medicare - Employee Share		2,672.41
	10/13/2022	(FD) Federal Tax Withholding		23,130.20
			Total for Check Number 2166:	28,475.02
2167	EDD1067	EDD	10/13/2022	
	10/13/2022	State Unemployment		165.37
	10/13/2022	State Tax Withholding		8,587.94
			Total for Check Number 2167:	8,753.31
2168	BOY15369	BOYS & GIRLS CLUBS OF GREATER ANAHEIM	10/14/2022	
	NOC 9-22	Anaheim CBO - Focus Area #1 - Sep 2022		4,489.12
			Total for Check Number 2168:	4,489.12
2169	OCU14659	OC UNITED TOGETHER	10/14/2022	
	NOC-PSC 5017	Regional CBO - Focus Area #3 - Sep 2022		5,896.96
	NOC-PSC 5018	Fullerton CBO - Focus Area #1 - Sep 2022		7,442.34
			Total for Check Number 2169:	13,339.30
2170	BOY14658	BOYS & GIRLS CLUBS OF FULLERTON	10/14/2022	
	44	Fullerton CBO - Focus Area #1 - Sep 2022		4,100.00
			Total for Check Number 2170:	4,100.00
2171	BES12575	BEST BEST & KRIEGER LLP	10/14/2022	
	945044	General Fee thru 08-31-2022		15,385.46
	945046	SHA Fees thru 08-31-2022		1,009.80
	945049	Labor & Unemployment thru 08-31-2022		1,515.20
	945050	General Fees thru 08-31-2022 (Litigation)		1,959.20
	945054	General Fees thru 08-31-2022 (Special Projects)		1,285.20
	945055	SHA Fees through 08-31-2022		122.40
	945055A	Tina Pacific ENA Fees through 08-31-2022		2,751.33
	945055B	Tina Pacific ENA Fees through 08-31-2022		2,751.33
	945055C	Tina Pacific ENA Fees through 08-31-2022		2,751.34
	945056	General Fees thru 08-31-2022 (ARPA)		1,132.20
			Total for Check Number 2171:	30,663.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
2172	BOY14651 NOC-PSC 9	BOYS & GIRLS CLUBS OF BREA-PLAC Brea CBO - Focus Area #1 - Sep 2022	10/14/2022	2,086.02
Total for Check Number 2172:				2,086.02
2173	MY14832 1 2 3	MY SAFE HARBOR INC Anaheim CBO - Focus Area #1 - Jul 2022 Anaheim CBO - Focus Area #1 - Aug 2022 Anaheim CBO - Focus Area #1 - Sep 2022	10/14/2022	4,133.13 3,604.61 11,477.31
Total for Check Number 2173:				19,215.05
2174	BOY14655 9 30 2022 BIG7 09 30 22	BOYS & GIRLS CLUBS OF LA HABRA La Habra CBO - Focus Area #1 - Sep 2022 Regional CBO - Focus Area #1 - Sep 2022	10/14/2022	12,826.32 8,534.34
Total for Check Number 2174:				21,360.66
2175	GOL1321 October 13	GOLDEN STATE WATER COMPANY Jul-Sept Water Services Park September 22	10/14/2022	291.04
Total for Check Number 2175:				291.04
2176	REC16138 28478 28478	RECTRAC REFUNDS Refund#28478 CXL due to moving party to indo Refund#28478 CXL due to moving party to indo	10/20/2022	150.00 90.00
Total for Check Number 2176:				240.00
2177	REC16138 28503	RECTRAC REFUNDS Refund Receipt# 28503 Special Event Permit	10/18/2022	180.00
Total for Check Number 2177:				180.00
2178	AFL187 224273 224273	AFLAC-FLEX ONE October 22 Employee (Aflac) October 22 Employee (Life Ins & Disability Ins)	10/18/2022	158.36 149.40
Total for Check Number 2178:				307.76
2179	GOL1321 October 17	GOLDEN STATE WATER COMPANY Jul 25-Sept 23 Water Services Median Sept. 26	10/18/2022	224.35
Total for Check Number 2179:				224.35
2180	CAS683 Nov-22 Nov-22 Nov-22 Nov-22	CA ST PERS-HEALTH BENEFIT November 22 Retiree Insurance November 22 Health Ins-Employee November 22 Adm Services Health Ins November 22 Health Ins-City Share	10/19/2022	3,225.00 5,951.30 163.69 35,683.92
Total for Check Number 2180:				45,023.91
2181	CAS680 PPE 10/08/2022 PPE 10/08/2022 PPE 10/08/2022 PPE 10/08/2022 PPE 10/08/2022 PPE 10/08/2022 PPE 10/08/2022 PPE 10/08/2022 PPE 10/08/2022	CA ST PERS 103 PERS - Survivor Classic T2 PERS - Employee's Share T1 PERS - Employee New T3 PERS - City's Share - New T3 PERS - Employee Classic T2 PERS - Survivor New T3 PERS - City's Share-Classic T2 PERS - City's Share T1	10/19/2022	7.44 1,902.07 5,469.94 6,053.43 3,267.03 26.04 4,027.76 2,953.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PPE 10/08/2022	PERS - Survivor (Employee) T1		8.37
Total for Check Number 2181:				23,715.73
2182	GOL1321	GOLDEN STATE WATER COMPANY	10/19/2022	
	October 18	Jul 26-Sept 26 Water Services Park September 2		2,733.50
	October 18	Jul 26-Sept 26 Water Services Building Septemb		744.32
	October 18	Jul 26-Sept 26 Water Services Median Septembe		1,461.71
Total for Check Number 2182:				4,939.53
2183	REC16138	RECTRAC REFUNDS	10/19/2022	
	27743	Refund Receipt# 27743 Class Cancellation		84.00
	27752	Refund Receipt# 27752 Class Cancellation		84.00
	28057	Refund Receipt# 28057 Class Cancellation		77.00
	28058	Refund Receipt# 28058 Class Cancellation		77.00
	28172	Refund Receipt# 28172 Class Cancellation		84.00
Total for Check Number 2183:				406.00
2184	REC16138	RECTRAC REFUNDS	10/20/2022	
	28559	Refund Receipt# 28559 Class Cancellation		120.00
Total for Check Number 2184:				120.00
135724	ABS16273	ABSOLUTE SECURITY INTERNATION.	10/20/2022	
	REV2020105986	Payment for September 2022 security services fc		2,911.48
Total for Check Number 135724:				2,911.48
135725	ALL228	ALL CITY MANAGEMENT SVCS, INC.	10/20/2022	
	79912	School Crossing Guard Services - 9/4/22-9/17/22		2,168.34
	80199	School Crossing Guard Services-9/18/22-10/1/22		2,527.20
Total for Check Number 135725:				4,695.54
135726	ALL11857	ALLIANT INSURANCE SERVICES INC	10/20/2022	
	July-Sept. 2022	Special Event Insurance / 3rd Quarter		2,716.00
Total for Check Number 135726:				2,716.00
135727	ATT377	AT&T	10/20/2022	
	9/21/2022	Corporate Yard and City Hall - Aug		445.95
	9/26/2022	Corporate Yard - Aug		200.31
Total for Check Number 135727:				646.26
135728	ATL16020	ATLAS PLANNING SOLUTIONS	10/20/2022	
	1398	JUL-22/Local Hazard Mitigation Plan Prep		1,480.00
Total for Check Number 135728:				1,480.00
135729	AUT12223	AUTOZONE INC.	10/20/2022	
	4072624198	parts for hitch sleeve for truck		52.71
Total for Check Number 135729:				52.71
135730	BGB16246	BGB DESIGN GROUP, INC	10/20/2022	
	104121	Design services for Orangewood Parkette		11,617.50
Total for Check Number 135730:				11,617.50
135731	BOY13501	BOYS & GIRLS CLUBS OF GARDEN GI	10/20/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2032B	Contractual Svcs(FaCT) Boys&Girls Club Garde		4,769.06
			Total for Check Number 135731:	4,769.06
135732	C3O13388 INV152578	C3 TECHNOLOGY SERVICES CH/Sharp Copier/Toner/Maintenance/C3 8/9/202	10/20/2022	567.50
			Total for Check Number 135732:	567.50
135733	CAL12690 CY22 Q3	CALIFORNIA BUILDING STANDARDS CBSC SB1473 Fee Less 10% Local Governmen	10/20/2022	92.70
			Total for Check Number 135733:	92.70
135734	CAL16221 13882 13882	CALIFORNIA WATERS Splash Pad Service at SCP - Sept Splash Pad Service at Dotson - Sept	10/20/2022	540.00 540.00
			Total for Check Number 135734:	1,080.00
135735	COL15604 53217	COLANTUONO, HIGHSMITH & WHATI AUG-2022/Legal Svcs for Collection of UUT	10/20/2022	52.51
			Total for Check Number 135735:	52.51
135736	CON13243 75879 75890	CONTINENTAL CHEMICAL & SANITAI Janitorial Supplies Janitorial Supplies	10/20/2022	942.81 629.80
			Total for Check Number 135736:	1,572.61
135737	FIR1181 82148049	CORELOGIC SOLUTIONS, LLC SEP-2022/Geographic Package - Realquest	10/20/2022	315.00
			Total for Check Number 135737:	315.00
135738	DAV15696 12882	DAVIS FARR LLP Temporary Accounting Services - August 2022	10/20/2022	9,540.00
			Total for Check Number 135738:	9,540.00
135739	CAC563 SMIP CY22 Q3	DEPARTMENT OF CONSERVATION SMIP Fee Less 5%	10/20/2022	287.06
			Total for Check Number 135739:	287.06
135740	DIV13216 CY22 Q3	DIVISION OF THE STATE ARCHITECT AB1379: Amount due to State Architect - 10%	10/20/2022	50.40
			Total for Check Number 135740:	50.40
135741	FED1155 7-907-02213	FEDEX FedEx Overnight/HR Correspondence	10/20/2022	37.30
			Total for Check Number 135741:	37.30
135742	FER14172 37	FERNWOOD MOBILE HOME PARK Lease Agreement for Property Along Stanton Ce	10/20/2022	2,575.00
			Total for Check Number 135742:	2,575.00
135743	FRO13927 10/11/22	FRONTIER City Hall frame relay port - Oct	10/20/2022	70.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 135743:	70.78
135744	GMU16298 62497	GMU GEOTECHNICAL, INC Pavement Materials Testing	10/20/2022	5,033.00
			Total for Check Number 135744:	5,033.00
135745	GRE1360 121678 121678	GREAT SCOTT TREE SERVICE, INC Tree Trimming FY 22/23 (90%) - Sept Tree Trimming FY 22/23 (10%) - Sept	10/20/2022	3,466.80 385.20
			Total for Check Number 135745:	3,852.00
135746	HAR1416 22-0568	HARTZOG & CRABILL INC On-Call Traffic Signal Services Ops. For Sept	10/20/2022	3,196.36
			Total for Check Number 135746:	3,196.36
135747	HDL1429 SIN021900	HDL COREN & CONE 2021-22 ACFR Statistical Package	10/20/2022	795.00
			Total for Check Number 135747:	795.00
135748	HDL13965 SIN021941	HDL SOFTWARE, LLC Payment Services/ August 2022	10/20/2022	139.18
			Total for Check Number 135748:	139.18
135749	HOM1491 5020150	HOME DEPOT CREDIT SERVICES Parts to repair drinking fountain at SCP	10/20/2022	172.84
			Total for Check Number 135749:	172.84
135750	INT16247 PPE 10-08-2022	INTERNAL REVENUE SERVICE Wage Garnishment PPE 10-08-2022	10/20/2022	161.00
			Total for Check Number 135750:	161.00
135751	LIF16289 27204 27204 27204	LIFE CHRISTIAN CHURCH OF ORANG Event Security Indoor Rentals Deposit Refund #27204 09/11/2022 Life Christie	10/20/2022	294.85 300.00 400.00
			Total for Check Number 135751:	994.85
135752	LON15449 44698	LONG BEACH BMW MOTORCYCLES Repairs to sheriff motorcycle	10/20/2022	1,189.55
			Total for Check Number 135752:	1,189.55
135753	MAG16097 92109	MAGIC JUMP RENTALS ORANGE COU Equipment & Game rentals for Halloween Event	10/20/2022	2,095.70
			Total for Check Number 135753:	2,095.70
135754	MAN16474 2353	Manuel Armenta Trucker Cap with Stanton Public work logo	10/20/2022	54.38
			Total for Check Number 135754:	54.38
135755	MAS16381 1022	MASTER JANITORIAL SERVICE, LLC City Janitorial Services - Oct	10/20/2022	5,095.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 135755:	5,095.00
135756	MSW16146 526	MSW CONSULTANTS, INC Consulting services for SB 1383 compliance - Se	10/20/2022	27,155.01
			Total for Check Number 135756:	27,155.01
135757	NAT2050 32729	NATIONWIDE ENVIRONMENTAL SVC; Sweeper Services for Oct 2022	10/20/2022	12,052.31
			Total for Check Number 135757:	12,052.31
135758	NV515131 294714	NV5, INC Consulting services for the preparation of an upd	10/20/2022	3,340.00
			Total for Check Number 135758:	3,340.00
135759	OCT2192	O C TREASURER-TAX COLLECTOR	10/20/2022	
	079-320-20	OCSD Sewer Fee/ 10660 Western Ave		2,461.84
	079-320-20	Sewer Fee/ 10660 Western Ave		512.54
	079-334-04	Sewer Fee/ 10971 Flower St		72.24
	079-334-05	Sewer Fee/ 10972 Rose St		72.24
	079-334-19	Sewer Fee/ 10502 Rose Ave		72.24
	079-354-03	OCSD Sewer Fee/ 7855 Katella Ave		1,324.40
	079-354-04	Sewer Fee/ 10972 Cedar St		72.24
	079-362-12	Sewer Fee/ 10922 Date St		72.24
	079-362-13	Sewer Fee/ 10912 Date St		72.24
	079-362-15	Sewer Fee/ 10902 Dale St		72.24
	079-363-26	Sewer Fee/ 10961 Date St		72.24
	079-771-36	Sewer Fee/ 10651 Lexington St		72.24
	126-391-48	Sewer Fee/ 10350 Fern Ave		72.24
	126-481-05	Sewer Fee/ 8870 Tina Way		231.20
	126-481-05	OCSD Sewer Fee/ 8870 Tina Way		971.60
	126-481-07	Sewer Fee/ 8890 Tina Way		231.20
	126-481-07	OCSD Sewer Fee/ 8890 Tina Way		971.60
	126-481-08	OCSD Sewer Fee/ 8900 Tina Way		971.60
	126-481-08	Sewer Fee/ 8900 Tina Way		231.20
	126-481-09	Sewer Fee/ 8910 Tina Way		231.20
	126-481-09	OCSD Sewer Fee/ 8910 Tina Way		971.60
	126-481-10	OCSD Sewer Fee/ 8920 Tina Way		971.60
	126-481-10	Sewer Fee/ 8920 Tina Way		231.20
	126-481-11	Sewer Fee/ 8930 Tina Way		72.24
	126-481-12	Sewer Fee/ 8940 Tina Way		72.24
	126-481-13	Sewer Fee/ 8950 Tina Way		72.24
	126-481-14	Sewer Fee/ 8960 Tina Way		72.24
	126-481-15	Sewer Fee/ 8970 Tina Way		72.24
	126-481-17	Sewer Fee/ 8961 Pacific Ave		231.20
	126-481-17	OCSD Sewer Fee/ 8961 Pacific Ave		971.60
	126-481-18	Sewer Fee/ 8951 Pacific Ave		231.20
	126-481-18	OCSD Sewer Fee/ 8951 Pacific Ave		971.60
	126-481-19	OCSD Sewer Fee/ 8941 Pacific Ave		971.60
	126-481-19	Sewer Fee/ 8941 Pacific Ave		231.20
	126-481-20	Sewer Fee/ 8931 Pacific Ave		231.20
	126-481-22	OCSD Sewer Fee/ 8911 Pacific Ave		971.60
	126-481-22	Sewer Fee/ 8911 Pacific Ave		231.20
	126-481-24	Sewer Fee/ 8891 Pacific Ave		231.20
	126-481-24	OCSD Sewer Fee/ 8891 Pacific Ave		971.60
	126-481-25	Sewer Fee/ 8881 Pacific Ave		231.20
	126-481-26	OCSD Sewer Fee/ 8871 Pacific Ave		971.60
	126-481-26	Sewer Fee/ 8871 Pacific Ave		231.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
126-481-27		Sewer Fee/ 8861 Pacific Ave		231.20
126-481-27		OCSD Sewer Fee/ 8861 Pacific Ave		971.60
126-481-28		Sewer Fee/ 8851 Pacific Ave		72.24
126-481-29		Sewer Fee/ 8841 Pacific Ave		72.24
126-482-05		Sewer Fee/ 8870 Pacific Ave		72.24
126-482-06		Sewer Fee/ 8880 Pacific Ave		231.20
126-482-06		OCSD Sewer Fee/ 8880 Pacific Ave		971.60
126-482-08		OCSD Sewer Fee/ 8900 Pacific Ave		971.60
126-482-08		Sewer Fee/ 8900 Pacific Ave		231.20
126-482-09		Sewer Fee/ 8910 Pacific Ave		72.24
126-482-10		Sewer Fee/ 8920 Pacific Ave		72.24
126-482-11		Sewer Fee/ 8930 Pacific Ave		231.20
126-482-11		OCSD Sewer Fee/ 8930 Pacific Ave		971.60
126-482-12		Sewer Fee/ 8940 Pacific Ave		231.20
126-482-12		OCSD Sewer Fee/ 8940 Pacific Ave		971.60
126-482-13		Sewer Fee/ 8950 Pacific Ave		231.20
126-482-13		OCSD Sewer Fee/ 8950 Pacific Ave		971.60
126-553-22		Sewer Fee/ 8100 Pacific Ave		545.46
126-553-22		OCSD Sewer Fee/ 8100 Pacific Ave		2,619.48
126-566-13		Sewer Fee/ Katella & Chestnut		72.24
126-568-07		Sewer Fee/ Katella & Chestnut		72.24
131-091-40		OCSD Sewer Fee/ 7800 Katella Ave		8,227.76
131-091-40		Sewer Fee/ 7800 Katella Ave		1,713.26
131-241-21		OCSD Sewer Fee/ 11870 Beach Blvd		347.00
131-263-08		OCSD Sewer Fee/ 11822 Santa Paula St		1,786.86
131-263-08		Sewer Fee/ 11822 Santa Paula St		372.04
131-263-09		Sewer Fee/ 11832 Santa Paula St		72.24
131-282-05		Sewer Fee/ 7972 Oranewood Ave		72.24
131-433-20		Sewer Fee/ 8340 Briarwood St		72.24
Total for Check Number 135759:				42,626.64
135760	PHA12971 51595	PARS AUG2022/PARS/Administrator Services	10/20/2022	478.03
Total for Check Number 135760:				478.03
135761	PER11879 10/6/2022	PERMA PERMA Liability Account Replenishment	10/20/2022	13,869.77
Total for Check Number 135761:				13,869.77
135762	PET14941 29154154	PETS BEST Pet Insurance October 2022	10/20/2022	230.29
Total for Check Number 135762:				230.29
135763	PSI11874 36078 36122	PSI 5 Gal container of Taginator Graffiti remover	10/20/2022	331.69 346.97
Total for Check Number 135763:				678.66
135764	QUI16382 S26082012	QUINN COMPANY 2022 Caterpillar Inc. Backhoe Loader Purchase	10/20/2022	119,056.65
Total for Check Number 135764:				119,056.65
135765	RAN16475 10/11/2022	CESAR RANGEL OC City Engineers Association Luncheon Meetin	10/20/2022	45.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 135765:	45.00
135766	RES2489 3458016	RESOURCE BUILDING MATERIALS Asphalt for pothole repair	10/20/2022	125.06
			Total for Check Number 135766:	125.06
135767	SCO13877 376341	SCOTT HARRISON PLUMBING & HTG Repairs to Sheriff Men's restroom shower.	10/20/2022	558.00
			Total for Check Number 135767:	558.00
135768	SOC2734	SO CAL EDISON	10/20/2022	
	10/06/22	Stanton District Light		14,684.76
	10/11/22	Electric Service - Signals - Sept		76.58
	10/11/22	Electric Service - Building - Sept		3,835.35
	10/11/22	Electric Service - Parks - Sept		871.82
	10/13/2022	Electric Svc/TinaPacific		182.51
			Total for Check Number 135768:	19,651.02
135769	SOC12606	SO CAL INDUSTRIES	10/20/2022	
	589515	Fence Rental for 10652 Bell St Oct		59.11
	589516	Fence Rental for Magnolia and Tina Way-Oct		603.27
	590543	Fence Rental for 8970 Pacific - Oct		231.21
	590544	Fence Rental for 8870 Pacific - OCT		208.58
	593031	Fence Rental for 8910-8920 Pacific - Oct-Nov		311.94
			Total for Check Number 135769:	1,414.11
135770	GAS1282 10/4/2022	SOCALGAS Gas Services - Corp Yard - Sept	10/20/2022	37.13
			Total for Check Number 135770:	37.13
135771	WAT13601	SOUTHLAND AUTOMOTIVE WORKS	10/20/2022	
	24319	Repair flat tire.		25.00
	27268	Repair flat tire.		25.00
	27635	Repair flat tire.		60.00
			Total for Check Number 135771:	110.00
135772	SPA15432 4096775 100722	SPARKLETTS OCT-22/Breakroom Water Delivery	10/20/2022	138.73
			Total for Check Number 135772:	138.73
135773	SPE14381 12363100122	SPECTRUM Cable Services /OCT-2022	10/20/2022	102.34
			Total for Check Number 135773:	102.34
135774	STA12700 28405	STANTON COMMUNITY FOUNDATION Deposit Refund	10/20/2022	200.00
			Total for Check Number 135774:	200.00
135775	STA2817	STAPLES BUSINESS CREDIT	10/20/2022	
	1643908090	Office Supplies/Code Enf		50.00
	1643908090	Office Supplies/Parks & Rec		141.35
	1643908090	Office Supplies/Comm Dev		182.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1643908090	Toner		41.18
	1643908090	Office Supplies/Public Safety		166.95
	1643908090	REFUND/Returned Adjustable Desk/Parks & Re		-347.99
	1643908090	Supplies/Building Maintenance		659.43
	1643908090	Council Supplies/Coffee Supplies		129.45
	1643908090	Restock Copy Paper/Non-Dept Supplies		617.35
			Total for Check Number 135775:	1,640.52
135776	TAI14271 151901	TAIT & ASSOCIATES INC Design for FY 2022/23 Citywide Street Rehabili	10/20/2022	29,545.00
			Total for Check Number 135776:	29,545.00
135777	TOW14437 19000	TOWNSEND PUBLIC AFFAIRS, INC OCT-2022 FY 2022/23 Public Advocacy and Gr	10/20/2022	4,000.00
			Total for Check Number 135777:	4,000.00
135778	TRU13167 650190962	TRULY NOLEN OF AMERICA INC Monthly pest spraying for Sept 2022	10/20/2022	165.00
			Total for Check Number 135778:	165.00
135779	VAN13002 9622 9622	VAN RY MAINTENANCE Floor service Civic Center - 2x August 2022 Floor service SCSC Center - 1x August 2022	10/20/2022	450.00 125.00
			Total for Check Number 135779:	575.00
135780	VEN13764 0156346-IN 0156346-IN 0156346-IN 0156346-IN 0156346-IN 0156346-IN	VENCO WESTERN INC Park Lanscape Maintenance - Oct Median LanscapeMaintenance - Oct City Owned Properties - Oct Building Lanscape Maintenance - Oct Parks/Medians Maintenance - Oct Street Lanscape Maintenance - Oct	10/20/2022	4,875.00 7,911.90 4,592.00 1,446.90 3,991.00 2,046.20
			Total for Check Number 135780:	24,863.00
135781	VIS3077 2022-722798-00 2022-723981-00 2022-738449-00 2022-745697-00	VISTA PAINT CORP Paint Supplies - graffiti remover Graffiti supplies Graffiti Supplies Graffiti Supplies	10/20/2022	1,072.87 100.01 39.95 78.48
			Total for Check Number 135781:	1,291.31
135782	WAG13143 INV4243803 INV4243803	WAGWORKS SEP2022 / Compliance Fee SEP2022 / Administration Fee	10/20/2022	50.00 66.00
			Total for Check Number 135782:	116.00
			Report Total (86 checks):	1,725,769.48

MINUTES OF THE CITY COUNCIL / SUCCESSOR AGENCY / HOUSING AUTHORITY
OF THE CITY OF STANTON
JOINT REGULAR MEETING OCTOBER 25, 2022

1. CALL TO ORDER / CLOSED SESSION

The City Council / Successor Agency / Housing Authority meeting was called to order at 6:00 p.m. by Mayor / Chairman Shawver.

2. ROLL CALL

Present: Council/Agency/Authority Member Taylor, Council/Agency/Authority Member Van, Council/Agency/Authority Member Warren, Mayor Pro Tem/Vice Chairman Ramirez, and Mayor/Chairman Shawver.

Absent: None.

Excused: None.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS None.

4. CLOSED SESSION

The members of the City Council / Successor Agency / Housing Authority of the City of Stanton proceeded to closed session at 6:01 p.m. for discussion regarding:

**4A. THREAT TO PUBLIC SERVICES OR FACILITIES
(Pursuant to Government Code Section 54957)**

Consultation with: Hannah Shin-Heydorn, City Manager, City of Stanton
Federal Bureau of Investigation, Los Angeles
Foreign Influence Task Force, Los Angeles

5. CALL TO ORDER / SUCCESSOR AGENCY / STANTON HOUSING AUTHORITY MEETING

The meetings were called to order at 7:12 p.m. by Mayor / Chairman Shawver.

The City Attorney / Agency Counsel reported that the Stanton City Council / Successor Agency / Housing Authority met in closed session from 6:01 to 7:12 p.m.

The City Attorney / Agency Counsel reported that there was no reportable action.

DRAFT

6. ROLL CALL

Present: Council/Agency/Authority Member Taylor, Council/Agency/Authority Member Van, Council/Agency/Authority Member Warren, Mayor Pro Tem/Vice Chairman Ramirez, and Mayor/Chairman Shawver.

Absent: None.

Excused: None.

7. PLEDGE OF ALLEGIANCE

Led by Mr. Nicolas Ramirez.

8. SPECIAL PRESENTATIONS AND AWARDS

Presentation by Mr. Eric O'Donnell, Deputy Director, Townsend Public Affairs, providing the City Council with an update on State and Federal Legislation.

9. CONSENT CALENDAR

Motion/Second: Ramirez/Taylor

ROLL CALL VOTE:	Council/Agency/Authority Member Taylor	AYE
	Council/Agency/Authority Member Van	AYE
	Council/Agency/Authority Member Warren	AYE
	Mayor Pro Tem/Vice Chairman Ramirez	AYE
	Mayor/Chairman Shawver	AYE

Motion unanimously carried:

CONSENT CALENDAR

9A. MOTION TO APPROVE THE READING BY TITLE OF ALL ORDINANCES AND RESOLUTIONS. SAID ORDINANCES AND RESOLUTIONS THAT APPEAR ON THE PUBLIC AGENDA SHALL BE READ BY TITLE ONLY AND FURTHER READING WAIVED

The City Council/Agency Board/Authority Board waived reading of Ordinances and Resolutions.

DRAFT

9B. APPROVAL OF WARRANTS

The City Council approved demand warrants dated September 23, 2022 – October 6, 2022, in the amount of \$809,501.17.

9C. APPROVAL OF MINUTES

The City Council/Successor Agency/Housing Authority approved Minutes of Joint Regular Meeting – October 11, 2022.

9D. RENEWAL OF AUTHORIZATION FOR VIRTUAL PUBLIC MEETINGS PURSUANT TO AB 361

Consideration of the circumstances of the state of emergency related to the COVID-19 pandemic to determine whether remote teleconference meetings of the City Council, Committees, and Commissions can continue to be held under the provisions of AB 361.

1. The City Council declared that this item is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) and 15060(c)(3); and
2. Reconsidered the circumstances of the state of emergency; and
3. Finds that state or local officials have continued to impose or recommend measures to promote social distancing; and
4. Directed staff, no later than 30 days after the City Council approves the recommended action, to report back on the state-proclaimed state of emergency so that City Council may reconsider the circumstances of the emergency, and, if appropriate, make findings to continue to hold virtual meetings of City legislative bodies pursuant to AB 361.

END OF CONSENT CALENDAR

- | | | |
|-----|-------------------------------------|-------|
| 10. | PUBLIC HEARINGS | None. |
| 11. | UNFINISHED BUSINESS | None. |
| 12. | NEW BUSINESS | None. |
| 13. | ORAL COMMUNICATIONS – PUBLIC | None. |
| 14. | WRITTEN COMMUNICATIONS | None. |

DRAFT

15. MAYOR/CHAIRMAN/COUNCIL/AGENCY/AUTHORITY INITIATED BUSINESS

15A. COMMITTEE REPORTS/COUNCIL/AGENCY/AUTHORITY ANNOUNCEMENTS

- Ms. Zenia Bobadilla, Community Services Director reported on the City's Annual Halloween Fun with Family and Friends event, which is scheduled to be held on October 29, 2022, at Stanton Central Park. Ms. Bobadilla also expressed her gratitude to Mayor Pro Tem Ramirez for his donation of pumpkins and hay to the City's annual event.

15B. COUNCIL/AGENCY/AUTHORITY INITIATED ITEMS FOR A FUTURE COUNCIL MEETING

None.

15C. COUNCIL/AGENCY/AUTHORITY INITIATED ITEMS FOR A FUTURE STUDY SESSION

None.

15D. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING COMPENSATION FOR THE MEMBERS OF THE CITY COUNCIL

At the October 11, 2022, City Council meeting, Council Member Warren requested that this item be agendaized for discussion. Council Member Warren is requesting to discuss a cost-of-living increase pertaining to the compensation for the members of the City Council.

Presentation by Council Member Warren.

Motion/Second: Warren/Taylor
Motion carried by the following vote:

AYES: 5 (Ramirez, Shawver, Taylor, Van, and Warren)
NOES: None
ABSTAIN: None
ABSENT: None

Motion unanimously carried:

The City Council received consensus and directed staff to research compensation, medical/benefit packages, and cost of living increase of neighboring Orange County Cities, per diem/expense account and resources provided to the City Council that would apply to their daily roles and duties as Mayor/Council Member.

DRAFT

15E. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING THE CITY’S ORDINANCE PERTAINING TO SHOPPING CARTS

At the October 11, 2022, City Council meeting, Mayor Shawver requested that this item be agendaized for discussion. Mayor Shawver is requesting to discuss the City’s ordinance addressing shopping carts and anti-theft shopping cart solutions.

Presentation by Mayor Shawver.

Motion/Second: Warren/Taylor
Motion carried by the following vote:

AYES: 5 (Ramirez, Shawver, Taylor, Van, and Warren)
NOES: None
ABSTAIN: None
ABSENT: None

Motion unanimously carried:

The City Council received consensus and directed staff to research the cost of GPS geo-tracking / GPS geo-fencing, costs / compensation to the city for locating and retrieval of shopping carts, and conduct a study of neighboring cities and their adopted practices and programs.

15F. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING OBTAINING SERVICES / ASSISTANCE FOR THE CITY’S PUBLIC SAFETY SERVICES DEPARTMENT AND PUBLIC WORKS DIVISION

At the October 11, 2022, City Council meeting, Mayor Shawver requested that this item be agendaized for discussion. Mayor Shawver is requesting a report back from staff regarding opportunities for additional assistance for the City’s Public Safety Services Department and Public Works Division regarding issues related to trash and debris; maintenance of parks, right-of-ways, bus stops, and sidewalks, retrieval of shopping carts, and public safety within city business shopping centers.

Presentation by Mayor Shawver.

Motion/Second: Shawver/Taylor
Motion carried by the following vote:

AYES: 5 (Ramirez, Shawver, Taylor, Van, and Warren)
NOES: None
ABSTAIN: None
ABSENT: None

Motion unanimously carried:

DRAFT

The City Council received consensus and directed the City Manager to work with the Chief of Police and Public Safety Services Director to research implementation of a Homelessness and Public Safety Pilot Program to bring together a fully staffed, dedicated team of homeless outreach coordination, code enforcement, and law enforcement to focus on homeless support services, public safety, and quality of life issues.

15G. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING THE SALE AND USE OF SAFE AND SANE FIREWORKS WITHIN THE CITY OF STANTON

At the July 12, 2022, City Council meeting, Council Member Taylor requested that this item be agendaized for discussion. Council Member Taylor is requesting to discuss the future sale and use of safe and sane fireworks within the City.

Presentation by Council Member Gary Taylor.

The City Council received and filed the presentation.

16. ITEMS FROM CITY ATTORNEY/AGENCY COUNSEL/AUTHORITY COUNSEL

None.

17. ITEMS FROM CITY MANAGER/EXECUTIVE DIRECTOR

None.

17A. ORANGE COUNTY SHERIFF'S DEPARTMENT

Chief Charles L. Walters provided the City Council with an update on their current operations.

18. ADJOURNMENT Motion/Second: Shawver/
Motion carried at 8:38 p.m.

MAYOR/CHAIRMAN

ATTEST:

CITY CLERK/SECRETARY

CITY OF STANTON

REPORT TO CITY COUNCIL

TO: Honorable Mayor and Members of the City Council

DATE: November 8, 2022

SUBJECT: CITY SPONSORSHIP REQUEST – YOUTH ASSISTANCE FOUNDATION, SANTA’S SIREN EVENT

REPORT IN BRIEF:

Per the City Sponsorship Program, the Youth Assistance Foundation is requesting co-sponsorship of the Santa’s Siren event held throughout the City. The sponsorship request is for in-kind consideration valued at \$499. At its meeting on August 23, 2022, the City Council directed staff to bring all sponsorship requests to the Council for consideration until further notice.

RECOMMENDED ACTIONS:

1. City Council declare this project to be categorically exempt under the California Environmental Quality Act, Class 1, Section 15301c; and
2. Determine the status of the Youth Assistance Foundation’s sponsorship request for a total in-kind value of \$499.

BACKGROUND:

At its meeting on August 23, 2022, the Council approved a City Administrative Policy for a City Sponsorship Program. The policy sets forth guidelines and criteria governing the granting of City funds or in-kind services for the purpose of supporting local festivals, special events, community projects or programs.

The goals and objectives of the approved City Sponsorship Program are as follows:

- Promote the City as a desirable place to live, visit and do business.
- Promote the City as a visitor destination and/or bring tourism-associated revenue to the City.
- Enhance the quality of life and well-being of the citizenry.
- Advance the City’s commitment to and pride in being a multicultural community.
- Encourage the development of neighborhood identity and pride.

The City Sponsorship Program includes general requirements, eligibility criteria, and conditions outlined in Attachment A. As part of the approved policy, the City Council directed staff to bring all sponsorship requests for consideration until further notice to evaluate the impact on City resources. Council also outlined that if sponsorships are in-kind, the value of the in-kind items may not equal more than 25% of the program/event budget, up to a maximum of \$1,000.

ANALYSIS/JUSTIFICATION:

The Youth Assistance Foundation submitted a request for sponsorship on October 25, 2022 (Attachment A). The request solicits the support of the annual Santa’s Siren toy giveaway event scheduled for December 18, 2022, from 9 am to 5 pm. Requested items include:

1. Equipment: Truck, City Van, 2 tables, 2 chairs, 2 canopies and 20 delineators.
2. Staff: 4 recreation leaders; 2 staff to assist in the morning from 8 am - 1 pm, and two staff to assist from 1 - 6 pm. Staff is requested to drive the truck to transport equipment to each location and drive the van to transport volunteers to each location.
3. Permission to use the City name and logo in marketing materials for this event.
4. No Parking Signs (2) for each of the 5 neighborhoods, displayed 48 hours in advance of the event.
5. Permission to ask the Sheriff’s department for two reserve officers to attend the event as a way to promote community policing.
6. Permission to reach out to OCFA for the firetruck to transport Santa, with the understanding that a call for service may occur.

The total in-kind value of equipment and staff use is outlined below:

Part-time staff members (2)	\$40/hr,5 hours total	\$400
Traffic Cones	\$40 (flat rate)	\$40
Truck (Gas)	.625/mile (15 total)	\$9.38
Van (Gas)	.625/mile (15 total)	\$9.38
Tables, Chairs, Canopies, Parking Signs	\$40 (flat rate)	\$40
	TOTAL	\$499

Upon review of the application, staff found that all required criteria have been met, including the provision of documentation for nonprofit status in the form of an IRS determination letter.

FISCAL IMPACT:

Fiscal impact includes an in-kind value of \$499 to support the event with requested City resources.

This is the fourth sponsorship request reviewed by the Council. The current sponsorship status is provided below:

Number of Requests Approved To-Date	Funds Granted To-Date	In-Kind Consideration Granted To-Date
3	\$0	\$560

ENVIRONMENTAL IMPACT:

None.

LEGAL REVIEW:

None.

PUBLIC NOTIFICATION:

None.

STRATEGIC PLAN OBJECTIVE ADDRESSED:

- 4 – Ensure fiscal stability and efficiency in governance.
- 5 – Provide a high quality of life.
- 6 – Maintain and promote a responsive, high quality and transparent government.

Prepared by: Zenia Bobadilla, Community Services Director

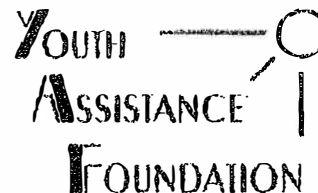
Approved by: Hannah Shin-Heydorn, City Manager

Attachments:

- A. Sponsorship Request – Youth Assistance Foundation, Santa’s Siren

October 25, 2022

Attachment: A
Click here to return to the agenda.



Re: Request for Sponsorship for Santa's Siren

Dear Ms. Hannah Shin-Heydorn:

The Youth Assistance Foundation, a 501 (c)(3) organization with tax exempt status based in Stanton committed to the community especially its youngest members. Our organization has been working tirelessly to provide support for the children and families in the City of Stanton. Our small nonprofit is run by a small, dedicated group of individuals who work tirelessly to bring joy to the youngest members of this city. Each year we provide scholarships to local high school seniors who are going to pursue careers in the areas of social services, medicine, teaching, law enforcement and the arts. We are also committed to supporting our community in bringing people together. We have supported Women's Day, the City Art Exhibit where we provide \$500 in prize money and the community garden at Western High School.

The **Youth Assistance Foundation** is writing to apply for the City Sponsorship of our annual Santa's Siren Express This year the event will take place on **Sunday December 18 from 9 am to 5 pm**. This event is held each year on the Sunday before Christmas and the City has always given invaluable support through providing staff, 2 vehicles and coordination. With the cooperation and support of the City of Stanton, Santa and his helpers give toys to approximately 1000 children ages 0 to 15 years each year.

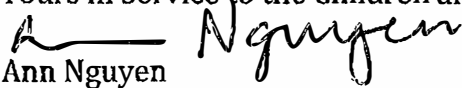
As part of the sponsorship we are asking the city for support of the following:

1. A truck to transport 2 tables, 2 chairs, 2 canopies and 20 delineators, and the city van to carry volunteers.
2. 4 staff members from Community Services. 2 staff members to assist in the morning from 8 to 1pm, and another two staff members to work the second shift from 1pm to 6pm. Staff will drive truck and van.
3. We request permission to use the City name and logo in our materials for this event.
4. We request 2 No Parking Signs for each of the 5 neighborhoods where we will hand out toys, put up 48 hours in advance of the event.
5. We request permission to ask the Sheriff's department to have 2 officers attend the event as a way to promote community policing.
6. We also request permission to reach out to OCFA to get a firetruck to join us on the day of the event to transport Santa. We understand that if there is a call for service, the fire truck will have to respond.

Please find attached the schedule for the day of the event as well as a sample flyer that we give out in each neighborhood that we visit and our volunteer release and waiver form.

Please know that we are deeply grateful for the support of the City of Stanton. Your help allows us to continue the tradition of Santa's Siren that was begun by Jim Nelson over 24 years ago.

Yours in Service to the Children and families of Stanton,


Ann Nguyen

Youth Assistance Foundation

(714)467-5354

ann@cusack.com.au

Tax ID # 33-0757879

Mailing Address: 11211 Santa Maria, Stanton, CA 90680

Two signatures by the appropriate Corporate Officers or Board Members are required.

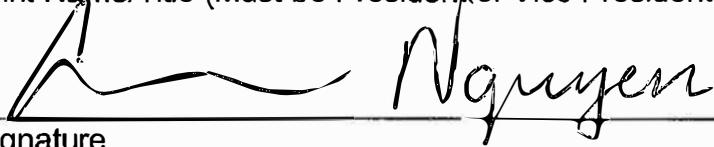
By signing, I/we agree to the guidelines of the City Sponsorship Program.

Youth Assistance Foundation

Name of Organization

Ann Nguyen

Print Name/Title (Must be President or Vice President)



Signature

10/25/2022
Date

Pamela Schoonover

Print Name/Title (President, Vice President, Treasurer, or Secretary)



Signature

10/25/2022
Date

Santa's Siren Express

December 18, 2022

Schedule for Santa Clause in Fire Engine with Firefighters, Sheriff's Dept., City of Stanton Staff, Lions Club, Boys & Girls Club, CR&R, Youth Assistance Foundation, ASES Volunteers and YAF volunteers

8:00 a.m. Volunteers arrive, check in, have breakfast, and start work

8:30 a.m. Fire Engine, City and Volunteer Vehicles, Toy Truck Arrives at Stanton Civic Center for Decorating Truck and volunteer meeting/Photo

8:45 a.m. Forward Team Leaves for West Creek Apts.

9:00 a.m. Santa and rest of volunteers leave for West Creek Apts.

9:15 a.m. Arrive West Creek Apts.

10:00 a.m. Set up team leave for Dotson Park/Fern St

10:15 a.m. Leave for Dotson Park – Fern Street

10:30 a.m. Arrive Dotson Park

12:15 a.m. Set up Team leave for Zuniga Park

12:30 p.m. Leave for Zuniga Park- Date Street

12:40 p.m. Arrive Zuniga Park

1:10 pm Leave for BGCS for Lunch

Lunch 1:15- 2:00 pm

2:00 p.m. Leave for Tina- Pacific

2:15 p.m. Arrive at Tina- Pacific

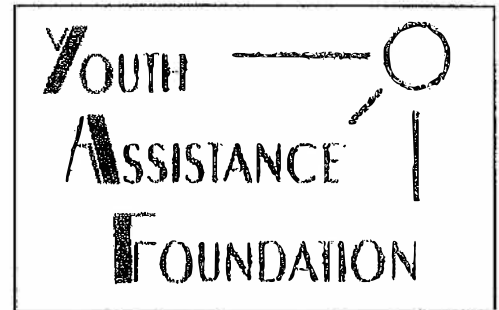
3:15 p.m. Leave for Stanton Family Resource Center

3:30 p.m. Arrive Stanton Family Resource Center

5:00 p.m. - Completion of Santa's Siren Express toy giveaway

5-6 pm- Clean up and return items to City of Stanton and Boys & Girls Club

Ann Nguyen 714-467-5354 / Pam Schoonover 714-206-7937



**ARTICLES OF INCORPORATION OF
YOUTH ASSISTANCE FOUNDATION OF STANTON**

MAY 7 - 1997

A California Nonprofit Public Benefit Corporation

Bill Jones
BILL JONES, Secretary of State

Article One: The name of the corporation is YOUTH ASSISTANCE FOUNDATION OF STANTON.

Article Two: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

This corporation is organized for charitable purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law.

Article Three: The name and address in California of the corporation's initial agent for service of process are: Nora McKie, 8381 Katella Avenue, Suite O, Stanton CA 90680.

Article Four: (a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in section 501(h) of the Internal Revenue Code of 1986, and this corporation shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article Two, above. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for charitable purposes and which has established its tax-exempt status under section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision

CITY OF STANTON

REPORT TO CITY COUNCIL

TO: Honorable Mayor and Members of the City Council

DATE: November 8, 2022

SUBJECT: CONTRACT SERVICES AGREEMENTS FOR PROFESSIONAL SERVICES – COMMUNITY AND ECONOMIC DEVELOPMENT

REPORT IN BRIEF:

City Council will consider authorizing the City Manager to execute two on-call Contract Agreements with qualified firms on behalf of the Community and Economic Development Department for building services. The Community and Economic Development Department utilizes these services to accomplish its annual goals as defined by the City Council in the approved annual Operating Budget.

RECOMMENDED ACTION:

1. City Council declare the action not a project as defined by the California Environmental Quality Act (“CEQA”) and will have no result direct or indirect to physical changes in the environment; and
2. Authorize the City Manager to enter into a three-year Contract Services Agreement, with two additional one-year extensions, with CSG Consultants to provide Building and Safety Services including on-call, as needed plan check, inspection and Building Official Services; and
3. Authorize the City Manager to enter into a three-year Contract Services Agreement, with two additional one-year extensions, with Bureau Veritas to provide Building and Safety Services including on-call, as needed plan check, inspection and Building Official Services.

BACKGROUND:

The City’s Community and Economic Development Department consists of four divisions – Building and Safety, Planning, Economic Development and Housing – and performs a variety of services intended to protect, maintain and develop an attractive, safe and healthy environment for residents and the business community. In order to provide the needs for the Building Division, the City has been contracting services with Charles Abbott and Associates to provide plan checking, field inspection and Building Official staffing from November 2014 thru October 2022.

The use of on-call agreements is an efficient way to provide for technical staff support and reduce the time needed to identify qualified firms while adhering to the City's purchasing policies. This strategy allows the City to quickly respond on an as-needed basis and to control costs as workloads and demand fluctuates in response to development and project activity.

The City is experiencing a high level of development and construction activity. The building services provided to the development community, business community and residents of Stanton are a high priority and need to reflect the values of the community. How to provide these services must take into consideration technical capabilities, efficiency, effectiveness, as well as the quality of service, continuity of staff and costs related to the building services for Stanton.

The City issued an RFP on August 31, 2021, to solicit proposals from interested firms. On September 22, 2021, the City received ten proposals and subsequently conducted interviews to identify the most qualified and responsive firm. During this review staff brought a recommendation for consideration of the Council to bring a full-time inspector position in-house to improve the relationships and services provided to the development and residential community. The Council approved this position and the 2022/23 Budget includes the fully burdened costs for the Building Inspector position.

ANALYSIS/JUSTIFICATION:

The City has continued to evaluate and determine the needs of the community and in September 2022 asked all firms to confirm their availability and interest in serving the Stanton community as well as to update their proposals to include Public Works development inspections and finally to confirm their prices given the time lapse in the initial proposals and the final consideration.

A total of eight firms provided responsive proposals. City staff reviewed the proposals, evaluated the expertise, qualified staff and pricing provided and the following ranking shows the outcome of that review. Staff is recommending that the City enter into on-call agreements with the top two responsive firms, CSG Consulting and Bureau Veritas and immediately engage the services of CSG Consulting to meet the on-call Building Official, Plan Checking, and as-needed Building and Public Works Inspection demand.

	Building Official	Plan Checking	Inspection	Total On Call Cost	City Inspector	Estimated Gross Revenue	Estimated Net Revenue
CSG	\$8,700.00	\$96,250.00	\$98,000.00	\$202,950.00	\$94,660.80	\$1,205,000.00	\$907,389.20
Bureau Veritas	\$9,900.00	\$96,250.00	\$107,800.00	\$213,950.00	\$94,660.80	\$1,205,000.00	\$896,389.20
Transtech	\$10,260.00	\$96,250.00	\$107,800.00	\$214,310.00	\$94,660.80	\$1,205,000.00	\$896,029.20
VCA	\$10,500.00	\$113,750.00	\$98,000.00	\$222,250.00	\$94,660.80	\$1,205,000.00	\$888,089.20
Melad	\$7,200.00	\$131,250.00	\$88,200.00	\$226,650.00	\$94,660.80	\$1,205,000.00	\$883,689.20
TrueNorth	\$9,300.00	\$113,750.00	\$107,800.00	\$230,850.00	\$94,660.80	\$1,205,000.00	\$879,489.20
4Leaf	\$8,100.00	\$113,750.00	\$112,700.00	\$234,550.00	\$94,660.80	\$1,205,000.00	\$875,789.20
WC3	\$9,600.00	\$113,750.00	\$132,300.00	\$255,650.00	\$94,660.80	\$1,205,000.00	\$854,689.20

FISCAL IMPACT:

Funding for professional on-call services is budgeted in the current FY2022-23 Community and Economic Development Department operating budget by a percentage of the permit and plan check fees collected by the development applications received. The in-house inspector position is also funded with the revenue collected by building permit fees. As outlined in the table above, costs will be relative to the volume of work and would be augmented by the fees received. No impact to the General Fund is anticipated.

ENVIRONMENTAL IMPACT:

In accordance with the provisions of the California Environmental Quality Act, this action is not a project.

PUBLIC NOTIFICATION:

Public notice for this item was made through the regular agenda process.

STRATEGIC PLAN:

- 1 – Provide a Safe Community
- 6 – Maintain and Promote a Responsive, High Quality and Transparent Government

Prepared by: Jennifer A. Lilley, AICP, Community & Economic Development Director
Fiscal Impact Reviewed by: Michelle Bannigan, Finance Director
Approved by: Hannah Shin-Heydorn, City Manager

Attachments:

- A. CSG, Contract and Proposal
- B. Bureau Veritas, Contract and Proposal

CITY OF STANTON
PROFESSIONAL SERVICES AGREEMENT
FOR
ON CALL SERVICES

1. PARTIES AND DATE.

This Agreement is made and entered into this 1st day of December, 2022 by and between the City of Stanton, a municipal organization organized under the laws of the State of California with its principal place of business at 7800 Katella Avenue, Stanton, California 90680 (“City”), and CSG Consultants, Inc., a California corporation headquartered in Foster City, California with its local place of business at 550 Pilgrim Drive, Foster City, California 94404 (“Consultant”). City and Consultant are sometimes individually referred to herein as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of professional on call services as required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing these services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Consultant to render such services for the various building, public works, and other services as mutually agreed to (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional **on call services** necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from **December 1, 2022 to December 30, 2025**, with the ability for two, additional one year extensions (December 30, 2027) unless completed earlier or terminated as provided herein. Consultant shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant shall complete, execute, and submit to City a Request for Taxpayer Identification Number and Certification (IRS Form W-9) prior to commencement of any Services under this Agreement. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services timely, within the term of this Agreement, and in accordance with the Scope of Services set forth in Exhibit "A" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City.

3.2.5 City's Representative. The City hereby designates the City Manager, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. The City Manager hereby designates **Jennifer A. Lilley, AICP, Community and Economic Development Director**, or his or her designee, as the City's contact for the implementation of the Services hereunder. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates **Khoa Duong, Vice President Building Department** or his or her designee, to act as its representative for the

performance of this Agreement (“Consultant’s Representative”). Consultant’s Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant’s Representative shall supervise and direct the Services, using his professional skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City’s staff, consultants, and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant acknowledges that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant’s failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself reasonably informed of and in compliance with all applicable local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules, and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

3.2.10.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (a) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$1,000,000 per occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Agreement.

- (b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$1,000,000 each accident.
- (c) Professional Liability: Professional Liability insurance with minimum limits of \$1,000,000. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.).

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

- (d) Workers’ Compensation: Workers’ Compensation Insurance, as required by the State of California and Employer’s Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

3.2.10.3 Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.

- (a) The policy or policies of insurance required by Section 3.2.10.2 (a) Commercial General Liability shall be endorsed to provide the

following:

- (1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

Additional Insured Endorsements shall not (1) be restricted to “ongoing operations”; (2) exclude “contractual liability”; (3) restrict coverage to “sole” liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

- (2) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

- (b) The policy or policies of insurance required by Section 3.2.10.2 (b) Automobile Liability and (c) Professional Liability shall be endorsed to provide the following:

- (1) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

- (c) The policy or policies of insurance required by Section 3.2.10.2 (e) Workers’ Compensation shall be endorsed to provide the following:

- (1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

- (2) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

3.2.10.4 Primary and Non-Contributing Insurance. Commercial General Liability and Automobile Liability insurance coverages shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.2.10.5 Waiver of Subrogation. Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

3.2.10.6 Deductible. Any deductible or self-insured retention must be

approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.2.10.7 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled, Consultant shall, within ten (10) days after receipt of written notice of such cancellation, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.10.8 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Services because of production lost during suspension.

3.2.10.9 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.2.10.10 Insurance for Subconsultants. All Subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing Subconsultants to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City as an Additional Insured to the Subconsultant's policies.

3.2.10.11 Liability of Consultant. To the extent permitted by law, Consultant's total aggregate liability shall be limited to \$500,000 or the compensation received by Consultant, whichever is greater.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are

necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement based on the tasks provided in Exhibit “A” and at the rates set forth in Exhibit “B” attached hereto and incorporated herein by reference.

3.3.2 Payment of Compensation.

Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon. All payments by the City will be made by electronic funds transfer (EFT). Consultant will provide the City with its bank ABA number, account number and designation of the account to which such EFT shall be made. Consultant will be responsible for notifying the City when Consultant’s EFT information changes. Payments shall be for the invoiced amount, with no retention.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City.

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

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant’s principal place of business and at the project site. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any negligent failure to comply with the Prevailing Wage Laws.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

CSG Consultants, Inc.
550 Pilgrim Drive
Foster City, CA 94404
Attn: Cyrus Kianpour, President
Email: Contract@csgengr.com

CC:

CSG Consultants, Inc.
3707 W. Garden Grove Blvd., Suite 100
Orange, CA 92868

Attn: Khoa Duong, Vice President

City:

City of Stanton
7800 Katella Avenue
Stanton, CA 90680
Attn: Jennifer A. Lilley, AICP,
Community and Economic Development Director

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City’s sole risk. Any modifications made by the City or any agents of the City to any of the Consultant’s documents or any partial use or reuse of the documents without the express written consent of the Consultant will be at the City’s sole risk and without liability to the Consultant.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City’s name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.5.3.3 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the Release Notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of the Objection Notice unless either:

(1) Consultant fails to fully indemnify, defend (with counsel reasonably acceptable to the City) and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification.

To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably acceptable to the City) indemnify and hold the city, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, to the extent arising out of, pertaining to, or relating to the negligent acts errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the project or this agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the consultant or the city, its officials, officers, employees, agents or volunteers.

If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement. In no event shall Consultant be responsible for delays caused by events beyond its reasonable control, including those caused by the City, third parties, pandemic or acts of God.

3.6 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.7 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.8 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City whose consent shall not be unreasonably withheld. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.9 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.10 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.11 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.12 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.13 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.14 Prohibited Interests. Consultant maintains and acknowledges that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant acknowledges that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this acknowledgment City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

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

3.16 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

3.17 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.18 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.19 Declaration of Political Contributions. Consultant shall, throughout the term of this Agreement, submit to City an annual statement in writing declaring any political contributions of money, in-kind services, or loan made to any member of the City Council within the previous twelve-month period by the Consultant and all of Consultant's employees, including any employee(s) that Consultant intends to assign to perform the Services described in this Agreement.

3.20 Subcontracting.

3.20.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

[Signatures on following page.]

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement on this 7th day of June 2022

CITY OF STANTON

[INSERT NAME OF CONSULTANT]

By: Hannah Shin-Heydorn
City Manager

By: Cyrus Kianpour
President

[If Corporation, TWO SIGNATURES,
President OR Vice President AND Secretary,
AND CORPORATE SEAL OF
CONSULTANT REQUIRED]

ATTEST:

By: Patricia Vazquez
City Clerk

By: Nourdin Khayata
Secretary

APPROVED AS TO FORM:

By: Best Best & Krieger LLP
City Attorney

EXHIBIT “A”
SCOPE OF SERVICES

Approach

SECTION

C

Provided below are CSG’s staffing plan and our team’s approach to delivering the requested services.

STAFFING PLAN

POSITION / QUANTITY	HOURS / AVAILABILITY	DUTIES
Building Official (1)	7:00 am to 6:00 pm Monday–Thursday After hours during emergencies	Building Official Services Building Plan Review
Building Inspector (1)	9:00 am to 2:00 pm Monday–Thursday	Building Inspection Code Enforcement (e.g., construction without permit)
Permit Technician (1)	7:00 am to 6:00pm Monday–Thursday	Permit Technician Services Administrative Duties
Building Plans Examiner (Offsite)*	See Availability and Customer Service in Section B	Building Plan Review (Remote)

*CSG offers the full breadth and depth of its off-site plan review team in its Orange office as well as our other regional offices with services coordinated by our DRT staff utilizing online plan check status system.

BUILDING OFFICIAL SERVICES

CSG’s Building Officials are certified and have extensive building industry experience. They have the proven skills, technical knowledge and a well-rounded approach to performing Building Division administration and providing management oversight and direction to plan reviewers, inspectors, and permit technicians. Our Building Officials are well-known for their consummate customer service skills and successful identification of solutions through innovative problem solving. They can be available full-time or part-time as needed.

CSG’s Building Officials have expertise in providing the following services and can easily adapt to other requests as needed:

- *Building Official Administration, including addressing complex Building Code issues, code interpretation, and resolution of inquiries and complaints*
- *Rapidly familiarizing themselves with local code amendments*
- *Applying knowledge of all aspects of the California Building Codes and local amendments*
- *Making determinations on the approval and use of alternative materials and methods*
- *Staying abreast of ongoing changes to applicable state and federal laws through long-standing industry relationships and associations*
- *Providing technical assistance and educating stakeholders*
- *Building and maintaining relationships with other departments and agencies*
- *Participating in pre-development reviews and providing comments*
- *Processing Planning Commission and Council staff reports*
- *Attending Planning Commission and Council meetings*

BUILDING PLAN REVIEW SERVICES

Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We pledge thorough and accurate reviews and prompt turnaround times, and offer proven digital plan review services and comprehensive online status reports. CSG serves as an active partner, working as a seamless extension of our public agency clients in performing the requested services and working closely with the development community and public as directed.

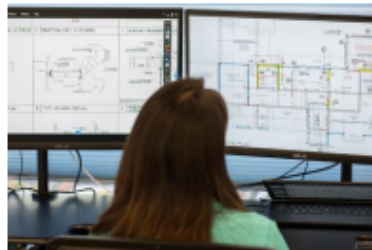
Compliance Standards

Our engineers and plan reviewers carefully review all plans and documents for compliance with building codes, fire codes, energy conservation standards, and accessibility regulations adopted by the State of California, and all local policies and ordinances including but not limited to:

- ▶ *California Building Code, Volumes 1 and 2*
- ▶ *California Residential Code*
- ▶ *California Electrical Code*
- ▶ *California Plumbing Code*
- ▶ *California Mechanical Code*
- ▶ *California Fire Code*
- ▶ *California Energy Code*
- ▶ *California Green Building Standards Code (CALGreen)*
- ▶ *California Existing Building Code*
- ▶ *California Health and Safety Code*
- ▶ *National Fire Protection Association (NFPA) Standards as adopted and referenced by the State of California (California Code of Regulations, Title-19)*
- ▶ *State Historical Building Code*
- ▶ *NPDES/WQMP/SWPPP Compliance*
- ▶ *Local adopted ordinances and amendments relative to building, fire and municipal codes, including project Conditions of Approval from other agency departments, divisions, and regulating agencies*



Digital Plan Review



CSG has been providing digital plan review services for over 20 years, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG for building and fire plan review are immediately scanned into digital files and stored on CSG's servers for quick and easy access by both our clients and our plan reviewers.

Leading the field in
digital plan review
services for over 20
years.

Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates. Any additional forms utilized by the agency will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other agency-approved means, enabling staff to immediately modify CSG's checklist for incorporation with other department comments. We provide convenient, environmentally friendly digital storage of all construction-related documents, and on request, can provide clients with a set of digitally scanned plans at no additional cost.

In addition, for jurisdictions requesting a pure digital plan review workflow, we can enable an applicant to submit digital files—**with no size limitations**—directly to CSG via our web-based application. Our application includes an online portal for the applicant/jurisdiction to retrieve comments and marked-up digital plans including redlines. Importantly, this service tracks the status of all submittals and re-submittals until the plans have been approved.

Key features of our digital plan review service include:

- ▶ **Efficient.** Plans are pushed to plan review staff the same day they are received.
- ▶ **User-friendly.** CSG developed its own online portal specifically to manage the electronic file submittal process. Through use of this interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex file transfer settings.
- ▶ **Proven.** We have provided a digital plan review option to our clients for over 20 years.
- ▶ **Non-Proprietary.** CSG's electronic review process is 100% PDF-based with no additional software required to view redlines.



All paper plans submitted to CSG are immediately scanned into digital files for quick and easy access by our clients and plan reviewers.



Online Plan Check Status

CSG offers a convenient service allowing clients to check plan review status and comments online. By accessing our secure Plan Check Status website, agency staff as well as authorized applicants can view their project documents and plans and communicate with the specific plan checker via e-mail. Staff and authorized applicants can download comments upon completion of the plan check. **There is no additional cost for this service.**

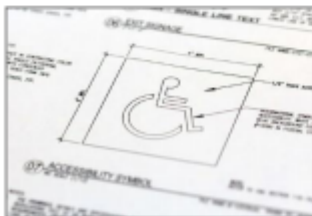
Plans Pickup and Delivery

CSG will coordinate pickup and delivery of plans and other materials from/to the agency via CSG personnel or an approved alternative service.

Green Building and LEED Accreditation

Our Building Division team is experienced in plan review and inspection for compliance with CALGreen and local green building ordinances and includes LEED Accredited Professionals. In addition, CSG Consultants has the qualifications necessary to assist with both the development of policy and the implementation of green and sustainable building practices. CSG's Sustainability Programs division can assist, for example, with construction and demolition debris recycling programs and public outreach to the building industry.

CASp Review Services



We understand California Building Departments are required to have CASp certified staff in place and available for technical questions and interpretations. Our CASp certified team members are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with current regulations, CSG can provide CASp certified professionals to review plans for accessibility and to facilitate compliance with regulations when requested.

OSHPD 3 Reviews

Our professional engineers and certified plans examiners are well-versed in the differences between CBC and OSHPD 3 facilities and have successfully completed OSHPD 3 plan reviews for multiple client agencies.

PLAN CHECK TURNAROUND TIMES

CSG strives to provide the highest quality and most timely service in the industry. We take pride in maintaining the requested plan review times for all our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to move work quickly and successfully through jurisdictional processes. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner.

The following are CSG’s proposed plan check turnaround times:

TYPE OF REVIEW	INITIAL REVIEW (BUSINESS DAYS) ²	RE-CHECK (BUSINESS DAYS) ²
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction & Large/Complex Projects ¹	10	5
Commercial Additions	10	5
Small Commercial Remodels/Tenant Improvements	10	5
Expedited	5	5

¹Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround time, CSG will notify the City’s representative and negotiate additional time required to ensure an appropriate level of review.

²The number of working days associated with the plan check turnaround time is based on time of project submittal. The first working day will be the day the project is received by CSG if submitted by 3:00 PM. For a project that is received by CSG after 3:00 PM, the first working day will be the next business day.

Expedited Plan Check Services

At the City’s request, we can perform plan check services on an accelerated schedule with associated fees negotiated between the City and CSG.

BUILDING INSPECTION SERVICES



CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects. Our inspection personnel have an outstanding mixture of technical expertise and experience in all construction types. We provide experienced, ICC certified inspectors who work with a team

CSG offers virtual inspections utilizing Google Duo, FaceTime, Skype, MS Teams or other agency-preferred platform.

approach to ensure compliance with applicable codes and requirements and provide solutions to mitigate potential risks and safety hazards. Using well-honed customer service and communication skills our inspectors excel at educating stakeholders to keep projects moving forward. Our inspectors also utilize current technologies and equipment to view plans and documents, research related code requirements, document field conditions and progress, and share that information with stakeholders while in the field.

Key services include but are not limited to the following:

- *Providing inspection services to ensure project compliance with State adopted codes and local amendments including building, electrical, mechanical and plumbing codes*
- *Offering code interpretation and education*
- *Seamlessly integrating into client organizations and consistently enforcing policies and procedures*
- *Addressing and resolving inquiries*
- *Maintaining records and files*
- *Providing all vehicles, fuel, maintenance and other equipment necessary for inspectors to carry out duties.*

CSG provides all vehicles, fuel, maintenance, and other equipment necessary for inspectors to carry out duties, with no additional charges.

CASp Inspection Services

To facilitate the City's compliance with current rules and regulations, CSG will provide a CASp certified professional for technical questions and interpretations and to perform accessibility compliance inspections upon request.

TRANSITION PLAN

CSG commits to ensuring a smooth transition of building department services from the existing provider. In addition, CSG will bring a fresh look at the services currently being provided and welcomes an opportunity to review and make recommendations for improvements, if warranted. CSG proposes the following actions as part of a transition plan.

- *Meet with the Building Department administration staff and other personnel to discuss expectations for level of services to be provided. We would also like to meet with other departments and staff to introduce our team, get to know the key City stakeholders, and initiate open dialogue with them.*
- *Shadow the existing Community and Economic Development Department staff for up to ten (10) days to better understand the current functions, policies and procedures, and workflows—at no charge to the City.*
- *Overlap our remote, percentage-based plan review services with the existing consultant for two (2) weeks, performing rechecks of plan reviews initiated by the former consultant at no additional fee. Onsite review services will be performed on an hourly basis according to the rates outlined in our fee schedule.*

Professional Qualifications

SECTION

D

TEAM & ORGANIZATIONAL STRUCTURE

CSG proposes the following staff and organizational structure for on-site and off-site services for this contract. **Khoa Duong, PE** will serve as the single point of contact for the City and, in conjunction with the designated building official, will allocate appropriate levels of plan review and inspection resources and will ensure that work is comprehensive, accurate, and meets the City's deadlines.

Resumes for our proposed team members are provided on the following pages for the City's review and consideration. **No subconsultants will be used on this contract.**

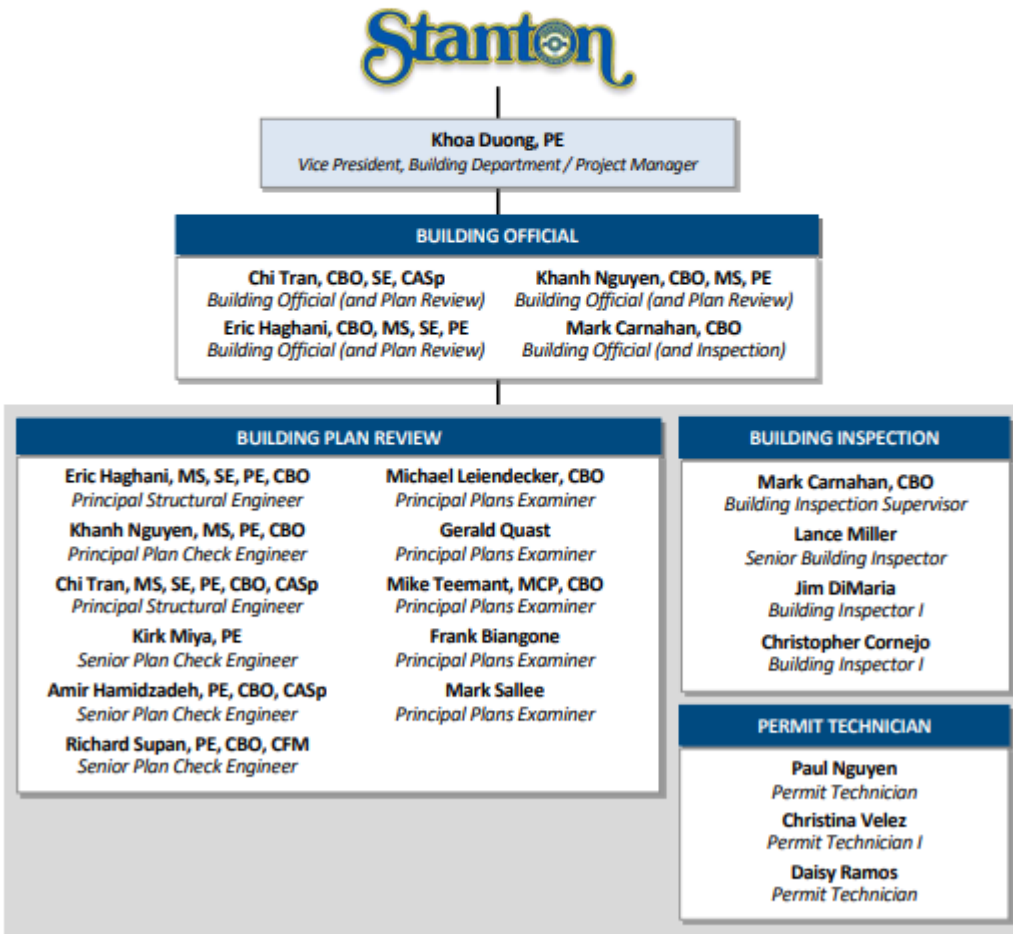


EXHIBIT “B”
COMPENSATION

Cost Proposal

FEE SCHEDULE

The following is our fixed hourly rate approach to charging for services rendered. Fees for on-site services and reviews of revisions will be charged on a time-and-materials basis. Fees for plan review performed off-site are based on a percentage of the City’s established plan check fees.

REVIEW TYPE / ROLE	ALL INCLUSIVE FEE / HOURLY RATE
Certified Building Official	\$145
Certified Building Inspector	\$95
Certified Commercial Building Inspector	\$105
CASp Inspection	\$125
Full Plan Review by Percentage	55% of City’s Building Plan Check Fees
Plumbing, Mechanical & Electrical Plan Review by Percentage	40% of City’s Building Plan Check Fees or 70% of City’s P/M/E Plan Check Fees
Structural Plan Review by Percentage	45% of City’s Building Plan Check Fees
Expedited Plan Review by Percentage	100% of City’s Expedited Building Plan Check Fees
Certified Plans Examiner	\$105
Professional Engineer	\$125
Professional Structural Engineer	\$140
Development Plan Review by Hourly – Senior Engineer	\$155
CASp Consultation	\$125
Permit Technician	\$75
Overtime / Expedited Hourly Rate	1.5 x Hourly Rate

All rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel, and office expenses. Should the scope of work change, or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. CSG will submit an invoice every month for services rendered during the previous month. On July 1 of each year following the contract start year, CSG will initiate a rate increase based on change in CPI for the applicable region.

PROFESSIONAL LIABILITY INSURANCE

CSG will have in force at the time of contract execution professional liability insurance including liability at a minimum of one million per occurrence, worker’s compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Stanton as additional insured.

PROPOSAL TO THE

City of Stanton



PROPOSAL TO PROVIDE BUILDING SERVICES

October 5, 2022



3707 W. Garden Grove Blvd, Ste 100
Orange, CA 92868
714.568.1010 phone
714.568.1028 fax



www.csgegr.com Employee-Owned

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Cover Letter

SECTION

A

October 4, 2022

Jennifer A. Lilley, AICP
Community and Economic Development Director
City of Stanton
7800 Katella Avenue
Stanton, CA 90680

RE: Proposal to Provide Building Services

Dear Ms. Lilley,

CSG Consultants, Inc. (CSG) is pleased to present its proposal for building official, plan review and inspection services to the City of Stanton (City). To this work, our firm will bring:

- *specialized plan review and inspection expertise;*
- *a large and experienced on-call team committed to delivering thorough, accurate, and timely services;*
- *proven electronic plan submission, distribution, and plan review services as well as web-based status reporting;*
- *experience adapting to permitting systems in use with client agencies*
- *available on-site and virtual inspection services; and*
- *a responsive, customer care-focused team and offices in proximity to the City.*

CSG's building and safety staff are registered engineers and/or ICC certified, with additional qualifications including LEED, DSA, and CASp experience and certification. Our plan reviewers have a wide range of project experience, and many are cross-trained in multiple service levels, providing the City with efficient services and the ability to respond to its fluctuating needs.

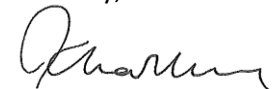
For over 30 years, **CSG has worked solely for public agencies**, providing a wide range of municipal services to over 350 cities, counties and special service districts across California. We **serve as a seamless extension of municipal staff** in delivery of our building department administration, plan review, inspection, code enforcement, planning, public works, and a host of additional services.

Our regional office is in Orange and, with a reasonable lead time, we can be available for meetings at the City's offices when requested. I will serve as the primary contact for this contract, and my contact information is as follows:

Khoa Duong, PE | Vice President, Building Department
3707 W. Garden Grove Boulevard, Suite 100, Orange, CA 92868
714.568.1010 *phone* | 714.568.1028 *fax* | khoa@csgengr.com *email*
www.csgengr.com

Please feel free to contact me with any questions or comments you may have regarding our proposal. We look forward to providing building services to the City of Stanton.

Sincerely,



Khoa Duong, PE
Vice President, Building Department



Company Profile

SECTION

B

CSG Consultants, Inc. (CSG) is an employee-owned California company with its local office in Orange and headquarters in Foster City, CA. Additional support is available from our other offices in Sacramento, Pleasanton, San Jose, Newman, and Fresno. Founded in 1991, **CSG performs work solely for public agencies**, eliminating the potential for conflicts of interest between developers and agencies. In this way, we can focus exclusively on the specific needs of our municipal clients.

NAME OF FIRM: CSG Consultants, Inc.

PROJECT MANAGER: Khoa Duong, PE | Vice President, Building Department
(714) 568-1010 *office* • (714) 568-1028 *fax* • khoa@csgengr.com *email*

LOCAL OFFICE: 3707 W. Garden Grove Boulevard, Suite 100, **Orange**, CA 92868
(714) 568-1010 *phone* • (714) 568-1028 *fax*

HEADQUARTERS: 550 Pilgrim Drive, **Foster City**, CA 94404
(650) 522-2500 *phone* • (650) 522-2599 *fax*
www.csgengr.com • csgstaff@csgengr.com

REGIONAL OFFICES: 1303 J Street, #270, **Sacramento**, CA 95814
3875 Hopyard Road, Suite 141, **Pleasanton**, CA 94588
3150 Almaden Expressway, Suite 255, **San Jose**, CA 95118
930 Fresno Street, **Newman**, CA 95360
5151 N. Palm Avenue, Suite 530, **Fresno**, CA 93704
806 9th Street, Ste 2A, **Paso Robles**, CA 93446

YEARS IN BUSINESS: 30 • Founded in 1991

OWNERSHIP: Employee-Owned

EMPLOYEES: 300+

TYPE OF BUSINESS: California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

STAFF COMPOSITION

The majority of the 300+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel, having held positions within communities facing similar development concerns as the City of Stanton, bring a wealth of ideas, experience, and solutions. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity. CSG maintains the breadth and depth of experienced and licensed/certified staff necessary to support the City's needs. **No subconsultants will be utilized for this contract.**

Our multi-disciplined municipal services staff consists of the following types of professionals:

- ▶ *Building Plan Reviewers & Inspectors*
- ▶ *Fire Plan Reviewers & Inspectors*
- ▶ *Structural Engineers*
- ▶ *Plan Review Engineers*
- ▶ *Fire Protection Engineers*
- ▶ *Building Officials*
- ▶ *CASp Professionals*
- ▶ *Permit Technicians*
- ▶ *Planning Professionals*
- ▶ *Code Enforcement Officers*
- ▶ *Grading Improvement Plan Reviewers & Inspectors*
- ▶ *Civil Engineers*
- ▶ *Construction Managers*
- ▶ *Construction Inspectors*
- ▶ *Information Technology Professionals*
- ▶ *Sustainability Professionals*

COMPREHENSIVE MUNICIPAL SERVICES

CSG provides a wide range of services to community development and public works departments, often seamlessly serving as an extension of agency staff. We are customer-centric and organized into the lines of business outlined below, each managed by highly experienced industry experts. Many of CSG's personnel serve more than one line of business, which improves the quality of customer service and results in high employee retention.

BUILDING & FIRE LIFE SAFETY

*Building Department Administration
Building Plan Review and Inspection
Fire Plan Review and Inspection
Structural Plan Review
OSHDP3 Review
CASP Assessment and Inspection
Public Facilities Assessment
LEED/Green Building Services
Code Compliance/Enforcement
Staff Augmentation*

PUBLIC WORKS ENGINEERING & DESIGN

*Capital Improvement Project Design:
Transportation/Roadway, Water and
Sewer Utilities, Traffic Engineering
Development Review, Plan Check, Surveying
and Mapping, Storm Water Program
Compliance (NPDES, QSP/QSD)*

PLANNING & SUSTAINABILITY

*Staff Augmentation for Current and Advance
Planning
Project Management Including Plan
Amendments
CEQA Environmental Review
Energy Efficiency, Water Conservation, Solid
Waste Program Development
AB 32 Compliance/Climate Action Plan
Development and Implementation
Greenhouse Gas Reduction Strategies
Grant Writing and Grant Management*

CIP PROJECT & PROGRAM MANAGEMENT

*Capital Improvement Program Development
and Implementation
Federal and State Grant Administration
Rule 20A Undergrounding
Staff Augmentation Including: Design
Consultant Coordination, Project Scoping,
RFP Preparation*

INFORMATION TECHNOLOGY

*GreenVue Permitting Software
Digital Plan Review
Electronic Archiving
Web-Based Construction Management Asset
Management
Project Management
GIS and IT Support*

CONSTRUCTION MANAGEMENT & INSPECTION

*Contract Administration, including: Resident
Engineer Oversight, Inspection and
Construction Management
Constructability/Bidability Reviews
Cost and Schedule Control
Claims Avoidance*

AVAILABILITY AND CUSTOMER SERVICE

We clearly understand the importance of our role in the success of the City and commit to providing project stakeholders and City staff with the highest level of service while functioning as a seamless extension of the City. We believe effective communication, responsiveness and an intense focus on customer service are essential to developing and continuing a successful working relationship between City staff, project stakeholders and CSG's team members.

Office Hours and Meeting Availability

Off-Site Plan Review

CSG remote plan checkers are available for inquiries anytime during normal business hours via phone or email, Monday through Friday. Our plan checkers can typically respond to the City for all questions or requests generated during any plan review on the same day, but no later than the following day a request is received.

We recognize the value of pre-design consultation and are available to provide this important service.

To assist the City, we can also meet in-person with City staff and project stakeholders or can utilize video conferencing with all parties involved. We recognize the value of pre-design consultation with prospective applicants and are available to provide this service as well. Our designated Project Manager and/or technical staff will be available in-person for consultation and meetings with a reasonable lead time.

On-Site Staffing

Information regarding CSG's proposed on-site staffing, staffing levels, and availability is provided in **Section C**.

Staff Coverage

CSG, an employee-owned, multi-disciplinary engineering firm, has built its business on successful delivery of on-call services to over 350 public agencies throughout California and Nevada. Due to the variable nature of our clients' on-call plan review and inspection needs, CSG maintains the breadth and depth of qualified personnel necessary to accommodate fluctuations in demand for our services as well as changes in staffing due to vacations and illness. CSG has been performing plan review and inspection services for over 30 years and has honed its ability to allocate and commit personnel to meet variable demand. As a result, with our large team of licensed and certified plan review personnel, CSG successfully completes tens of thousands of plan reviews per year while responding to variations and seasonality in clients' plan check volumes, and has achieved these results for more than ten years while consistently maintaining accuracy, thoroughness and timeliness of reviews.

In addition, CSG has an exceptionally stable workforce and low staff turnover rate—with approximately 300 employees serving public agency customers throughout California and Nevada. This stability and strong employee retention greatly contribute to our ability to ensure adequate resources are available to serve our clients' needs.

COMMITMENT TO EXCELLENCE

Our People

Our clients benefit from the expertise of our team members who hold a wide variety of project experiences and are motivated to achieve the highest level of technical proficiency and certification. Knowing technical excellence is vital to successful service to our clients and to meeting their jurisdictions' level of safety and code compliance, our team members are ICC certified, include registered engineers, and possess additional required professional certifications. They routinely update their knowledge and skills through attendance of specialized training classes and continuing certification seminars in the most current building codes and standards as well as approved and modern methods, materials, tools and safety practices used in the industry. In addition, we understand that integrity, responsive customer service, and excellent communication and interpersonal skills are critical to on-the-job success, and we actively seek these qualities in our team members.

We also support our team members in their participation in and contributions to the many important associations and organizations within our industry. Many of our team members hold or have held key positions within the organizations listed below and have served as in-demand instructors and trainers.

League of California Cities
International Code Council
California Building Officials
County Building Officials Association of California
ICC Chapters of Napa-Solano, Peninsula, East Bay, Monterey, Sacramento Valley, Yosemite, Shasta Cascade, Central Coast, Redwood Empire, Los Angeles Basin, Orange Empire, Foothill, Coachella
Certified Access Specialist Institute (CASI)
California Fire Chiefs Association
Northern California Fire Prevention Officers
Southern California Fire Prevention Officers
National Fire Protection Association
California Automatic Fire Alarm Association
American Fire Sprinkler Association
National Fire Sprinkler Association
American Public Works Association
American Society of Safety Engineers (ASSE)
Institute of Transportation Engineers
Structural Engineers Association of Northern California
Structural Engineers Association of Southern California



Quality Assurance

Key to our approach to quality assurance is that it must occur throughout the entirety of the project and with the right people involved every step of the way. Our team's unwavering integrity and commitment are combined with our internal processes and leading-edge digital technology to consistently produce quality work products and maintain highly satisfied clients. At project outset, CSG's project manager assigns the most technically specialized team members who, through their experience and training, best understand the needs of our client. Our quality control processes include verifying procedures and code requirements, defining and applying standards used in code applications, and assessing work products to ensure that jurisdictional requirements and expectations are met.

Approach

SECTION

C

Provided below are CSG’s staffing plan and our team’s approach to delivering the requested services.

STAFFING PLAN

POSITION / QUANTITY	HOURS / AVAILABILITY	DUTIES
Building Official (1)	7:00 am to 6:00 pm Monday–Thursday After hours during emergencies	Building Official Services Building Plan Review
Building Inspector (1)	9:00 am to 2:00 pm Monday–Thursday	Building Inspection Code Enforcement (e.g., construction without permit)
Permit Technician (1)	7:00 am to 6:00pm Monday–Thursday	Permit Technician Services Administrative Duties
Building Plans Examiner (Offsite)*	See Availability and Customer Service in Section B	Building Plan Review (Remote)

*CSG offers the full breadth and depth of its off-site plan review team in its Orange office as well as our other regional offices with services coordinated by our DRT staff utilizing online plan check status system.

BUILDING OFFICIAL SERVICES

CSG’s Building Officials are certified and have extensive building industry experience. They have the proven skills, technical knowledge and a well-rounded approach to performing Building Division administration and providing management oversight and direction to plan reviewers, inspectors, and permit technicians. Our Building Officials are well-known for their consummate customer service skills and successful identification of solutions through innovative problem solving. They can be available full-time or part-time as needed.

CSG’s Building Officials have expertise in providing the following services and can easily adapt to other requests as needed:

- *Building Official Administration, including addressing complex Building Code issues, code interpretation, and resolution of inquiries and complaints*
- *Rapidly familiarizing themselves with local code amendments*
- *Applying knowledge of all aspects of the California Building Codes and local amendments*
- *Making determinations on the approval and use of alternative materials and methods*
- *Staying abreast of ongoing changes to applicable state and federal laws through long-standing industry relationships and associations*
- *Providing technical assistance and educating stakeholders*
- *Building and maintaining relationships with other departments and agencies*
- *Participating in pre-development reviews and providing comments*
- *Processing Planning Commission and Council staff reports*
- *Attending Planning Commission and Council meetings*

BUILDING PLAN REVIEW SERVICES

Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We pledge thorough and accurate reviews and prompt turnaround times, and offer proven digital plan review services and comprehensive online status reports. CSG serves as an active partner, working as a seamless extension of our public agency clients in performing the requested services and working closely with the development community and public as directed.

Compliance Standards

Our engineers and plan reviewers carefully review all plans and documents for compliance with building codes, fire codes, energy conservation standards, and accessibility regulations adopted by the State of California, and all local policies and ordinances including but not limited to:

- ▶ *California Building Code, Volumes 1 and 2*
- ▶ *California Residential Code*
- ▶ *California Electrical Code*
- ▶ *California Plumbing Code*
- ▶ *California Mechanical Code*
- ▶ *California Fire Code*
- ▶ *California Energy Code*
- ▶ *California Green Building Standards Code (CALGreen)*
- ▶ *California Existing Building Code*
- ▶ *California Health and Safety Code*
- ▶ *National Fire Protection Association (NFPA) Standards as adopted and referenced by the State of California (California Code of Regulations, Title-19)*
- ▶ *State Historical Building Code*
- ▶ *NPDES/WQMP/SWPPP Compliance*
- ▶ *Local adopted ordinances and amendments relative to building, fire and municipal codes, including project Conditions of Approval from other agency departments, divisions, and regulating agencies*



Digital Plan Review



CSG has been providing digital plan review services for over 20 years, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG for building and fire plan review are immediately scanned into digital files and stored on CSG's servers for quick and easy access by both our clients and our plan reviewers.

**Leading the field in
digital plan review
services for over 20
years.**

Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates. Any additional forms utilized by the agency will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other agency-approved means, enabling staff to immediately modify CSG's checklist for incorporation with other department comments. We provide convenient, environmentally friendly digital storage of all construction-related documents, and on request, can provide clients with a set of digitally scanned plans at no additional cost.

In addition, for jurisdictions requesting a pure digital plan review workflow, we can enable an applicant to submit digital files—**with no size limitations**—directly to CSG via our web-based application. Our application includes an online portal for the applicant/jurisdiction to retrieve comments and marked-up digital plans including redlines. Importantly, this service tracks the status of all submittals and re-submittals until the plans have been approved.

Key features of our digital plan review service include:

- ▶ **Efficient.** Plans are pushed to plan review staff the same day they are received.
- ▶ **User-friendly.** CSG developed its own online portal specifically to manage the electronic file submittal process. Through use of this interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex file transfer settings.
- ▶ **Proven.** We have provided a digital plan review option to our clients for over 20 years.
- ▶ **Non-Proprietary.** CSG’s electronic review process is 100% PDF-based with no additional software required to view redlines.



All paper plans submitted to CSG are immediately scanned into digital files for quick and easy access by our clients and plan reviewers.



Online Plan Check Status

CSG offers a convenient service allowing clients to check plan review status and comments online. By accessing our secure Plan Check Status website, agency staff as well as authorized applicants can view their project documents and plans and communicate with the specific plan checker via e-mail. Staff and authorized applicants can download comments upon completion of the plan check. **There is no additional cost for this service.**

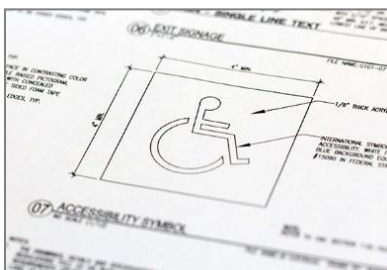
Plans Pickup and Delivery

CSG will coordinate pickup and delivery of plans and other materials from/to the agency via CSG personnel or an approved alternative service.

Green Building and LEED Accreditation

Our Building Division team is experienced in plan review and inspection for compliance with CALGreen and local green building ordinances and includes LEED Accredited Professionals. In addition, CSG Consultants has the qualifications necessary to assist with both the development of policy and the implementation of green and sustainable building practices. CSG’s Sustainability Programs division can assist, for example, with construction and demolition debris recycling programs and public outreach to the building industry.

CASp Review Services



We understand California Building Departments are required to have CASp certified staff in place and available for technical questions and interpretations. Our CASp certified team members are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with current regulations, CSG can provide CASp certified professionals to review plans for accessibility and to facilitate compliance with regulations when requested.

OSHPD 3 Reviews

Our professional engineers and certified plans examiners are well-versed in the differences between CBC and OSHPD 3 facilities and have successfully completed OSHPD 3 plan reviews for multiple client agencies.

PLAN CHECK TURNAROUND TIMES

CSG strives to provide the highest quality and most timely service in the industry. We take pride in maintaining the requested plan review times for all our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to move work quickly and successfully through jurisdictional processes. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner.

The following are CSG’s proposed plan check turnaround times:

TYPE OF REVIEW	INITIAL REVIEW (BUSINESS DAYS) ²	RE-CHECK (BUSINESS DAYS) ²
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction & Large/Complex Projects ¹	10	5
Commercial Additions	10	5
Small Commercial Remodels/Tenant Improvements	10	5
Expedited	5	5

¹Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround time, CSG will notify the City’s representative and negotiate additional time required to ensure an appropriate level of review.

²The number of working days associated with the plan check turnaround time is based on time of project submittal. The first working day will be the day the project is received by CSG if submitted by 3:00 PM. For a project that is received by CSG after 3:00 PM, the first working day will be the next business day.

Expedited Plan Check Services

At the City’s request, we can perform plan check services on an accelerated schedule with associated fees negotiated between the City and CSG.

BUILDING INSPECTION SERVICES



CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects. Our inspection personnel have an outstanding mixture of technical expertise and experience in all construction types. We provide experienced, ICC certified inspectors who work with a team

CSG offers virtual inspections utilizing Google Duo, FaceTime, Skype, MS Teams or other agency-preferred platform.

approach to ensure compliance with applicable codes and requirements and provide solutions to mitigate potential risks and safety hazards. Using well-honed customer service and communication skills our inspectors excel at educating stakeholders to keep projects moving forward. Our inspectors also utilize current technologies and equipment to view plans and documents, research related code requirements, document field conditions and progress, and share that information with stakeholders while in the field.

Key services include but are not limited to the following:

- *Providing inspection services to ensure project compliance with State adopted codes and local amendments including building, electrical, mechanical and plumbing codes*
- *Offering code interpretation and education*
- *Seamlessly integrating into client organizations and consistently enforcing policies and procedures*
- *Addressing and resolving inquiries*
- *Maintaining records and files*
- *Providing all vehicles, fuel, maintenance and other equipment necessary for inspectors to carry out duties.*

CSG provides all vehicles, fuel, maintenance, and other equipment necessary for inspectors to carry out duties, with no additional charges.

CASp Inspection Services

To facilitate the City's compliance with current rules and regulations, CSG will provide a CASp certified professional for technical questions and interpretations and to perform accessibility compliance inspections upon request.

TRANSITION PLAN

CSG commits to ensuring a smooth transition of building department services from the existing provider. In addition, CSG will bring a fresh look at the services currently being provided and welcomes an opportunity to review and make recommendations for improvements, if warranted. CSG proposes the following actions as part of a transition plan.

- *Meet with the Building Department administration staff and other personnel to discuss expectations for level of services to be provided. We would also like to meet with other departments and staff to introduce our team, get to know the key City stakeholders, and initiate open dialogue with them.*
- *Shadow the existing Community and Economic Development Department staff for up to ten (10) days to better understand the current functions, policies and procedures, and workflows—at no charge to the City.*
- *Overlap our remote, percentage-based plan review services with the existing consultant for two (2) weeks, performing rechecks of plan reviews initiated by the former consultant at no additional fee. Onsite review services will be performed on an hourly basis according to the rates outlined in our fee schedule.*

Professional Qualifications

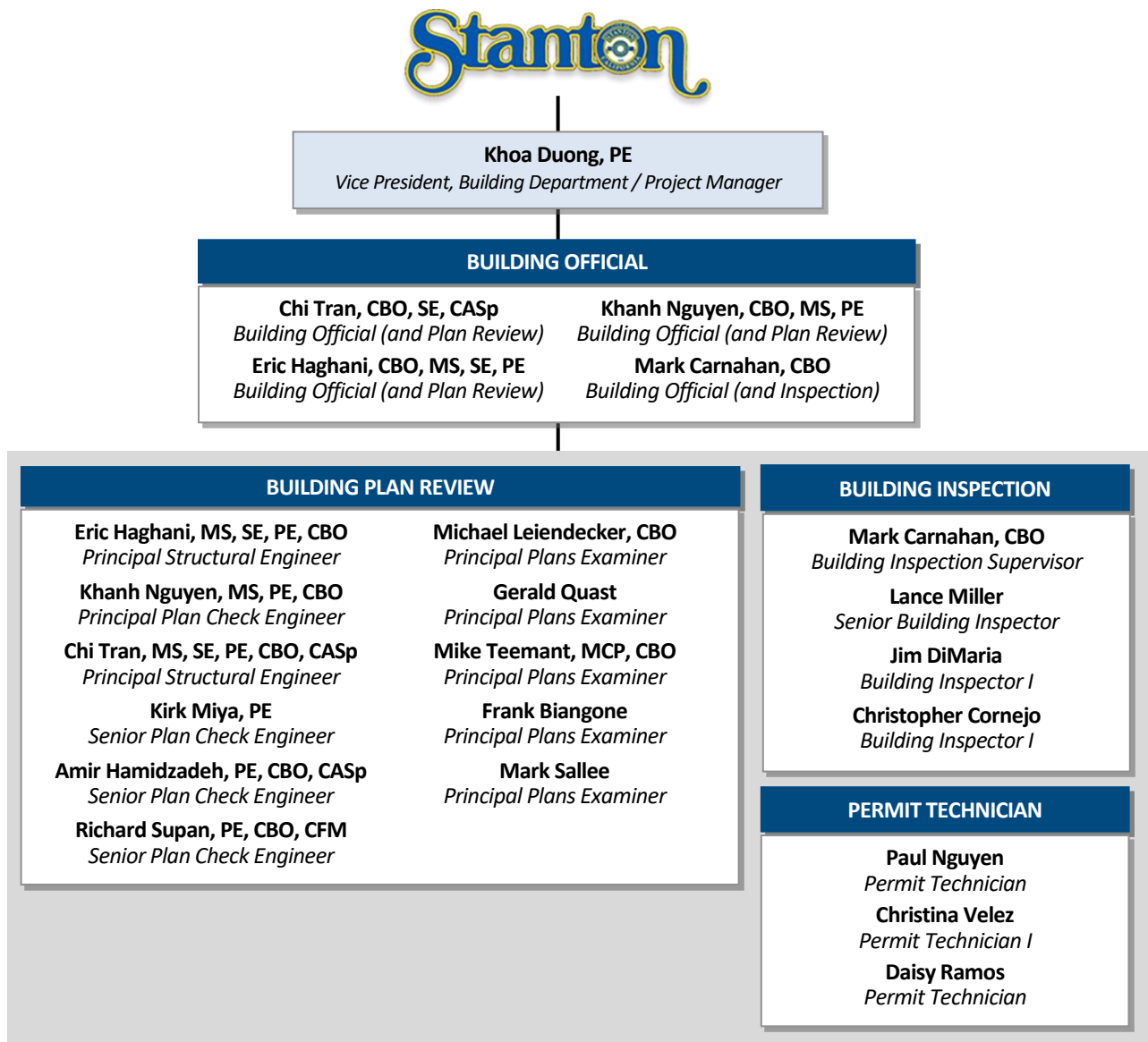
SECTION

D

TEAM & ORGANIZATIONAL STRUCTURE

CSG proposes the following staff and organizational structure for on-site and off-site services for this contract. **Khoa Duong, PE** will serve as the single point of contact for the City and, in conjunction with the designated building official, will allocate appropriate levels of plan review and inspection resources and will ensure that work is comprehensive, accurate, and meets the City’s deadlines.

Resumes for our proposed team members are provided on the following pages for the City’s review and consideration. **No subconsultants will be used on this contract.**



Khoa Duong PE



Vice President, Building Services

LICENSES & CERTIFICATIONS

Professional Engineer,
State of California
| 43901

Professional Engineer,
State of Nevada
| 013620

Certified Plans Examiner
| ICC 0840436-B3

Professional Engineer,
State of Washington
| 27237

EDUCATION

Bachelor of Science, Civil Engineering
California Polytechnic State University
| Pomona, CA

Mr. Duong serves as CSG's Building Services Manager in Southern California and performs the key role of plan review quality control. With more than 36 years of experience in building plan review, including onsite plan check engineer services, Mr. Duong ensures that CSG's clients receive the highest quality plan review services. Prior to joining CSG, Mr. Duong worked in both the public and private sectors.

Mr. Duong's expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

RELEVANT EXPERIENCE

Building Services Manager and Plan Check Engineer | Multiple CSG Client Agencies

Mr. Duong manages CSG's Southern California plan review team and provides on and off-site Plan Review Engineer services for numerous jurisdictions throughout California. Mr. Duong performed structural plan check and non-structural MEP, energy, as well as ADA reviews for commercial, industrial, and residential structures.

Supervising Plan Review Engineer | Willdan

Mr. Duong was responsible for the day-to-day operations of the plan review section in the San Bernardino office and served as plan review engineer for numerous cities and counties throughout California and Nevada.

Vice President in charge of Plan Review | Berryman & Henigar

Mr. Duong managed the plan review team for over 10 years.

Plan Review Engineer | City of San Diego, CA

NOTABLE PROJECT EXPERIENCE

Pacific City | City of Huntington Beach, CA

Inglewood Market Gateway | City of Inglewood, CA

Bolsa Row | City of Westminster, CA

Sofi Stadium & Performance Venue | City of Inglewood, CA

Town & Country Manor | City of Santa Ana, CA

Ganahl Lumber | City of San Juan Capistrano, CA

Hollywood Park Casino & Parking Structure | City of Inglewood, CA

Waterfront Hilton Hotel – Expansion | City of Huntington Beach, CA

Paséa Hotel & Spa | City of Huntington Beach, CA

Jackson Rancheria Casino | The Jackson Rancheria Band of Miwuk Indians, CA



Eric Haghani MS, PE, SE, CBO

Building Official / Principal Structural Engineer

LICENSES & CERTIFICATIONS

- Professional Structural Engineering
| S4079
- Professional Civil Engineering
| C42200
- Certified Building Official
Certified Plans Examiner
| ICC 253530

EDUCATION

- Master of Engineering, Civil Engineering
California State Polytechnic University
| Pomona, CA
- Bachelor of Science, Civil Engineering
California State Polytechnic University
| Pomona, CA

PROFESSIONAL AFFILIATIONS

- Structural Engineer Association of
Southern California (SEAOSC)
- International Code Council (ICC)

AWARDS | HONORS

- Mayor's Award for obtaining \$3,000,000
FEMA Grant for Huntington Beach City
Hall's Seismic Retrofit
| City of Huntington Beach, CA
- Mayor's *Employee of the Month* Award
| City of Dana Point

Mr. Haghani provides plan review, structural plan review and Building Official services on behalf of CSG. He is a highly skilled professional who has a proven ability to work effectively with others under a broad range of conditions and varying environments. His significant experience, sound educational background and positive personal qualities provide excellent qualifications as a Building Official. Mr. Haghani's skills include being quality-conscious and dedicated to producing quality results; excellent communication, interpersonal & problem-solving skills; and customer service.

RELEVANT EXPERIENCE

Building Division Manager | City of Huntington Beach, CA

Mr. Haghani's duties included: Overseeing the operations, services, and activities of the Building Division within the Community Development Department and serving as the City's Building Official; developing and implementing division goals and objectives, administering the division budget, monitoring expenditures, and directing the plan review of complex buildings and structures to determine compliance with pertinent codes, requirements, and standards.

Building Official & Senior Structural Engineer | City of Dana Point, CA

Mr. Haghani's duties included: Overall management of the Building Division as the Building Official and the Sr. Structural Engineer; handling architectural and structural plan evaluation; monitoring inspection and permit staffs; assigning and scheduling workflow/projects; and mentoring, training, supervising, and evaluating staff members.

Plan Check Engineer | City of Huntington Beach, CA

Mr. Haghani's duties included: Providing comprehensive technical review of plans, specifications and calculations for life-safety, structural integrity, disabled access, and applicable code compliance; and supervising Permit and Plan Check Services Division of the Building and Safety Department in the absence of the Division Head and Manager.

Plan Check Engineer | City of Santa Monica, CA

Mr. Haghani's reviewed complex architectural and structural drawings, structural calculations, and engineering reports for compliance with construction codes, local ordinances, and state laws.

Structural Project Engineer | Various Private Companies

Mr. Haghani executed daily operations of various commercial & residential projects, including hiring, supervision, and mentoring of junior staff engineers.

Building Official / Principal Structural Engineer

LICENSES & CERTIFICATIONS

Structural Engineer
State of CA | 2728
Civil Engineer
State of CA | 33643
Civil Engineer
State of NV | 22985
Certified Building Official
Certified Building Plans Examiner
| 1061872
Certified Access Specialist

EDUCATION

Master of Science, Civil Engineering
| California Polytechnic University
Bachelor of Science, Civil Engineering
| California Polytechnic University
Master's in business administration
| California Polytechnic University

PROFESSIONAL AFFILIATIONS

California Building Officials Association
(CALBO)
International Code Council

Mr. Tran provides professional structural engineering and Building Official services for CSG Consultants and its clients. He brings over 30 years of experience in the building industry, in-depth knowledge of both the California and International Building Code, and experience in all forms of structural construction, including steel, concrete, masonry, timber, and light-gauge steel materials. Mr. Tran has worked for the County of Orange in various capacities including plan check supervisor, project engineer and Building Official. Through his experience in these roles, Mr. Tran developed a thorough working knowledge of the functions of the Building Department. Mr. Tran's expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

RELEVANT EXPERIENCE

Plan Check Manager | City of Anaheim, CA

Mr. Tran's responsibilities included: assigning plans to plan check engineers and follow-up to meet turnaround time; working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; reviewing alternatives and making recommendations for approval on code modification requests; and providing inspectors, permit applicants, architects/engineers information on code requirements.

Senior Plan Check Engineer | City of Yorba Linda, CA

As a senior plan check engineer for the City, Mr. Tran reviewed building plans for code compliance, reviewed alternatives and made recommendations for approval on code modification requests, and provided inspectors, permit applicants, architects/engineers information on code requirements.

Building Official | City of Fullerton, CA

As a building official, Mr. Tran provided the following services: Working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; issuing code interpretations/policies and approving code modifications; and performing site visits with building inspection staff to make final determination on construction problems for code compliance.

Building Official | City of Dana Point, CA

As a building official, Mr. Tran provided the following services: Working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; issuing code interpretations/policies and approving code modifications; and performing site visits with building inspection staff to make final determination on construction problems for code compliance.

County Building Official, Plan Check Engineer & Project Engineer | County of Orange, CA

Mr. Tran worked as a County employee with increasing responsibilities and promotions for over 33 years. He was the County Building Official during his last 10 years.

NOTABLE PROJECT EXPERIENCE

Sofi Stadium & Performance Venue | City of Inglewood, CA

Hollywood Park Casino & Parking Structure | City of Inglewood, CA

Self-Storage Facility | City of Inglewood, CA

Ritz Carlton Resort and Hotel | City of Laguna Niguel, CA

Pelican Hill Resort and Hotel | City of Newport Beach, CA

7-Story Coldwell Bank Office Building | City of Lake Forest, CA

John Wayne Airport Terminal Building and Parking Structures | City of Santa Ana, CA

7-Story Orange County Juvenile Court Building | City of Orange, CA

Theo Lacy Jail and Juvenile Hall | City of Orange, CA

Khanh Nguyen PE, MS, CBO



Building Official / Principal Plan Check Engineer

LICENSES & CERTIFICATIONS

Professional Civil Engineer,
State of California
| C51737

Certified Building Official
Certified Building Plans Examiner
| ICC 879847

EDUCATION

Master of Science, Structural
Engineering
California State University of Los
Angeles
| Los Angeles, CA

Bachelor of Science, Civil Engineering
San Diego State University
| San Diego, CA

PROFESSIONAL AFFILIATIONS

Code Group Committee Chairperson
(2021 & 2020) | Orange Empire
Chapter of ICC

Code Adoption Committee
Chairperson (2019) | Orange Empire
Chapter of ICC

Code Adoption Committee (2016,
2013, 2010, 2007, 2004) | Orange
Empire Chapter of ICC

Chapter President (2006) | Orange
Empire Chapter of ICC

Honorary Lifetime Member of the
Orange Empire Chapter of ICC |
Inducted in 2016

2009 Environmental Hero Award
(Southern California) | Southern
California Edison

2008 Code Official of the Year Award
(National), 1st from California | ICC

2007 Building Department of the Year
Award (State) | California Building
Officials Association

Mr. Nguyen offers CSG's clients expertise gained from over 30 years of professional experience in the building industry. Mr. Nguyen has an in-depth knowledge of the California Building Standards Codes and extensive experience with local building and safety regulations.

RELEVANT EXPERIENCE

Principal Plan Check Engineer, Business Development Manager, CSG Consultants

Mr. Nguyen served as the Interim Building Official for the City of Norwalk, City of El Segundo, City of La Habra, and City of Hawaiian Gardens in recent years and assisted those jurisdictions in recruiting for a permanent Building Official.

He performed both residential and non-residential plan review projects. His most notable residential project was a 3-story, 66-unit public housing complex, and his most notable and high profile non-residential project was the new Star Wars theme park for Disneyland in Anaheim.

Building Official/Acting Assistant Director/Interim Director | City of Costa Mesa, CA

Mr. Nguyen implemented combination permits for efficiency in permit issuance and consistency in inspection. He administered and implemented four consecutive Fall Residential Remodeling Incentive Programs and two consecutive Build Green Incentive Programs.

Mr. Nguyen served in a supervisory role where he managed and oversaw 35 professional and technical employees in advance and current planning, permit processing center, building plan check, inspection, and code enforcement. He also served as the lead person on all automation issues and chaired the City Green Building Committee where he developed the City Council policy on Sustainability which includes the greenest standard for new municipal buildings in the country.

Building Official | City of Tustin, CA

Mr. Nguyen provided building plan review of the division budget of \$1.3 million. He also administered the FEMA flood program for the City and implemented several stormwater inspection programs to comply with the 3rd term NPDES permit.

As a Building Official, Mr. Nguyen managed and oversaw 11 professional and technical employees in permit processing, building plan check, inspection, and code enforcement.

Permit and Plan Check Manager | City of Huntington Beach, CA

Mr. Nguyen's expertise included review calculations and designs of complex projects with applicable building codes and ordinances, engineering standards and specifications. He administered and enforced the City's Unreinforced Masonry Building ordinance, as well as designed and implemented the Plan Check Log and Interactive Voice Response system.

Structural Plan Check Engineer | City of Los Angeles, CA

Mr. Nguyen was a Structural Plan Check Engineer with responsibility in reviewing calculations and designs of plans for a wide variety of commercial and residential projects to ensure compliance with Building and Zoning codes. He performed numerous damage assessment inspections and structural plan reviews after multiple major disasters including the Northridge earthquake and the aftermath of the Rodney King Riot.

NOTABLE PROJECT EXPERIENCE

Star Wars: Galaxy's Edge, Disneyland | City of Anaheim, CA

Kirk Miya



Senior Plan Review Engineer

LICENSES & CERTIFICATIONS

Professional Civil Engineer
| C 33346

California Building Plans Examiner
| ICC 5238786

EDUCATION

Bachelor of Science, Engineering
California State University Long Beach
| Long Beach, CA

Mr. Miya is California Licensed Civil Engineer and an ICC Certified Building Plans Examiner with over 13 years' experience performing plan checking for complex public, commercial, industrial, and residential structures within numerous agencies in southern California. His expertise includes an in-depth knowledge of state accessibility regulations and their application in the field. As a CSG plan review engineer, Mr. Miya maintains extensive knowledge of the California Building Standards Code, California Building Standards Law and the California Occupational Safety and Health Act. Mr. Miya, with his plan review acumen, expansive building code knowledge, design background, and his experience in providing staff augmentation services for public agencies, is a tremendous asset to CSG's clients and their plan review teams.

RELEVANT EXPERIENCE

Acting Building Official | City of Hawthorne

Mr. Miya assisted the City of Hawthorne by providing Acting Building Official services for 4 months during the City's hiring process of a permanent position.

On-Site Plan Check Engineer | City of Long Beach, CA

Mr. Miya provided over-the-counter plan review services for this CSG client agency.

Off-Site Senior Plan Check Engineer | Multiple Jurisdictions, CA

As a senior plan check engineer for CSG, Mr. Miya provides off-site plan review services for numerous jurisdictions throughout Southern California, including the Cities of Pasadena and Fullerton.

Consulting Plan Review Engineer Manager | Cities of Corona, Carson & Rancho Dominguez

Prior to his employment with CSG, Mr. Miya provided staff augmentation services to public agencies, managing the plan review teams while also performing over-the-counter plan review for industrial, commercial, and residential (Type I, Type II, Type IV and Type V) structures.

Consulting Plan Review Engineer | Multiple Public Agencies

As a Plan Review Engineer for three municipal consulting firms over a period of 8 years, Mr. Miya performed reviews for numerous public agency clients and many notable projects in Southern California across a wide spectrum of building types. A sampling of agencies served include:

County of Los Angeles	City of Garden Grove	City of Menifee
City of Costa Mesa	City of Corona	City of Carson
City of Rancho Dominguez	City of Malibu	City of Goleta
City of Calabasas	City of San Gabriel	City of Rosemead
City of Azusa	City of Whittier	City of Rancho Palos Verdes

Plan Check Engineer | City of Redondo Beach

Mr. Miya's responsibilities included plan check reviews of structural, fire-resistive construction, seismic resistance, and soils designs, as well as counter service. During his employment with the City, he maintained consistently rapid turnaround times for new plan checks and rechecks.

NOTABLE PROJECT EXPERIENCE

Amplifi Apartments | City of Fullerton, CA

MW Lofts | City of Pasadena, CA

Plan Check Engineer for Other Consultants

Merrill Gardens Assisted Living Facility | City of Rancho Cucamonga, CA
Rancho Mission Viejo | Orange County, CA
Main Street Metro (Phase II) | City of Corona, CA
Staybridge Suites | City of Corona, CA
UC Santa Barbara Oceanwalk | City of Santa Barbara, CA.

Amir Hamidzadeh PE, CBO, CASp



Senior Plan Check Engineer

LICENSES & CERTIFICATIONS

Registered Professional Engineer (PE)
| 68216

Certified Plans Examiner
Certified Building Official
| ICC 1041666-CB

Certified Access Specialist (CASp)
| 093

Certified Residential and Non-Residential Energy Analyst (CEA)

Licensed Real Estate Broker, (Realtor)

EDUCATION

Associate of Arts, Architecture, Pierce Community College, Pierce Community College | Los Angeles CA

Bachelor of Science, City and Regional Planning and Architecture, California Polytechnic University San Luis Obispo | San Luis Obispo, CA

PROFESSIONAL AFFILIATIONS

International Code Council | Member

Ventura Regional Chapter of ICC | Former President

Coachella Valley Chapter of ICC | Former President

Los Angeles Basin Chapter of ICC | Committee Member

California Building Officials (CALBO) | Committee Member

Certified Access Specialists Institute (CASI) | Founding Member

California Association of Building Energy Consultants | Member

California Real Estate Inspection Association (CREIA) | Member, Trainer

Office of Emergency Services (OES) | Safety Assessment Evaluator & Coordinator

Mr. Hamidzadeh is an accomplished senior plan check engineer for CSG and brings over 33 years of experience in the building industry. He has experience serving as a plan check engineer, a building official, a building department director, an associate engineer, and as a planning aide for the Cities of Simi Valley, Palm Desert, and Agoura Hills, California. Mr. Hamidzadeh also has extensive leadership experience having served as the former president for the Ventura Regional Chapter and the Coachella Valley Chapter of ICC and as one of the founding members of the Certified Access Specialist Institute.

RELEVANT EXPERIENCE

Owner | Development Solution, Westlake Village, CA

Mr. Hamidzadeh operates his own private business, Development Solution. His responsibilities include meeting clients, contract preparation, design, engineering, plan review, inspection, report preparation, and budgeting.

Building Official | City of Agoura Hills, CA

Mr. Hamidzadeh managed and directed the operation of the Building and Safety Department, including budget, plan review, permit issuance, inspections, and creating and enforcing policies and procedures. He also oversaw multiple contracts.

Director of Building and Safety Department | City of Palm Desert, CA

Mr. Hamidzadeh oversaw the Building and Safety Department and its four divisions: Plan Review, Permit Issuance, Inspection and Code Enforcement. He managed multiple contracts and consulting programs including Animal Control and consultant plan review and inspection services. He was also responsible for the department's budget.

Plan Check Engineer / Associate Engineer / Planning Aide | City of Simi Valley, CA

Mr. Hamidzadeh served in various roles for 3 different departments during his time with the City of Simi Valley. He served as a planning aide for the Planning and Community Development Department, an associate engineer for the Public Works Department, and as a Plan Check Engineer for the Building and Safety Department. His responsibilities included preparing and presenting ordinances to the City Council, managing an \$11M Storm Water Detention Facility, and plan checking and inspecting a variety of commercial and residential plans for code compliance.

Designer | Zuni Engineering Design, Chatsworth, CA

Mr. Hamidzadeh designed and engineered multiple buildings and roadways with the assistance of the Senior Engineer.

Richard Supan, PE, CBO, CFM

Senior Plan Check Engineer



LICENSES & CERTIFICATIONS

Licensed Civil Engineer
State of CA | 88934
Certified Building Official
Certified Fire Marshal
Certified Building Plans Examiner
Certified Residential Plans Examiner
Certified Commercial Plans Examiner
Certified Building Inspector
Certified Residential Building Inspector
Certified Building Code Specialist
| 8326066

EDUCATION

Master of Science, Civil Engineering,
California Polytechnic University, Pomona
| Pomona, CA
Bachelor of Science, Civil Engineering
University of California, Irvine
| Irvine, CA
Leadership Development for Public
Agencies, California State University,
Fullerton | Fullerton, CA

PROFESSIONAL AFFILIATIONS

California Building Officials Association
(CALBO)
International Code Council (ICC)
Orange Empire Chapter
Chapter Board Secretary 2021
Municipal Management Association of
Southern California (MMASC)

Mr. Supan provides building official and structural engineering services for CSG Consultants and its clients. He brings over 8 years of experience in the building industry and has served in managerial positions for the Cities of Los Angeles, Fullerton, and Anaheim. To this role, Mr. Supan brings expertise of complex commercial, industrial and residential structures in compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

RELEVANT EXPERIENCE

Plan Check Manager | City of Anaheim, CA

Mr. Supan provided code interpretations to the public, staff, and interdepartmental City employees. He reviewed various construction plans, reports, and engineering calculations to determine if plans were in compliance with building codes and other construction regulations. He also monitored the plan review for all major projects and attended preliminary plan check meetings with architects.

Mr. Supan supervised the plan check team consisting of 4 Plan Check Engineers in the review of plans, specifications, and calculations on a variety of projects in the issuance of building permits for construction. He supervised, assigned, and reviewed the work of the staff and consultants to ensure work quality and the adherence to established policies and procedures.

Building and Safety Manager / Building Official | City of Fullerton, CA

Mr. Supan managed the operations of the Building and Safety division of the Community Development Department which included permitting, plan checking, and building inspection staff in the application and enforcement of codes related to the construction, alteration, and occupancy of residential, commercial, and industrial buildings. He created new policies and standards in the implementation of changing state and local laws and conducted weekly division meetings with staff for discussion and training. He was also responsible for the management of the Building Division budget and prepared draft ordinances and reports for legal and City Council review.

Structural Engineering Associate III | City of Los Angeles, CA

Mr. Supan performed plan check on the design, plans, specifications, and calculations on a variety of projects including new multi-story commercial buildings, mixed-use buildings, high-rise buildings, multi-story apartments, single-family dwellings, retaining walls, shoring, and other miscellaneous building structures for the issuance of building permits. He provided managerial and analytical support for a variety of complex and confidential administrative matters including critical and or/sensitive development projects. He also acted as the Building and Safety Department Liaison and communicated with the 15 City of Los Angeles Council District Offices and reviewed and prepared responses to proposed local building and zoning code draft ordinances presented by the City Attorney's Office.

Notable projects that Mr. Supan was involved in while with the City of Los Angeles include:

- Managing emergency homeless shelter projects
- Participating as the Building Code liaison for Re:Code LA, which was the largest City of Los Angeles Planning Department initiative to create a new Zooming Code for Los Angeles.

Project Engineer | Plump Engineering, Inc. Anaheim, CA

Mr. Supan prepared complete design plans consisting of calculations and drawings in AutoCAD for commercial and residential projects including new construction, tenant improvements, and plan check corrections. He also performed calculations for commercial and residential projects involving gravity and lateral loadings for steel, concrete, and timber members.

Michael Leindecker CBO



Principal Plans Examiner

LICENSES & CERTIFICATES

Certified Building Official
Plans Examiner
Building Inspector
Plumbing Inspector

Mr. Leindecker uses a high standard of leadership and professional excellence to provide jurisdictions plan review services and other assistance during the permitting process. His over 25 years of experience in both the private and public sector has equipped him with the skills needed to provide clients and applicants excellent service.

RELEVANT EXPERIENCE

EDUCATION

B.S. in Engineering
Fullerton College
Fullerton, CA
B.S. in Business Administration
Barrington University
Mobile, Alabama

Plan Check Supervisor | City of Anaheim

Mr. Leindecker provided direct assistance to the Building Official while evaluating alternate methods/materials and unreasonable hardship requests, providing oversight and guidance for sensitive projects, and assigning projects to plan check staff and consultants. He also collaborated with Building Inspection Supervisors to validate plan review consistency.

Plans Examiner | City of Anaheim

For the City, Mr. Leindecker provided plan check services by working with other departments, elected officials and outside agencies to effectively give customers responsive plan review and permit service. He coordinated the review of building development projects for 2 billion dollar Anaheim Resort and Disney's California Adventure.

Plan Checker | City of Anaheim

Mr. Leindecker performed comprehensive design review of residential, commercial and industrial projects. He was able to establish and maintain working relationships with design professionals, contractors and building owners. Michael also provided counter services and technical interpretations on area development projects.

Building Inspection Supervisor | City of Anaheim

As a building inspection supervisor, Mr. Leindecker coordinated the staffing and operational activities for inspection services. He learned how to supervise, motivate and provide leadership to achieve department goals and objectives.

Building Inspector | City of Anaheim

Mr. Leindecker performed field inspection of commercial, industrial and residential structures to determine compliance with adopted codes and approved construction documents.

Systems Designer/Estimator | C.W. Taylor, Chino, CA

Mr. Leindecker designed mechanical systems using accepted engineering principles, adopted codes and job specifications. He also formulated job specific analysis and cost breakdowns.

AFFILIATIONS
Society of Fire Protection Engineers
International Code Council
Administrative Code Development
Committee
International Conference of Building
Officials
General Code Development Committee
International Conference of Building
Officials
Code Development Committee
Orange Empire Chapter ICBO
Urban Wildland Interface Committee
Orange Empire Chapter ICBO

Gerald Quast



Principal Plans Examiner

Mr. Quast joins CSG as a plans examiner and provides plumbing and mechanical plan review for our public agency clients. He brings with him over 30 years of Public Agency experience providing inspection and plan check services for the City of Anaheim.

LICENSES & CERTIFICATIONS

Certified Energy Plans Examiner,
Non-Residential
California Energy Commission
| NRE-98-1001

Certified Energy Plans Examiner,
Residential
California Energy Commission
| RES-93-1016

IAPMO Certified Mechanical Inspector

IAPMO Certified Plumbing Inspector

EDUCATION

Associate of Arts Degree
Coastline Community College
| Fountain Valley, CA

RELEVANT EXPERIENCE

Plumbing / Mechanical Plans Examiner | City of Anaheim, CA

Mr. Quast most recently served as the plumbing/mechanical plans examiner for the City of Anaheim. Beginning his Public Agency career as a combination building inspector, he transitioned to the Plan Check Section, and while providing plans examiner services to the City, Mr. Quast was also the staff training coordinator for eight years. During his time at Anaheim, he provided plumbing and mechanical plan check services for such projects as the Anaheim Arena, the Anaheim Stadium Expansion, several Anaheim Convention Center Expansions, the downtown ice hockey rinks, and numerous redevelopment projects. He has also reviewed plans for numerous Hotel/Motel and high-density residential developments, office buildings, parking structures, tenant improvements and warehouse projects, and numerous Resort District and amusement park expansions.

Construction & Building Codes Instructor | Fullerton Community College & Coastline Community College

Mr. Quast brings over 28 years of experience as a community college instructor, delivering construction and building code courses for Fullerton and Coastline Community Colleges. While teaching plumbing, mechanical, and building codes, Title 24 Accessibility/Energy, basic code enforcement, and blueprint reading, he has also delivered training seminars for CALBO, ICC, and IAPMO Chapters.

Plumbing Apprenticeship/Journeyman Training | Plumbing Contracting

Mr. Quast previously worked with a residential and commercial plumbing company for 15 years. After completing a 5-year California State plumbing apprenticeship program, he worked as journeyman and foreman, as well as in labor-supervision, estimation, purchasing, and as a corporate officer before becoming a plumbing contractor.

NOTABLE PROJECT EXPERIENCE

Sofi Stadium | City of Inglewood, CA

Commercial Cannabis Business Odor Management Systems | City of Santa Ana, CA

Multiple Residential Projects | City of Beverly Hills, CA

Projects while working with the City of Anaheim, CA

- Numerous Projects within the Disneyland Resort District and Amusement Parks
- The Anaheim Arena
- The Anaheim Stadium Expansion
- Several Anaheim Convention Center Expansions
- Multiple Downtown Ice Hockey Rinks
- Numerous Redevelopment Projects
- Numerous Hotels/Motels
- Numerous High-Density Residential Developments, Office Buildings, Parking Structures, Tenant Improvements, and Warehouse Projects



Mike Teemant MCP, CBO

Principal Plans Examiner

LICENSES & CERTIFICATIONS

- Master Code Professional (MCP)
- Certified Building Official
- Certified Building Code Official
- Certified Plumbing Code Official
- Combination Inspector
- Commercial Combination Inspector
- Commercial Energy Inspector
- Commercial Energy Plans Examiner
- Residential Energy Inspector/Plans Examiner
- Fire Inspector II
- Residential Fire Sprinkler Inspector/Plans Examiner
- Building Plans Examiner
- Plumbing Plans Examiner
- Commercial Building Inspector
- Commercial Electrical Inspector
- Commercial Plumbing Inspector
- Accessibility Inspector/Plans Examiner
- Residential Building Inspector
- Residential Electrical Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector

EDUCATION

- Associates of Applied Sciences: Building Technologies; Building Inspection
- College of Southern Nevada, Las Vegas, NV
- Chemical Engineering
- University of South Alabama, Mobile, AL
- Chemical Engineering

PROFESSIONAL AFFILIATIONS

- Member, International Code Council (ICC)—Region I Board
- Member, International Code Council (ICC)—Northern Nevada Chapter
- Member, International Code Council (ICC)—Nevada Organization of Building Officials
- Member, International Code Council (ICC)—Southern Nevada Chapter
- Member, Board of Directors—1st Vice President 2014–2015
- Member, Board of Directors—2nd Vice President 2013–2014
- Awarded & Honored, “2013 Government Person of the Year” 2013
- Member, International Association of Plumbing and Mechanical Officials (IAPMO) 2012–Present
- Southern Nevada Chapter Board 2014–2015
- Member, Southern Nevada Building Officials (SNBO) 2012
- International Building Code Committee—Mechanical and Plumbing Code Amendments Committee
- City of Las Vegas 2003
- International Residential Code—Amending Ordinance Committee

Mr. Teemant, an experienced Master Code Professional (MCP), serves as building plan reviewer and inspector for CSG and its clients. He has over 40 years in the construction industry, with 24 years of experience in enforcing code compliance, making him especially capable in working with municipal governments on all aspects of plan review and building code enforcement.

Mr. Teemant is a highly proficient Building and Electrical Plans Examiner having conducted plan reviews on a wide array of projects. Similarly, he has extensive experience in performing inspections for compliance with international Codes and referenced standards.

He also holds experience in supervising Building, Plumbing, Mechanical, and Electrical Inspectors and support staff, as well as serving as an accomplished instructor for building plan review, provisions of the International Plumbing Code, and International Residential Code.

RELEVANT EXPERIENCE

Code Inspections | City of Boulder City, NV

Mr. Teemant provides code inspection services for the City of Boulder City. Projects includes both residential and commercial. Mr. Teemant also oversees three CSG inspectors who provide services for the Techren Solar Plant and assists with inspections when one of them calls out sick or is on vacation.

Building Official | City of Fernley, NV

As a building official for the City of Fernley, Mr. Teemant reviewed plans for compliance with adopted municipal building codes and supervised field inspections for construction and municipal code compliance. Within the Building and Safety Department, he supervised the permit technician and animal control officer. He was also instrumental in the review of policies and procedures, and the development of procedures to improve the City’s workflow management system. In addition, Mr. Teemant prepared documents and presentations for city council review and approval.

Plans Examiner | City of Las Vegas, NV

Mr. Teemant reviewed plans for compliance with the adopted municipal building codes as well as interacted with design professionals and the public to explain the intent of the building codes. In his role as a plans examiner, he granted approval of plans that were compliant with codes and noted code requirements on the plans for common problems encountered in the field. as a plans examiner for the City of Las Vegas, some major projects on which he worked include the examination of high rise and large projects such as the Smith’s Center, Las Vegas Outlet mall, World Market Center, Lou Ruvo Brain Center, Zappos corporate offices, Las Vegas Development center, City of Las Vegas City Hall, Soho lofts, and many hotel construction and major remodels.

Code Inspector | Clark County School District, NV

Code Instructor | City of Las Vegas Plans Exam Division, College of Southern Nevada, Las Vegas, NV

Supervisor/Foreman | Maverick Construction, Las Vegas, NV

NOTABLE PROJECT EXPERIENCE

Sofi Stadium | City of Inglewood, CA

Techren Solar Park (Techren II) | City of Boulder City, NV

UNLV College of Engineering, Academic and Research Building | State of Nevada

Projects Prior to Joining CSG for the City of Las Vegas, NV

- | | |
|-----------------------------|------------------------------------|
| City of Las Vegas City Hall | Zappos Corporate offices |
| Lou Ruvo Brain Center | Las Vegas Development Center |
| The Smith’s Center | Soho Lofts |
| Las Vegas Outlet Mall | And many hotels and major remodels |
| World Market Center | |

Frank Biangone

Principal Plans Examiner



LICENSES & CERTIFICATIONS

Residential Building Inspector
Commercial Building Inspector
| ICC 860170

EDUCATION

Advanced Construction Technology
Courses
| Coastline Community College, Chico, CA

PROFESSIONAL AFFILIATIONS

International Association of Plumbing and
Mechanical Officials Member

Frank Biangone serves as a Senior Plans Examiner for CSG and its clients. With over 30 years of experience, Mr. Biangone is a highly knowledgeable code professional with expertise gained through extensive experience performing building plan review and inspection services for the City of Huntington Beach, CA.

RELEVANT EXPERIENCE

Senior Commercial and Residential Combination Inspector | City of Huntington Beach, CA

Mr. Biangone served the City of Huntington Beach for more than 30 years, including 5 years as Senior Commercial and Residential Combination inspector and 25 years as Principal Plumbing and Mechanical Plan Checker/Inspector performing both paper and electronic plan review.

His responsibilities included performing all commercial and residential plumbing and mechanical plan check for all projects throughout the City of Huntington Beach, assisting the Fire Department with water metering and backflow applications for water sourced fire suppression systems along with plan check of fan-assisted smoke evacuation systems, assisting the Public Works Department with onsite sewer and water plan checks, and working in conjunction with Huntington Beach Code Enforcement to assist with plumbing and mechanical code enforcement issues. Mr. Biangone also attended pre-construction meetings with contractors, designers, architects and engineers on high profile, large scale projects. Other duties included, writing numerous plumbing and mechanical policies for the City, assisting in the redesign of plumbing and mechanical permit forms and plumbing and mechanical plan check correction logs, and designing and performing weekly plumbing and mechanical training activities for field inspectors and managers.

Notable nonresidential plumbing and mechanical plan check projects successfully performed for the City of Huntington Beach include:

- The Strand with the Shore Break Hotel
- Hyatt Regency Resort
- Pacific City Commercial and Retail
- Bella Terra mall
- C&D Aerospace
- Hilton Waterfront Resort
- Quicksilver
- Rainbow Environmental Services Recycle Plant
- Huntington Beach Senior Center
- Hoag Health Medical Center
- Memorial Health Center
- Brethren Christian School
- OSHPOD 3 Plumbing and Mechanical Reviews

Notable multi-family residential projects reviewed include:

- The Lofts
- Boardwalk
- Village at Bella Terra
- Elan
- Luxe

Mark Sallee

Principal Plans Examiner



LICENSES & CERTIFICATIONS

Building Inspector
Electrical Inspector
Plumbing Inspector
| ICC 1026285

State of California Contractor's
License C-10 | 387649

Mark Sallee serves as a Senior Plans Examiner for CSG and its clients. He has over 40 years of experience in the construction industry, 21 of which were as a City of Anaheim employee performing building inspection and plans examiner services. Mr. Sallee's thorough knowledge of the code and plan review and inspection processes allow him to provide the highest quality of services to our clients.

RELEVANT EXPERIENCE

Plans Examiner II | City of Anaheim, CA

As a Plans Examiner II, Mr. Sallee performed the following duties: Reviewing commercial, residential, hotel and institutional electrical plans for conformance to current building codes; reviewing residential and commercial photovoltaic and fuel cell systems; and reviewing residential and commercial demolition plans, swimming pools, signs and residential ADU's.

Building Inspector II & III | City of Anaheim, CA

As a Building Inspector II & III, Mr. Sallee performed some of the more complex building inspections, including inspections during the construction of Disney's California Adventure, and major retrofits at Disneyland Park, the Anaheim Convention Center, Angle Stadium, Arrowhead Pond, and Boeing Industries, among others.

Mr. Sallee also performed combination-building inspections, electrical plan check, and acted in the capacity of supervisor as needed to support Management.

National Electrical Code Instructor | Coastline Community College, Fountain Valley, CA

Mr. Sallee taught the NEC in a community college format.

Electrical Instrumentation Inspector | Koury Inspection, Carson, CA

Mr. Sallee worked primarily in a Class I division I and division II hazardous location I conducted inspections on heavy industrial electrical installations as a third party inspector for the ARCO Refinery in Carson Ca. This work included inspecting electrical sub stations to 69 KV, services to 4,000 amps, and motors to 3,000 horsepower, sub panels transformers, lighting, receptacles and general electrical equipment.

Electrical Contractor | Sallee Electric Co., Westminster, CA

Mr. Sallee performed work on residential, commercial and light industrial projects. His duties included electrical engineering, drafting, plan preparation, lighting design, payroll, estimating, and job site supervisor, as well as electrician and troubleshooter.

Mark Carnahan CBO

Building Official / Building Inspection Supervisor



LICENSES & CERTIFICATIONS

Certified Building Official
Combination Inspector
CA Commercial Building Inspector
CA Commercial Electrical Inspector
CA Commercial Plumbing Inspector
CA Commercial Mechanical Inspector
CA Residential Building Inspector
CA Residential Electrical Inspector
CA Residential Plumbing Inspector
CA Residential Mechanical Inspector
CA Combination Inspector
CA Plans Examiner
| ICC 1110134-J4
B-General Building Contractor (inactive)
| 746154

EDUCATION

Light Construction and Development
Management Certificate Program
University of California, Irvine
Liberal Studies
California State University | Fullerton, CA

Mr. Carnahan serves as a building official and inspection manager for CSG Consultants. He has over 37 years of experience in the building industry, 20 of which were in the public sector with progressive responsibility at the City of Huntington Beach. He has a sound knowledge of construction methods and materials, principals of structural design, engineering and building inspection. As part of managing CSG's Southern California inspection staff, Mr. Carnahan developed an inspection program to train and develop the skills of new and experienced inspectors.

RELEVANT EXPERIENCE

Building Manager/Building Official | City of Huntington Beach, CA

The City of Huntington Beach created the Building Manager position for Mr. Carnahan which he performed for eight years. While managing the Building Department, he directed staff, ensured that professional work standards are met, and emphasized the importance of quality customer service. Mr. Carnahan attained pertinent knowledge and understanding of federal, state and local laws, codes and regulations including the ADA, OSHA, CALOSHA, California Codes, and the City of Huntington Beach Municipal Codes, including enforcement of zoning requirements and ordinances. He was also: a combination inspector assigned to single and multifamily housing, the Hyatt Regency Resort, and numerous commercial and industrial projects; the supervising inspector for the Strand development; and managed the plan check and inspection process from entitlement to issuance of certificate of occupancy on numerous complicated projects (Costco at Bella Terra, The Village at Bella Terra Apartments, Beach Promenade, and Edinger Plaza). He worked with the Director of Community Development and Senior Administrative Analyst to develop, modify and administer the Building Division budget and monitor expenditures. While managing the building department, Mr. Carnahan completed two cycles of the code adoption process from: writing legislative drafts, requests for legal services (RLS), request for council action (RCA's), council readings and finished the adoption process by sending the approved municipal codes to the California Building Standards Commission for filing.

Inspection Supervisor | City of Huntington Beach, CA

As an inspection supervisor, Mr. Carnahan: coordinated inspection activities with other city departments, contractors and developers; established and maintained a cooperative working relationship with those contacted in the course of work; communicated effectively both verbally and in writing; participated in professional and public meetings as required; and worked with others to analyze problems, identify alternative solutions, and accurately project consequences of proposed actions for daily issues, large or small, including monitoring work flow. When working with the City Council, he prepared and reviewed correspondence, studies, reports, and requests for council action.

Inspector I, II, & III | City of Huntington Beach, CA

Building Construction

NOTABLE PROJECT EXPERIENCE

Projects Prior to Joining CSG

- Pacific City Huntington Beach | City of Huntington Beach, CA
- Huntington Beach Senior Center | City of Huntington Beach, CA
- Hardin Hyundai | City of Huntington Beach, CA



Lance A. Miller CBO

Senior Building Inspector

LICENSES & CERTIFICATIONS

- Certified Building Official
- Accessibility Inspector / Plans Examiner
- Plumbing Inspector
- Combination Inspector
- Mechanical Inspector
- Building Inspector
- Electrical Inspector
| ICC 5067873
- Plumbing Inspector UPC
- Combination Inspector - Legacy
- Mechanical Inspector UMC

EDUCATION

- Associate of Science, Building Inspection/
Energy Management

Mr. Miller is a senior building inspector with over 17 years of field inspection experience for residential, commercial, and industrial projects. In his work, he combines inspection and code expertise with superior customer service. Prior to joining CSG, Mr. Miller served as a contract building official and building inspector for multiple public agencies in California.

RELEVANT EXPERIENCE

CSG Building Inspector | City of La Habra, CA

As a CSG Building Inspector, Mr. Miller has provided inspections of both commercial and residential projects during various stages of construction and remodeling to ensure compliance with applicable codes and regulations.

Contract Building Inspector | Multiple Public Agencies

As a contract building inspector, Mr. Miller performed the gamut of inspection functions and gained experience working with varied agency processes. He prioritized daily inspection routes, scheduled assignments, and reviewed submitted plans and other documents for inspections to be performed. He conducted building and construction job-site inspections of structures and facilities to determine compliance with governing codes and performed periodic and systematic inspections during various phases of construction from grading and foundation through final construction approval. His inspection work included examining job site grading, NPDES practices, and quality and grade of lumber, cement, wiring and plumbing.

Mr. Miller reviewed approved construction plans, interpreted detailed codes and regulations and explained required inspection and construction requirements when necessary. In the office, he utilized permit tracking systems to record inspection findings and maintained inspection and permit records to develop notices, forms and reports.

Clients served include:

- City of Stanton
- City of Fountain Valley
- City of Mission Viejo
- City of Cypress
- City of Seal Beach
- City of Los Alamitos
- City of Norwalk
- Camp Pendleton USMC Base

James DiMaria



Building Inspector I

LICENSES & CERTIFICATIONS

CA Residential Building Inspector
CA Residential Electrical Inspector
CA Residential Plumbing Inspector
| ICC 8880036
California State Licensed Residential
Building Contractor – B
| 692724

Mr. DiMaria provides building inspection services to California municipalities on behalf of CSG. He brings over 30 years of experience in construction, engineering and management. As a building inspector, Mr. DiMaria has been providing inspection services for the City of Glendora and the City of Fullerton. His skills included: Detail oriented self-starter; Ability to manage many different projects simultaneously; Hand-on knowledge of the building/construction industry, working with the general public and skilled professionals daily for more than 30 years; Proficient in every construction trade; Extensive experience in customer service, problem solving, planning and organizing; Ability to speak Spanish; Proficient computer program skills; Positive and friendly; Resolves conflicts; and excellent work ethic.

RELEVANT EXPERIENCE

Building Inspector | City of Fullerton & Glendora, CA

Mr. DiMaria's responsibilities includes:

Performs combination inspections; inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Accessibility Codes, City Ordinances and State and local laws and codes where appropriate; reviews and approves residential and commercial plans and layouts prior to issuance of permits; investigates new and existing construction for evidence of illegal practices such as construction, demolition, and alterations; checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions; meets with business and property owners with respect to certificate of occupancy, inspections, and certificates; assists and advises contractors, craftsmen and homeowners regarding pertinent regulations; assembles and writes reports including inspection reports, correction notices, reinspection fees, stop work orders, and construction site stormwater runoff reports; maintains records of work performed; makes code interpretations; answers verbal and written concerns in regard to all types of building installations as assigned; effectively communicates with difficult people in a constructive manner; analyzes practices and recommends improvements; delivers and promotes quality customer service; and performs related duties and responsibilities as assigned.

Licensed General-B-Contractor | JD Construction Co., Whittier, California

As a Licensed General-B Contractor for the State of California, Mr. DiMaria started and ran a successful construction company. He worked as a journeyman in all phases of the construction industry, implementing knowledge of building codes and practices. He gained extensive hands-on knowledge and experience working daily, on-site, for over 26 years.

Owner & Operator | Sweet & Donaldson Metal Spinning Inc., Los Angeles, CA

Since 1995, Mr. DiMaria owns and operates a Metal Spinning Company. He learned to operate every machine and produce products from start to finish. He hired, trained, and managed a 20-person workforce. Mr. DiMaria is the sole contact for quoting, material and supply ordering for all work and maintenance. He interprets customer blueprints, design tooling for the forming of customers' parts, and draw detailed blueprints for manufacturing said tooling.

Christopher Cornejo

Building Inspector I



LICENSES & CERTIFICATIONS

California Residential Building Inspector
California Residential Plumbing Inspector
California Commercial Plumbing Inspector
California Residential Electrical Inspector
California Residential Mechanical Inspector
California Residential Combination Inspector
California Commercial Mechanical Inspector
Contractor's State License Board C-333

Mr. Cornejo provides building inspection services on behalf of CSG. He uses his 30 years of construction experience to provide Southern California jurisdictions with high quality service.

RELEVANT EXPERIENCE

Building Inspector Trainee | CSG Consultants, Inc., Orange, CA

Mr. Cornejo's training includes going on a ride-along with one of CSG's Senior Building Inspectors, going to trainings, studying the code, and receiving certifications.

Maintenance and Operations Painter | Huntington Beach City School District, Orange County, CA

Mr. Cornejo's duties included: Maintaining and facilitating all functions of repairs and restoration, remove and install walls, repair stucco, metal railing, plaster, fencing, siding, paneling, and painting, etc.; working with staff and administration to create a productive and safe work environment; and structuring, designing and implementing a complete department within the maintenance and operation department, which includes many different trades. He also gained experience in other trades such as carpentry, concrete, roofing, ductwork and machine operation.

Independent Contractor | Christopher Cornejo Painting, Orange County, CA

Mr. Cornejo performed the following duties: Consulting with clients to design a contract for painting process and procedure; discussing colors, design and process; estimating time frame and scheduling and also determining material types and amounts; examining and inspecting work progress, equipment, and construction sites to verify safety and to ensure specifications are met; and reading specifications, such as blueprints, to determine construction requirements or to plan procedures.

Roofing | All-phase Roofing and Rain Gutters, Morgan Hill, CA

Mr. Cornejo performed shake and comp roof, plywood, fascia repairs and installed gutter systems.

Kona Industries Sheet Metal Fabrication and HVAC Install, Hawaii

Mr. Cornejo worked with sheet metal, ducts, fabrication and welding.

Lon Construction, Hawaii

Mr. Cornejo gained experience in labor, framing, concrete forms, bolting and heavy brackets



Paul Nguyen

Permit Technician

EDUCATION

B.S.E.E.
California State University
| Los Angeles, CA

Mr. Nguyen provides permit technician services on behalf of CSG. He has over 35 years of customer service experience where he has developed strong customer service, project management and team building skills.

RELEVANT EXPERIENCE

Permit Technician Trainee | CSG Consultants, Inc., Orange, CA

Under direct supervision of the Supervising Permit Technician, Mr. Nguyen's responsibilities includes: Assisting other Building Safety staff members as directed; learning time management, planning and organizing skills to properly carry out assigned duties; developing effective oral and written communication skills to effectively perform the job; developing skills to positively relate to others in sensitive situations, be assertive when needed, and to maintain a calm demeanor under stressful situations; learning to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions; developing interpersonal skills to work well with home owners, architects, engineers, contractors and other municipal employees; and performing other related duties as required.

Mr. Nguyen is currently training in the City of Norwalk.

Lotus Notes and Microsoft Office 365 System Engineer | American Honda Motor Company, Inc., Torrance, CA

Mr. Nguyen's duties included: Handling second and third level support calls for Office 365, Azure and Windows Server Active Directory, Lotus Notes, Spam filtering, Skype and AT&T Connect Web Conferencing, Outlook Client and Microsoft Teams; acting as a liaison between Honda and the IT Outsource Company; working as a liaison between AHFC Business Analyst and Vendor for SOX-related testing of email encryption; participating as a core team member in a migration project from Domino 6.5.2 to 8.5.2; performing TRR and PDR to ensure a successful migration and roll out; consolidating all remote servers to a central data center on ESX4.0 and roll out VDI wherever possible; implementing all new Domino 8.5.2 features such as policies, Data Compression, DAOS, clustering, ID Vault and managed replica; participating in migrating users and data from Lotus Notes to Outlooks; and troubleshooting Outlook/Domino mail routing issue, AD new and returning users account in a coexisting environment.

Lotus Notes System Engineer | Aerospace Corporation, El Segundo, CA

Mr. Nguyen successfully completed a project to migrate 2000 users from legacy servers running Window 2000 Domino 8.5.0 to a Window 2000 and Linux Red Hat Domino 8.5.1 clustered and DAOS enabled all mail files in two months. Saved company money by decommissioning six old servers, eliminating software licenses, back up time and assisting the Messaging team in accomplishing one of their year end goal.

Lotus Notes System Administrator | The Capital Group Companies, Inc., Irvine, CA

Mr. Nguyen managed the Enterprise email infrastructure. Performed daily Lotus Notes Administration tasks. Conducted second and third level support for escalated helpdesk tickets. Provided 24x7 on-call support for Mail, Applications, Hubs, Gateways, LEI, Blackberry and Sametime server infrastructure. He also updated servers to latest software release and trained new administrator and desktop support person in troubleshooting issues.

Christina Velez



Permit Technician I

EDUCATION

Associate of Arts in Business
Citrus College | Glendora, CA

Ms. Velez provides permit technician services to jurisdictions on behalf of CSG Consultants.

RELEVANT EXPERIENCE

Permit Technician I | City of Fullerton & Norwalk, CA

As a Permit Technician I, Ms. Velez has provided Interim Permit Technician Services to various municipalities throughout Orange County. The City of Fullerton is the current municipality she is providing services to. She served as the point of contact for the public and their permitting needs regarding construction, permit and plan check fees, new development requirements, simple room additions, information handouts, permit reviews, refunds, bonds, grading and paving. Ms. Velez exhibits superior customer service by maintaining positive communications between city departments, designers, contractors, property owners, and organizations at all levels of government.

Development Review Technician | CSG Consultants, Inc., Southern California Office

Ms. Velez was a part of the front office staff that oversaw the in-take and delivery of the building and engineering plan checks in CSG's Southern California office. Her duties included: Logging plans into CSG's plan check database; calculating the fees for each submittal of each project; responding to questions from applicants via phone, email, or in person; communicating with jurisdictions and applicants with the status of plan checks; scanning plans and supporting documents for filing; logging plans out of CSG's database and preparing them for delivery to the clients; and delivering the completed plan checks to jurisdictions.

Office Assistant | El Monte, CA

As an Office Assistant for Monte Vista Elementary School, Ms. Velez gained experience in every day office work, including answering phones, data entry, and filing. Additionally, she created and strengthened relationships with students and parents, and tutored students when needed.



Daisy Ramos

Permit Technician I

EDUCATION

Bachelor of Arts, Television Production,
California State University, Northridge |
Northridge, CA

Ms. Ramos provides permit technician services for CSG and our client agencies. Her experience includes serving as a consulting permit technician for the Cities of Huntington Park and Norwalk. Ms. Ramos excels at customer service and multi-tasking, is detail oriented, and is fluent in Spanish. Ms. Ramos is currently working on obtaining her permit technician certification.

RELEVANT EXPERIENCE

Consultant Permit Technician | Cities of Huntington Park and Norwalk

Ms. Ramos assisted in processing plan check applications for construction plans. She reviewed building construction plans and permits to ensure conformance with the City's submittal requirements, codes, ordinances and regulations. She maintained departmental property records, permit files, and retrieved information files for the public or division personnel. She worked cooperatively with property owners, contractors, architects, or their representatives to resolve questions regarding plan check, inspection, and permit fees or issuances. She gathered and tracked data to create monthly financial reports company invoices. Additionally, Ms. Ramos assisted with tracking staff time sheets and payroll as needed.

Receptionist / Permit Runner | High Speed Rooter and Plumbing, Inc., El Monte, CA

As the receptionist, Ms. Ramos was the first point of contact for customers and visitors. As the permit runner, Ms. Ramos obtained job permits for each project location. She also managed the daily schedule, sent appointments to technicians, and performed other clerical duties.

Recreational Leader | City of Gardena, CA

As a Recreational Leader for the City of Gardena, Ms. Ramos planned and organized special activities and events for the City. She supervised the use of the recreational facility and ensured its safety. She provided general information to the public and registered participants for classes. Additionally, Ms. Ramos assisted in the preparation of reports, collected fees, and performed other general clerical duties.

Technology

As described in Section C, CSG has been providing building department services since 1991 and electronic plan submittal, distribution, and plan review services for over 20 years. Having worked with over 350 jurisdictions, our plan review, DRT and Information Technology team is also familiar with and regularly interfaces with cross-departmental permitting software in use in the industry including, for example, ProjectDox, TRAKiT, Accela, Maintstar, and EProcess360, as well as proprietary systems such as those utilizing FileMaker Pro. We can easily adapt to the software currently in use or to be adopted by the City.

Client References

SECTION

F

Our track record of success with our clients is outstanding and we encourage you to contact our references with any questions or clarification you might require. CSG currently provides services to more than 200 clients throughout California.

The following is a partial list of regional references for which CSG has provided services similar to those requested by the City.

City of Huntington Beach

Jasmine Daley

Interim Building Safety Manager
2000 Main Street
Huntington Beach, CA 92648
(714) 375-5147
jasmine.daley@surfcity-hb.org

Staff Augmentation, Building Plan Review and Inspection, and Counter Technician
2001-Ongoing

City of San Dimas

Eric Beilstein

Building Manager
245 East Bonita Avenue
San Dimas, CA 91773
(909) 394-6260
ebeilstein@sandimasca.gov

Building Plan Review Services
2014-Ongoing

City of Anaheim

Terry Alford

Building Official
200 S. Anaheim Boulevard, 1st Floor, Suite 145
Anaheim, CA 92805
(714) 765-5153 x5765
talford@anaheim.net

Building Plan Review
2015-Ongoing

City of Inglewood

Mandhir Singh

Building Official
One West Manchester Blvd, 4th Floor
Inglewood, CA 90301
(310) 412-5294
msingh@cityofinglewood.org

On-Call Development Review & Building Plan Check for Hollywood Park Development and General Building Plan Check Services
2013-Ongoing

City of Fullerton

Kellee Fritzal

Community and Economic Development
Director
303 W. Commonwealth Avenue
Fullerton, CA 92832
(714) 738-6837
kfritzal@cityoffullerton.com

Building and Fire Plan Review and Inspection, Building Official, & Permit Technician Services
1999-Ongoing

City of Glendora

David Collett

Building Official
116 East Foothill Blvd
Glendora, CA 91741
(626) 914-8222
dcollett@ci.glendora.ca.us

Building Plan Review and Inspection Services
2014-Ongoing

City of Westminster

Justin Nguyen

Building Official
8200 Westminster Blvd.
Westminster, CA 92683
(714) 548-3475
jvnguyen@westminster-ca.gov

Building and Fire Plan Review and Inspection
2018-Ongoing

Cost Proposal

SECTION **G**

FEE SCHEDULE

The following is our fixed hourly rate approach to charging for services rendered. Fees for on-site services and reviews of revisions will be charged on a time-and-materials basis. Fees for plan review performed off-site are based on a percentage of the City’s established plan check fees.

REVIEW TYPE / ROLE	ALL INCLUSIVE FEE / HOURLY RATE
Certified Building Official	\$145
Certified Building Inspector	\$95
Certified Commercial Building Inspector	\$105
CASp Inspection	\$125
Full Plan Review by Percentage	70% of City’s Building Plan Check Fees
Plumbing, Mechanical & Electrical Plan Review by Percentage	40% of City’s Building Plan Check Fees or 70% of City’s P/M/E Plan Check Fees
Structural Plan Review by Percentage	45% of City’s Building Plan Check Fees
Expedited Plan Review by Percentage	100% of City’s Expedited Building Plan Check Fees
Certified Plans Examiner	\$105
Professional Engineer	\$125
Professional Structural Engineer	\$140
Development Plan Review by Hourly – Senior Engineer	\$155
CASp Consultation	\$125
Permit Technician	\$75
Overtime / Expedited Hourly Rate	1.5 x Hourly Rate

All rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel, and office expenses. Should the scope of work change, or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. CSG will submit an invoice every month for services rendered during the previous month. On July 1 of each year following the contract start year, CSG will initiate a rate increase based on change in CPI for the applicable region.

PROFESSIONAL LIABILITY INSURANCE

CSG will have in force at the time of contract execution professional liability insurance including liability at a minimum of one million per occurrence, worker’s compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Stanton as additional insured.

Additional Information

SECTION

H

PROJECT EXAMPLES

CSG has been providing building department services since 1991. The following is a small sampling of recent projects for which members of CSG's proposed team have provided building plan review and/or inspection services.

Star Wars: Galaxy's Edge, Disneyland | City of Anaheim, CA

CSG performed plan review and building official services for the new Star Wars Land that encompasses 14 acres inside the current Disneyland Park in Anaheim. This land includes various shops, restaurants, and entertainment rides.



Bolsa Row | City of Westminister, CA

CSG performed building plan check services for the Bolsa Row project in Westminister, CA. The project consists of the following:

- ▶ **Apartment Building & Parking Structure.** *New 5-level, 200-unit apartment building with retail/restaurant spaces on 1st level. 2 internal courtyards with swimming pools and clubhouses. A 7-1/2 level concrete parking structure wraps around part of the building with direct access on each level.*
- ▶ **Banquet Building.** *New 3-level, mixed-use building including restaurants, shops, banquet rooms, kitchen, support areas, a rooftop lounge with bar and kitchen areas, and a bridge connecting to the hotel.*
- ▶ **Hotel.** *New 148 guestroom, 5-level hotel building with retail/shop, lobby/restaurant, and back-of-house. Basement level includes additional back-of-house with laundry service. 2nd level has event lawn with pool, hospitality suites, and a bridge connection to the Banquet Building.*

Pacific City | City of Huntington Beach, CA

CSG performed building plan review for the Pacific City development in Huntington Beach. Pacific City rests on a 31-acre piece of land fronting Pacific Coast Highway across from the Huntington Beach Pier. The project includes: Paséa, a luxury oceanfront hotel & spa; The Residences at Pacific City, a 516 "beach-luxe" apartment home complex; a 191,000 sq. ft. area with outdoor shopping, a fitness/spa facility, and restaurants; and an underground parking structure for visitors, and above-ground parking structure for the residents. The plan check and inspection process involved numerous permits, including new construction, tenant improvements, and others.



Numerous Residential and Commercial Projects | City of Fullerton, CA

CSG provides plan check and inspection services to the City of Fullerton on numerous projects. Projects include Residential additions, ADU, solar, commercial tenant improvements, dental offices, mechanical, electrical, plumbing, and new buildings.

Hilton Waterfront Beach Resort Expansion | City of Huntington Beach, CA

CSG's staff provided building plan check and inspection services for the expansion of the Hilton Waterfront Beach Resort. The expansion included a nine-story tower providing a total of 156 new guestrooms with appurtenant facilities. It also includes approximately 13,700 sq. ft. of meeting space, full service business center, casual dining restaurant, combined grocery/gift store, secondary retail/recreational services store, children's club providing supervised play, health spa, fitness facility, outdoor function lawn and outdoor garden patio area, main pool deck area with family-oriented pool, smaller pool for younger children, two Jacuzzi pools, outdoor pool bar/beverage service, and a secondary porte-cochere entry off Pacific View Avenue. The hotel expansion includes a one level semi-subterranean parking structure with 261 parking spaces, a loading dock and other back-of-house facilities. The project will host all-inclusive events such as weddings, conferences, parties, and meetings.



Cira at the Landing | City of Tustin, CA

CSG's staff provided building plan check for the Cira at the Landing tract homes in the Tustin Legacy Development. Our team reviewed four SFD plans that range from 2 to 3 stories, 2,400 to 3,400 SF.

Los Angeles (NFL) Stadium at Hollywood Park | City of Inglewood, CA

The Los Angeles (NFL) Stadium at Hollywood Park located in the City of Inglewood is 70,000 fixed seats and has the flexibility to accommodate up to 100,000 seats. CSG performs review for on-site improvements including grading, drainage and roadways. CSG also performs general building plan review including architectural, accessibility/ADA review, energy plan review, and CALGreen review. Plan review tasks are performed according to the latest Federal, State, and local codes and regulations. In collaboration with the City of Inglewood, the program management team and the architect, CSG participated in meetings prior to plan submittal to address major code interpretation issues to provide for a seamless process during the review periods. CSG's team approach with the stakeholders has provided and continues to facilitate timely turnaround.



CSG participated in meetings prior to plan submittal to address major code interpretation issues to provide for a seamless process during the review periods. CSG's team approach with the stakeholders has provided and continues to facilitate timely turnaround.

Inglewood Market Gateway | City of Inglewood, CA

CSG provided complete plan review for the new mixed-use development. Plan review included building, grading, mechanical, plumbing, electrical, sewer and all revisions. The 100% privately funded development includes a five-story 242-unit apartment building with a rec room, leasing office, and fitness center, 438 parking stalls, and 48,473 square foot commercial/retail space. The retail space currently has three restaurants and a grocery store planned.

Avion Business Park | City of Burbank, CA

CSG performed structural review for the Avion project in Burbank. The project is a business park on approximately 60 acres of vacant land adjacent to the Burbank Bob Hope Airport consisting of the following components:

- ▶ *Six, two-story buildings for industrial/warehouse uses totaling 1,014,887 square feet;*
- ▶ *Nine, two-story buildings for creative office uses totaling 142,250 square feet;*
- ▶ *Two, one-story buildings for retail/restaurant uses totaling approximately 15,154 square feet;*
- ▶ *One hotel with 166 rooms*

Beazer Hyde Park Tract | City of Moreno Valley, CA

CSG's staff provided building plan check for the Beazer Hyde Park tract. The project included the review of the two-story SFD, master solar plans, retaining walls, stie lighting, pool and spa, shade structure, and play area.



Employee-Owned

OFFICES THROUGHOUT CALIFORNIA

SAN FRANCISCO BAY AREA

• Foster City • San Jose • Pleasanton •

SACRAMENTO REGION

• Sacramento •

CENTRAL VALLEY

• Newman • Fresno •

CENTRAL COAST

• Paso Robles •

SOUTHERN CALIFORNIA

• Orange •

WWW.CSGENGR.COM

888.794.2016

CITY OF STANTON
PROFESSIONAL SERVICES AGREEMENT
FOR
ON CALL SERVICES

1. PARTIES AND DATE.

This Agreement is made and entered into this 1st day of December, 2022 by and between the City of Stanton, a municipal organization organized under the laws of the State of California with its principal place of business at 7800 Katella Avenue, Stanton, California 90680 (“City”), and Bureau Veritas., a California corporation headquartered in Sacramento, California with its local place of business at 220 Technology Drive, Suit 100 Irvine, California 92618 (“Consultant”). City and Consultant are sometimes individually referred to herein as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of professional on call services as required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing these services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Consultant to render such services for the various building, public works, and other services as mutually agreed to (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional **on call services** necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from **December 1, 2022 to December 30, 2025**, with the ability for two, additional one year extensions (December 30, 2027) unless completed earlier or terminated as provided herein. Consultant shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant shall complete, execute, and submit to City a Request for Taxpayer Identification Number and Certification (IRS Form W-9) prior to commencement of any Services under this Agreement. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services timely, within the term of this Agreement, and in accordance with the Scope of Services set forth in Exhibit "A" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City.

3.2.5 City's Representative. The City hereby designates the City Manager, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. The City Manager hereby designates **Jennifer A. Lilley, AICP, Community and Economic Development Director**, or his or her designee, as the City's contact for the implementation of the Services hereunder. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates **Trang Huynh, Regional Manager/Project Manager** or his or her designee, to act as its representative for the

performance of this Agreement (“Consultant’s Representative”). Consultant’s Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant’s Representative shall supervise and direct the Services, using his professional skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City’s staff, consultants, and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant acknowledges that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant’s failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself reasonably informed of and in compliance with all applicable local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules, and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

3.2.10.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (a) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$1,000,000 per occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Agreement.

- (b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$1,000,000 each accident.
- (c) Professional Liability: Professional Liability insurance with minimum limits of \$1,000,000. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.).

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

- (d) Workers’ Compensation: Workers’ Compensation Insurance, as required by the State of California and Employer’s Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

3.2.10.3 Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.

- (a) The policy or policies of insurance required by Section 3.2.10.2 (a) Commercial General Liability shall be endorsed to provide the

following:

- (1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

Additional Insured Endorsements shall not (1) be restricted to “ongoing operations”; (2) exclude “contractual liability”; (3) restrict coverage to “sole” liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

- (2) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

- (b) The policy or policies of insurance required by Section 3.2.10.2 (b) Automobile Liability and (c) Professional Liability shall be endorsed to provide the following:

- (1) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

- (c) The policy or policies of insurance required by Section 3.2.10.2 (e) Workers’ Compensation shall be endorsed to provide the following:

- (1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

- (2) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

3.2.10.4 Primary and Non-Contributing Insurance. Commercial General Liability and Automobile Liability insurance coverages shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.2.10.5 Waiver of Subrogation. Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

3.2.10.6 Deductible. Any deductible or self-insured retention must be

approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.2.10.7 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled, Consultant shall, within ten (10) days after receipt of written notice of such cancellation, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.10.8 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Services because of production lost during suspension.

3.2.10.9 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.2.10.10 Insurance for Subconsultants. All Subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing Subconsultants to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City as an Additional Insured to the Subconsultant's policies.

3.2.10.11 Liability of Consultant. To the extent permitted by law, Consultant's total aggregate liability shall be limited to \$500,000 or the compensation received by Consultant, whichever is greater.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are

necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement based on the tasks provided in Exhibit “A” and at the rates set forth in Exhibit “B” attached hereto and incorporated herein by reference.

3.3.2 Payment of Compensation.

Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon. All payments by the City will be made by electronic funds transfer (EFT). Consultant will provide the City with its bank ABA number, account number and designation of the account to which such EFT shall be made. Consultant will be responsible for notifying the City when Consultant’s EFT information changes. Payments shall be for the invoiced amount, with no retention.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City.

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

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant’s principal place of business and at the project site. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any negligent failure to comply with the Prevailing Wage Laws.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

Bureau Veritas
180 Promenade Circle,
Suit 150
Sacramento, CA 95834
Attn: Craig Baptista, Vice President,
Facilities – West Region
Email:
Craig.baptista@bureauveritas.com

CC:
Bureau Veritas

220 Technology Drive, Suite 100
Irvine, California 92618
Attn: Trang Huynh, Regional Manager

City:

City of Stanton
7800 Katella Avenue
Stanton, CA 90680
Attn: Jennifer A. Lilley, AICP,
Community and Economic Development Director

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City’s sole risk. Any modifications made by the City or any agents of the City to any of the Consultant’s documents or any partial use or reuse of the documents without the express written consent of the Consultant will be at the City’s sole risk and without liability to the Consultant.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City’s name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without

the prior written consent of City.

3.5.3.3 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the Release Notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of the Objection Notice unless either:

(1) Consultant fails to fully indemnify, defend (with counsel reasonably acceptable to the City) and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification.

To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably acceptable to the City) indemnify and hold the city, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, to the extent arising out of, pertaining to, or relating to the negligent acts errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the project or this agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the consultant or the city, its officials, officers, employees, agents or volunteers.

If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the

Consultant's proportionate percentage of fault.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement. In no event shall Consultant be responsible for delays caused by events beyond its reasonable control, including those caused by the City, third parties, pandemic or acts of God.

3.6 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.7 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.8 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City whose consent shall not be unreasonably withheld. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.9 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.10 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.11 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.12 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.13 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall

continue in full force and effect.

3.14 Prohibited Interests. Consultant maintains and acknowledges that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant acknowledges that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this acknowledgment City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

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

3.16 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self- insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

3.17 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.18 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.19 Declaration of Political Contributions. Consultant shall, throughout the term of this Agreement, submit to City an annual statement in writing declaring any political contributions of money, in-kind services, or loan made to any member of the City Council within the previous twelve-month period by the Consultant and all of Consultant's employees, including any employee(s) that Consultant intends to assign to perform the Services described in this Agreement.

3.20 Subcontracting.

3.20.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

[Signatures on following page.]

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement on this 7th day of June 2022

CITY OF STANTON

[INSERT NAME OF CONSULTANT]

By: Hannah Shin-Heydorn
City Manager

By: Craig Baptista
Vice President

[If Corporation, TWO SIGNATURES,
President OR Vice President AND Secretary,
AND CORPORATE SEAL OF
CONSULTANT REQUIRED]

ATTEST:

By: Patricia Vazquez
City Clerk

By: Trang Huyynh
Regional Manager

APPROVED AS TO FORM:

By: Best Best & Krieger LLP
City Attorney

EXHIBIT “A”

SCOPE OF SERVICES

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UNDERSTANDING AND APPROACH



Bureau Veritas understands the scope of work requested in the City of Stanton’s RFP and is prepared to allocate the necessary resources to deliver exemplary services by staff with strong expertise and many years of experience. Our robust and dedicated local Irvine team is poised to meet your needs with support from our additional offices as needed.

We are able to support all of the City of Stanton’s projects including the expansion and renovation of the current Dixie Hotel, four new condominium units on Kermore Lane and KB Home’s proposed 36-unit detached condominium project.

STRENGTH OF TEAM RESOURCES

BV’s team includes a dedicated, responsive local staff backed by a strong breadth of personnel resources throughout California which can be utilized to accommodate increasing jurisdictional needs.

The firm’s California staff includes the following:

Number of California Professionals	
Principals	4
Structural/Civil Engineers/Architects	55
Engineering Technicians	25
Chief Building Officials	12
Building and Safety (ICC Certified)	150
Fire Protection	15
Planning	8
Permit Technicians, Other/Admin Support	22

TRANSITION PLAN

When BV is selected to perform services, our Project Manager will work directly with your designated representatives to ensure a smooth transition without interruption of service to the community. BV has successfully performed “passing the baton” for hundreds of client jurisdictions over the past 40+ years. Our designated project managers are seasoned

industry leaders with decades of first-hand knowledge of agency needs and existing strong relationships in the building safety community.

When beginning work for a jurisdiction, we begin with a 5-step process toward meeting the critical objective of ensuring a seamless transition.

These steps are summarized below:

Step 1	Meet with City management after selection to discuss issues important to the City
Step 2	In collaboration with the City, assess future work program
Step 3	Review existing projects and status
Step 4	Develop implementation plan with City
Step 5	Meet with key stakeholders and designers

SERVICE CAPABILITIES

Building Official

For services provided to the City of Stanton, the designated Building Official, Trang Huynh, P.E., C.B.O, is a professional engineer who is able to perform in-house plan checks and inspections, delivering responsive customer service excellence to the City.

As needed, Trang will be available to serve the needs of the City including availability for 24-hour, emergency on-call services as needed. He will work directly with City staff to prepare accurate interpretations of the Code requirements, to adopt and process new codes and their requirements, and to act as a general point of contact for the jurisdiction. He will also provide the support and direction necessary to facilitate timely and efficient work amongst the jurisdictional staff and other departments.

Trang is able to analyze applicable ordinances and resolutions of jurisdictions and make recommendations for approval of appropriate code adoptions, amended as necessary in accordance with the applicable code, to implement an effective and compliant code enforcement program. He is current on applicable code requirements adopted at the state or federal levels and inform and implement as necessary for jurisdictional compliance.

In addition, Trang can attend staff, board, and council

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meetings as required and mutually agreed upon. He will oversee other firm staff as well as provide guidance for City staff, applicants, designers, and contractors to navigate the code. Trang and our support team will be up to date on code changes and will assist in implementing those changes.

Typical duties of the building official can include:

- Manage and oversee the building department
- Perform onsite plan check and inspections for the City
- Guide inspectors and plan reviewers on adopted codes and local amendments
- Make recommendations regarding local amendments and code adoption
- Serve as liaison between BV and the City
- Serve as liaison between the building department and other City departments
- Attend meetings as requested and agreed upon
- Report building department activities as requested and agreed upon
- Assess applicant and client satisfaction
- Attend pre-submittal meetings when needed
- Assist in improving the processes and procedures of the building department, if requested

Building Plan Check

BV provides full service code consulting and plan review services. The firm's personnel have performed and managed plan review for thousands of projects. Project types include office and industrial, hotels, institutional occupancies, single-family tract and custom homes, tilt-up shells, tenant improvements, and infrastructure. BV staff have considerable review experience of virtually any structure requiring permits, plan reviews, and inspections. Geotechnical, lab testing, and other reports are considered in the plan review process. The firm is well positioned to meet the needs of the City and deliver discipline-specific plan reviews (e.g., structural, mechanical, access, street, drainage, map, civil infrastructure).

The firm has specific experience working through a variety of challenges including infill commercial development, adaptive reuse and change of occupancies of existing buildings, retrofit of un-reinforced masonry or soft-story buildings, large commercial shopping centers and mixed-use multi-family developments, live-work projects, and high tech, research and development facilities.

BV's plan review services for the City shall endeavor to adhere to current codes, with detailed plan review letter

comments, reference plan sheets numbers and code sections, and two copies (one electronic) of the plan review corrections list are provided for each reviewed project. Services include recheck of plans after the applicant has made corrections, review and recheck of field changes, and deferred submittals and review and recheck of additional work on the project as needed.

BV has the capacity to provide the following plan review services to the City of Stanton:

- Architectural, fire and life safety plans examination
- Structural plans examination
- Energy code plans examination
- Accessibility requirements including
 - » Barrier free plans examination requirements
 - » Disabled access
 - » CASp
 - » ADA
- Mechanical, plumbing, and electrical code plans examination
- Review and approval of alternate materials, alternative design and methods of construction
- Fire plan check including:
 - » Fire sprinkler/fire alarm
 - » Smoke detection and dampers
 - » Underground
- Green Building and LEED consulting including:
 - » LEED submittal consultation
 - » Green building consulting including CAL Green
 - » ENERGY STAR verification
 - » Energy efficiency audits
 - » Solar Review
- Civil plans examination including:
 - » Grading and drainage
 - » NPDES/SWPPP
 - » Development
 - » Infrastructure
 - » Water and wastewater
 - » Sewer

Architectural Review

BV blends the knowledge of local conditions with a large pool of California licensed or certified building safety experts equipped to handle all building department needs. The firm is able to tailor its solutions specific to the City as a result of having provided plan review, inspection services, specialty reviews, and municipal administrative support for over 40 years.

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Structural Review

BV is uniquely qualified and experienced in structural review and inspection. The firm has plan review and inspection personnel which have specialized experience with multi-family residential, hotels, resorts, retail, commercial, industrial, high-tech facilities, etc. BV has several experienced structural engineers on staff who are immediately available to tackle the City's most complex projects. BV can provide a complete structural review of design drawings, details, and calculations for both vertical loads and lateral seismic and wind forces, in accordance with the California Building Code structural provisions.

Mechanical Review

The California Building Code is supported by ancillary codes such as the California Mechanical Code and any others specifically designated and adopted by the City. BV's staff includes licensed and certified mechanical engineers and Inspectors who have the knowledge, training, and experience necessary to review plans for compliance with these codes. Firm staff, who are available immediately to the City, have reviewed heating, cooling, distribution and return air systems, hoods, and product conveyance system plans for a variety of projects including single family residential, multi family residential, custom homes, resorts, and hotels.

Plumbing Review

The California Building Code is supported by ancillary codes such as the California Plumbing Code and any others specifically designated and adopted by the City. BV's staff has the knowledge, training, and experience necessary to review plans and inspect construction for compliance with these codes. The firm has licensed and certified mechanical engineers on staff to assist with plumbing reviews when needed. Firm staff have reviewed fuel gas, medical gas, potable and non-potable water piping and waste piping systems, and rainwater system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

Electrical Review

Electrical review and inspection to verify energy compliance is included in all projects in accordance with mandates from the applicable energy standards for non-residential construction. The firm has licensed and certified electrical engineers and inspectors with extensive plan review and inspection experience which have reviewed service installation, transformers, emergency power, panel distribution, single line diagrams, power, and lighting system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

Green Building Review

BV has plan review engineers, plans examiners, and inspectors who are well versed and experienced with energy code compliance. Firm staff have been involved at various levels of energy code development in California and are certified to review and inspect for energy codes. BV staff have reviewed plans, and inspected projects, which incorporate new technology, and complex energy code compliance. The firm has staff available to the City who are CAL Green Certified.

CASp / Disabled Access Review

BV has extensive experience and capability to provide complete plan review and inspection utilizing individuals who possess CASp certification. BV has CASp certified individuals who are able to respond to the needs of the City quickly. The firm currently provides CASp certified individuals to jurisdictions throughout California to meet the requirements of SB 1608. Additionally, the team includes ICC Certified accessibility plans examiners and Inspectors who routinely conduct accessibility reviews of projects throughout the state from minor restroom upgrades to significant ADA compliance improvements.

Civil Engineering, Map, Street Improvement, Water and Sewer Plan Reviews

BV's extensive experience providing Plan Check Services to other public agencies enables us to evaluate items which are essential to providing effective services to the City.

We offer services that range from reviewing a single, complex or unique project to handling all plan check needs for the City. Our staff are dedicated to providing the highest level of customer service and ensuring that all work is in conformance with all requirements. Our resources can be adjusted on fast-track projects to meet demanding schedules, as needed.

Plan Check Compliance Standards

Our professional staff evaluates all city, state, and federal requirements applicable to the project before beginning a plan check. Requirements for civil infrastructure originate from multiple sources including statutory requirements, local ordinances and design guidelines, federal requirements such as ADA and NPDES, state requirements including the requirements of any affected utilities, districts, or agencies.

Civil infrastructure and site plans are reviewed for conformance to the following quality standards:

- Greenbook
- Geotechnical Report recommendations

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- Conditions of Approval of the use permit or Tentative Map
- Municipal Code and local ordinances
- Jurisdiction's design guidelines and standard plans and specifications
- ADA and Title 24 accessibility standards
- NPDES C.3 requirements when applicable
- Environmental mitigation requirements
- Requirements of affected outside agencies and utility districts

Our professional plan checkers will provide a comprehensive assessment of the conformance of submitted improvement plans to these quality standards.

Improvement Plan Check Tasks

The following outlines our typical scope of services for the review of plans:

- Grading plans
- Storm drain plans
- Street improvement plans
- Traffic signal plans
- Tenant improvement plans
- Water, sewer and reclaimed water pipeline plans
- Water, sewer and reclaimed water mechanical and electrical plans
- Structural plans, technical specifications, and structural calculations for retaining walls, sound walls, bridges and other structures and structural components.
- Structural and technical calculations, studies, and reports associated with various plan submittals
- Tract and parcel maps
- Records of Survey
- Lot line adjustments
- Easement documents
- Water Quality Management Plans
- Other plans, drawings, specifications, and surveying documents as needed.

Prompt delivery of quality plan checks is the hallmark of our service. To achieve this, it is important for the plan examiner to see the "big picture" during the approval process and to expedite the review while assuring

adherence to all City standards and requirements.

At the completion of each review, comments noting any deficiencies are prepared for the Applicant. Review comments may be distributed by the City staff or directly to the Applicant by BV depending on the City's preference. Copies of review letters are always forwarded to the City for its records and files. Our customary practice is to provide comments in narrative form in a memorandum. We find this method to be more precise than just marking the submittal alone. Additionally, this method facilitates the transmission and preservation of comments in electronic format.

Development Review & Entitlement Processing

Accurate, timely civil engineering plan, and final map reviews facilitating land development projects requires a strong public-private partnership. Project momentum must be balanced with engineering, water quality, traffic, public safety, and final map plans that comply with applicable codes, requirements, and design standards. The various parties need impartial counsel from registered engineers and land surveyors with a quick turnaround of review comments. Development review and entitlement processing involves working seamlessly with the public agency and developer in the preliminary planning stages.

This facilitates development agreements along with the review of civil engineering plans and maps for conformance including conditions of approval along with local and other applicable ordinances and standards. All work will be performed under the direction of our registered Civil Engineers or Land Surveyors. BV utilizes proven best practices, staff specialists, and comprehensive web-based tools to provide timely review, responsiveness, and accurate and detailed review comments.

Flood/Floodplain Management

BV provides comprehensive review of projects proposed within the designated floodplain. The firm will review plans for compliance with federal, state, and local adopted regulations and practices. Plan checks will consider FIRM map designations, Flood Plain Elevation Certificate review, and also consider any LOMA, LOMR, or CLOMR's appropriately approved for the proposed project. Flood plain resistant construction will be plan checked and inspected in accordance with adopted regulations and standards as well as pertinent FEMA Technical Bulletins.

Final Maps and Parcel Maps

Review Final Maps and Parcel Maps for conformance to the requirements of the Subdivision Map Act, the Land Surveyors Act, the City's Municipal Code and ordinances, the approved

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Tentative Map, and any conditions of approval which have been set by the Planning Commission. Certify the technical accuracy of approved maps in accordance with §66442 and §66450 of the Subdivision Map Act.

Reversions to Acreage

Review Reversions to Acreage Maps prepared pursuant to §66499.11 of the Subdivision Map Act.

Lot Line Adjustments and Parcel Mergers

Review of legal descriptions prepared to affect Lot Line Adjustments pursuant to §66412(d), and Parcel Mergers pursuant to §66451.10 of the Subdivision Map Act.

Legal Descriptions and Plats

Review and/or preparation of legal descriptions and plats for right-of-way takes, easements, or for other purposes when necessary.

Certificates of Correction

Review of proposed map amendments and Certificates of Correction prepared pursuant to §66469 of the Subdivision Map Act

PLAN REVIEW METHODOLOGY

BV's proposed team familiarizes themselves with the requirements of a public agency before beginning a review. The firm has extensive public sector experience, which assures the public's interests are fully protected. BV believes technical competence, while expected, is not enough. Experience with thorough examinations of issues and impacts is needed in addition to the purely technical considerations. The firm has devoted a great deal of time and effort over the years to refining its approach and developing documentation to assist clients and train staff in understanding plan review procedures.

BV will work to ensure submittals are properly coordinated and tracked by following an established internal plan check coordination process in which each plan received for review is entered into the firm's Protrack database, processed, and returned on time to the client. BV's plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

To accomplish this the firm will:

- Screen and log each application to assure they are routed to all plan reviewers in a timely manner.

- Submittals are reviewed for compliance with all relevant state and City requirements. The log serves as a tracking device to assure turnaround times and completeness of the review.
- Plan reviews will be done in accordance with local, state, and federal regulations with which local jurisdictions are mandated to enforce as well as the codes and ordinances in effect by adoption at the time of plan review. Preliminary consultations will be provided to the applicant upon request, to assist and guide them in the design and plans preparation process.
- Information shown on each permit application is verified. Construction valuation is based on information provided by the City and compared to estimates provided by the applicant.
- Provide a thorough architectural and structural review of design drawings and details for compliance with the California Building Code architectural provisions, including provisions for safety glazing, building security, and noise insulation performance standards, to name a few. These reviews can also be performed on revisions to plans which have previously been approved for permit issuance.
- Plan review management
- BV assures corrections are handled as quickly and as clearly as possible. The firm's goal is to help the applicant through the plan review process. All corrections are identified based on compliance with specified codes and regulations.

Generally, corrections are identified in two ways. Notes are made on plans during electronic review or on hard copy plans, if appropriate, and a correction sheet is generated detailing what items need to be addressed before plans can be approved. The City shall approve the development of any customized correction sheets. Correction sheets for specific projects shall be forwarded to the City along with a cover memo containing at least the following:

- The date(s) plans were received and reviewed by BV
- The date(s) the applicant was notified of completed plan reviews
- The name and telephone number of the applicant

During the plan review process, BV is prepared to meet with the applicant or architect/engineer, City employees, or consultants at any time. Telephone discussions or meetings at project sites are welcomed to assure any plan review issues are handled efficiently. BV's goal is to issue approved plans as quickly as possible but in full compliance with laws, codes, ordinances, and regulations. Upon completion of the plan review, the following information package is prepared and logged as a minimum:

- Completed plan review documents which include sign-offs

C. APPROACH

- Transmittal letter documenting any conditions associated with issuance of a permit, if any
- Marked up plan review documents
- Two sets of approved building plans
- Backup documents and reports
- All documents shall be provided in a format desired by the City

Transmittal of Plans and Correction Lists

BV assumes responsibility for the pickup and return of plans. Upon notification, plans will be picked up from the City offices within 24 hours. Should the volume of work be sufficient, the firm proposes to establish regular pick up of plans on a consistent basis. BV will utilize a shipping courier at no additional cost to the City.

Upon completion of each plan review, the firm will forward a copy of the correction list to both the City and the applicant, by mail. When corrected plans are resubmitted, the previous procedure will be followed or the applicant may schedule an office visit to go over any corrections in person. When plans are completed, they are stamped, signed, and forwarded by BV staff. The firm's transmittal forms are customized for use unique to the City.

PLAN REVIEW TURNAROUND TIMES

BV provides plan review activities on a fast-track basis to reduce the impact on project construction schedules. Turnaround times for each submittal relate to the size and nature of the submittal as well as the impact on the project construction schedule. To reduce turn around times for plan check, the firm uses electronic submittals, phased submittals, conference calling, video-conferencing, and visits by plan check staff to design offices of the engineer or architect.

BV has built long-term partnerships with many agencies and municipalities. The firm understands accuracy, efficiency, and integrity in all aspects of professional services is required. Testimony to BV's professional excellence is the fact it has a large number of repeat clients and client referrals. Due to the firm's large pool of accessible resources, it is able to assemble experienced personnel in order to assist with project schedule recovery when necessary. BV also accommodates preliminary reviews to facilitate fast tracked or accelerated projects. This aids with timely turnaround and creates good public relations. The firm's staff makes recommendations for resolutions, if requested. The firm also meets with agencies, City staff, and citizens, as needed, to discuss its findings.

In order to meet the needs of the City of Stanton, BV will provide services with the goal of exceeding City's expectations by providing experienced, expert staff who will deliver timely, convenient, and responsive Building and Safety services consistent with all items in the RFP which detail the City's expected scope of work.



C. APPROACH

Anticipated Turnaround Times

Plan Check Service	Initial Check (working days)	Recheck (working days)	Expedited Initial Review	Expedited Recheck
Minor Alterations or Additions	Onsite by Appt.	Onsite by Appt.	Onsite by Appt.	By Appt.
Residential addition and/or accessory building	7	5	5	3
New Residential, Single Tenant Dwellings	7	5	5	3
Commercial TI	10	5	5	3
Multi-Residential and New Multi-Residential, Commercial, and Industrial	10	7	7	5
Commercial Construction Under 10,000 SF	10	7	7	5
Commercial Construction Under 10,000 SF	Dependent upon complexity of project. Plan check times for large or complex projects may be negotiated.			
Civil Engineering, Grading, Map Reviews, Street Improvement Plans (Typical Projects)	10	7	7	5
Civil Engineering, Grading, Map Reviews, Street Improvement Plans (Large Projects)	15	10	10	7
Other Services				
Building inspection	The following working day if request is received before 5 PM. Emergency/disaster inspections immediately and weekends			
Permit Assistance at the Public Counter	Immediately			
Return of Telephone Calls and E-mails	On the same day			
Monthly Accounting and Reporting	Completed within the first 15 days after close of the month			

- Rechecks can be done by appointment with applicants at City Hall or at the firm's local office.
- Large/complex projects review timeline to be negotiated.

Building Inspection

BV inspectors are ICC certified and have extensive experience in the construction trades as well. Fast-track projects may be built into small phases based on incremental design and fabrication steps. In such cases, the firm's inspection team keeps daily logs to track corrections and plan review changes. BV's highly qualified inspectors are able to deliver services for a myriad of structures including multi-family dwellings and nonresidential, combination residential, industrial, commercial, and many more.

BV's inspection teams also have the capacity to provide on-call building inspection services to cover staff vacation time, peak work loads, specialized inspection activities, and any other situations which may arise. These activities may include next-day inspections and same-day response to important or urgent requests. BV's building inspection services can be adjusted to provide a high level of coordination specifically suited to the design-build concept.

C. APPROACH

BV will provide the City with ICC certified personnel to provide the following services:

- Read and study project specifications, plans, and drawings to become familiar with the project prior to inspection, ensuring structural or architectural changes have been stamped as approved by appropriate authority and recognizing the need for and requiring plan checks for electrical, plumbing, and mechanical code requirements.
- Perform and document inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements including known local, city, state, and federal requirements.
- Review plans for building construction, plumbing, electrical, and mechanical details prior to making inspection.
- Work closely with property owners and consultants to provide solutions to problems on-site.
- Bring to the attention of the City for approval of certain changes in building, plumbing, mechanical, electrical, and related work consistent with code and ordinance requirements.
- Participate in reviews with fire, health, and other government agency inspectors, as well as owners.
- Maintain a record of non-complying items and follow up to resolution of such items.
- Systematically log and enter the status of construction inspection activities and records.
- Upon request, the firm will inspect existing buildings for substandard, unsafe conditions.

Permit Counter Services

BV is available to work and build positive relationships with the City's staff to seamlessly staff the public counter, issue counter permits, answer plan review or inspection questions, and assist the public with a high level of customer service.

BV's permit technician services may include, but are not limited to, the following:

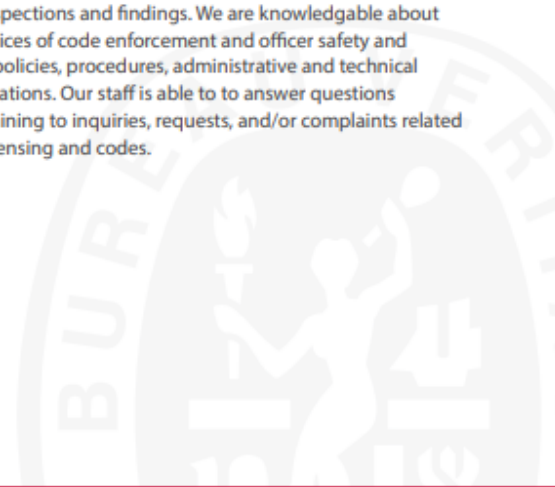
- Interface with the public (architects, engineers, consultants, business owners, homeowners, etc.), internal

staff, and related departments and assist with building, planning, engineering, and fire permit requirements, applications and permit fees, application filing procedures and processing, and permit status

- Coordinate and route Construction Documents to the appropriate City staff for plan review and approval
- Review permit applications for accuracy and completeness
- Accept, login, and route plan submittals
- Calculate and/or collect fees
- Issue permits, when authorized
- Maintain permit records
- Use jurisdiction permitting programs and/or software, where applicable
- Provide assistance with general office and administrative duties as assigned

Code Enforcement

BV staff has been providing code enforcement services to many jurisdictions for decades, enforcing requirements and regulations of municipal codes related to property maintenance, signage, business occupancies and public nuisance codes. BV staff can work with the City staff to investigate violations of City codes and ordinances, collect and analyze data, present cases to City Attorney, issue notices on violations and maintain an accurate record of inspections and findings. We are knowledgeable about practices of code enforcement and officer safety and City policies, procedures, administrative and technical regulations. Our staff is able to answer questions pertaining to inquiries, requests, and/or complaints related to licensing and codes.



D. PROFESSIONAL QUALIFICATIONS

PROFESSIONAL QUALIFICATIONS

BV has assembled a team of experts who are equipped to provide the delivery of exemplary services associated with the provision of Building and Safety Services to the City of Stanton. Each individual brings a wealth of expertise and has been specifically chosen for their experience in performing the required scope of work detailed in the request, as well as their extensive list of certifications and licenses. The organizational chart below depicts lines of communication and areas of work for each professional. The key individuals are highlighted in red.



EXHIBIT "B"

COMPENSATION

G. COST PROPOSAL

COST PROPOSAL - CITY OF STANTON BUILDING AND SAFETY SERVICES

Bureau Veritas' pricing reflects our commitment to the success of the City of Stanton by helping you maintain significant quality and cost saving benefits. These include:

- Highly qualified staff dedicated to the City's needs
- Reduced plan review turnaround times and rapid responses to inspection requests
- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Confidence of working with a well-established consultant in business for 194+ years

PLAN REVIEW PERCENTAGE OF FEE, BASED ON CITY'S COLLECTED FEES		
55%		
HOURLY RATES		
STAFF LEVEL CLASSIFICATIONS	Hourly Rates	
Project Manager / Building Official	\$165.00	
Senior Plan Review Engineer	\$150.00	
Plan Review Engineer (PE)	\$137.00	
ICC Certified Plans Examiner	\$116.00	
CASp 1 (Plan Review and Inspections)	\$126.00	
CASp 2 (ADA Scoping, Design Assessments and ROW Support)	\$158.00	
Senior ICC Certified Building Inspector	\$110.00 - \$125.00	
ICC Certified Building Inspector	\$90.00 - \$110.00	
Permit Technician	\$65.00 - \$88.00	
Administrative Support	\$55.00 - \$75.00	
Senior Civil Engineer	\$155.00	
Civil Engineer	\$135.00	
Public Works Inspector	\$135.00	
Engineering Technician	\$70.00 - \$85.00	
Solar Program	Per Off-Site Review	Turn Around
Typical Solar Review (10Kw or less)- Initial Review	\$150.00	4 Working Days
Typical Solar Review (10Kw or less) - Subsequent Review	\$50.00	2 Working Days
Expedited Solar Review (10Kw or less) - Initial Review	\$250.00	2 Working Days
Expedited Solar Review (10Kw or less)- Subsequent Review	\$70.00	1 Working Day

- Plan review percentage of fee rate includes up to 3 reviews.
- Fast track / expedited plan reviews shall be an additional 1.5 times the fees shown above.
- All Employees classified as "non-exempt" will be compensated at 1-1/2 times salary for overtime hours as per State and Federal wage and hour laws. No overtime (OT) will be charged without prior consent.
- Rates and cost estimates shown above exclude per diem, prevailing wage and union rates. Should these be applicable, BV will discuss and negotiate fees with the City's approval to account for increased personnel costs.
- On-site hourly services to be invoiced a minimum of 4 hours per day on-site services are provided.
- Extremely large and/or complex projects may be pre-negotiated.
- Mileage for employee-owned vehicles used in connection with the work will be at the current IRS rate.
- Fees are subject to an annual increase per the CPI from Engineering News Record (ENR) with City's prior approval.
- Solar Program pricing is for offsite review; onsite support would fall under Plan Review or Plan Examiner hourly rate.
- Minimum plan review fee (excluding residential solar) is \$250.00.



**BUREAU
VERITAS**

PROPOSAL

CITY OF STANTON

BUILDING AND SAFETY SERVICES

PRESENTED TO
City of Stanton
Attention: Jennifer Lilley, AICP
Community and Economic Development Director
7800 Katella Avenue
Stanton, California 90680

October 6, 2022

CONTACTS REGARDING THIS SUBMITTAL
Trang Huynh, P.E., C.B.O.
Regional Manager / Project Manager
BUREAU VERITAS
220 Technology Drive, Suite 100
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E. trang.huynh@bureauveritas.com
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Craig Baptista, M.B.A.
Vice President, Facilities - West Region
BUREAU VERITAS
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E. craig.baptista@bureauveritas.com
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A. COVER LETTER



B U R E A U

V E R I T A

A. COVER LETTER

October 6, 2022

City of Stanton
Attention: Jennifer Lilley, AICP
Community and Economic Development Director
7800 Katella Avenue
Stanton, California 90680

Re: Proposal for Building and Safety Services

On behalf of Bureau Veritas (BV), we are pleased to present our proposal to provide Building and Safety Services to the City of Stanton, CA (the City). We take great pride in our ability to provide exemplary, responsive service to our clients. Our proposal will highlight our experience providing similar services for other cities, counties and building departments.

We have the breadth and depth of resources, skills and expertise needed to provide excellent building and safety services for the City of Stanton, as requested in the RFP. Since 1975, BV has provided these services to nearly 200 agencies throughout California. Our commitment to providing accurate and appropriate solutions to our clients and our ability to quickly and effectively meet the needs of the communities we serve will make BV an ideal partner for the City of Stanton.

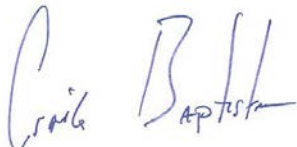
We offer optimal solutions to deliver quality services:

- Local team dedicated to the City of Stanton's needs
- Unparalleled building and safety, civil engineering and grading expertise
- Timely reviews, transparency, and responsiveness
- Depth of resources and close proximity to maximize flexibility and deliver quality services
- Licensed and certified professionals
- Proven web-enabled best practices, quality control processes, and electronic plan check
- Proven experience providing services in the Orange County region

BV has the breadth of expertise, staff continuity, depth of resources, and proven track record for reliable, responsive service and timely reviews. We believe our experience and expertise make us the right choice for the City of Stanton. Trang Huynh, P.E., C.B.O., Regional Manager, will be responsible for day-to-day management tasks of Building Official when required. His qualifications also allow him to be the onsite plan review engineer and perform occasional inspection work. Trang lives in the northern part of Garden Grove just 10 minutes from the City of Stanton and will be able to respond quickly to any needs. Craig Baptista, Vice President, Facilities - West Region, is authorized to bind the firm to the contract.

We look forward to the opportunity to serve the City of Stanton and your community.

Sincerely,



Craig Baptista, M.B.A.
Vice President, Facilities - West Region
180 Promenade Circle, Suite 150
Sacramento, CA 95834
O. 916.514.4516 | C. 916.291.9151
E. craig.baptista@bureauveritas.com



Trang Huynh, P.E., C.B.O.
Regional Manager / Project Manager
220 Technology Drive, Suite 100
Irvine, CA 92618
O. 714.431.4123 | C. 714.487.4223
E. trang.huynh@bureauveritas.com

B. COMPANY PROFILE



BUREAU

VERITAS

B. COMPANY PROFILE

FIRM BACKGROUND

Bureau Veritas (BV) has been a leader in building safety services since 1975, with a focus on helping local jurisdictions meet the needs of their communities and promoting strong community development.

Many of the firm's staff have been public agency employees or augmented public agency personnel who know and understand government processes. Consequently, BV is ready to step in immediately at whatever level the City requires and bring one integrated source to meet its needs.



Our history includes over 194 years of providing worldwide regulatory compliance service to industry and governmental agencies. Founded in 1828, BV is a global leader in quality assurance, health, safety, and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations and with over 75,000 employees, BV has unparalleled resources to manage projects requiring a broad range of expertise across vast geographies. With operations in 140 countries across six continents, BV draws on the synergies between its local teams and dedicated technical centers throughout the world. BV's local presence allows it to provide timely delivery and exceptional customer service in the most cost-effective manner.

What Sets BV Apart

BV understands while the company offers a wide range of services, not every client needs the same solutions. The firm's ability to offer a variety of customizable services for each client makes BV an ideal partner. The firm is committed to timely and ongoing communication with both the City and applicants and is dedicated to working closely with stakeholders to address deficiencies in an effort to expedite the plan review and approval process. BV's team will consistently share best practices and discuss resolutions to code interpretations and deficiencies. BV is justly suited to provide consulting services as the firm is solution-oriented and possesses the following:

Unparalleled Building Safety and Code Consulting Expertise

- Consulting to 150+ agencies in California
- Proven turnkey engineering and building safety track record to more than 500 agencies nationally for more than 45 years
- Project management and staff augmentation expertise
- Key staff which have assisted in the development and implementation of the latest California codes

Depth of Resources and Proximity to Meet Peak Workloads

- Plan Review and Inspection Services will be provided out of the firm's office located in Irvine, CA
- 200+ offices throughout the United States with 7 in the state of California dedicated to building and safety services
- Registered engineers and ICC certified staff with extensive code compliance expertise and experience

Best Practices and State-of-the-Art Processes to Consistently Meet Turnaround Schedules

- First U.S. firm to achieve IAS Certification for third party accreditation
- Comprehensive and formalized plan check procedure
- Award-winning, web-based project tracking and controls
- A commitment to early and ongoing communication including pre-submittal meetings, one-on-one reviews, etc. to expedite the approval process
- Electronic plan review to save time, money, and paper - a GREEN solution

Putting the Right People to Work for You

BV has extensive resources and a large pool of licensed and certified experts who are equipped to handle all of the City of Stanton's needs. The firm's professionals have extensive experience in educational, residential, commercial, industrial, and other related projects of all sizes and complexities, allowing them to tailor solutions specifically to client needs.

Our Project Manager, Trang Huynh, P.E., C.B.O., is a longtime Orange County resident with a strong knowledge of, and dedication to, community needs. Committed to the provision of high-quality services, BV has the capacity to seamlessly augment staffing and resources to ensure a project is appropriately supported and effectively fulfilled.

B. COMPANY PROFILE

CUSTOMER SERVICE COMMITMENT

We are able to provide extremely responsive service to the City to meet staff coverage needs for vacation, sick time and other service management tasks. We will work directly with your team to ensure seamless progress on projects and are able to accommodate fluctuating staffing needs including requests on short-notice. In addition to our robust local staff, the firm is supported by hundreds of professionals throughout our California offices, making it possible to have highly qualified plans examiners and inspectors available expeditiously for virtually any project. BV will provide all necessary resources, materials, equipment, tools, and technology to its staff to perform the work outlined in the City of Stanton's RFP. Each office has a substantial library which is continually updated with the most current code books and reference materials. BV professionals are capable of going above and beyond to handle the scope of services requested from the City.

PRINCIPAL OFFICE SERVING THE CITY OF STANTON

BV proposes a highly qualified, multi-faceted core team of professionals dedicated to assisting the City of Stanton. The firm's partnership with the City will be managed out of its office in Irvine, CA and augmented by staff located throughout the state as needed. This will facilitate quick and efficient responses to all service needs. BV takes pride in its deep pool of building plan review and inspection experts. BV's offices are strategically located to minimize travel time between projects. The firm's goal is to ensure the City's projects will be efficiently managed in the most cost-effective manner possible.

Primary Location:

IRVINE
220 Technology Drive
Suite 100
IRVINE 92618
Tel: 949.860.4800

Project Manager:

Trang Huynh, P.E., C.B.O.
Regional Manager
Office: 714.431.4123
Cell: 714.487.4223
trang.huynh@bureauveritas.com

Additional California Locations:

PASADENA
600 N. Rosemead Blvd.
Suite 205
PASADENA, CA 91107
Tel: 626.325.9800

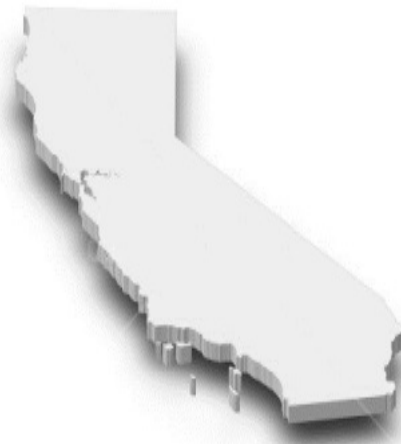
SACRAMENTO
180 Promenade Circle
Suite 150
SACRAMENTO 95834
Tel: 916.725.4200

WESTLAKE VILLAGE
250 N. Westlake Blvd
Suite 150
WESTLAKE VILLAGE 91362
Tel: 805.230.2888

SANTA ROSA
111 Santa Rosa Ave,
Suite 406
SANTA ROSA 95404
Tel: 707.206.1265

SAN DIEGO
9988 Hibert Street
Suite 100
SAN DIEGO 92131
Tel: 858.863.2000

ATASCADERO
5905 Capistrano Ave
Suite F
ATASCADERO 93422
Tel: 805.792.1109



C. APPROACH



BUREAU

VERITAS

C. APPROACH

UNDERSTANDING AND APPROACH



Bureau Veritas understands the scope of work requested in the City of Stanton’s RFP and is prepared to allocate the necessary resources to deliver exemplary services by staff with strong expertise and many years of experience. Our robust and dedicated local Irvine team is poised to meet your needs with support from our additional offices as needed.

We are able to support all of the City of Stanton’s projects including the expansion and renovation of the current Dixie Hotel, four new condominium units on Kermore Lane and KB Home’s proposed 36-unit detached condominium project.

STRENGTH OF TEAM RESOURCES

BV’s team includes a dedicated, responsive local staff backed by a strong breadth of personnel resources throughout California which can be utilized to accommodate increasing jurisdictional needs.

The firm’s California staff includes the following:

Number of California Professionals	
Principals	4
Structural/Civil Engineers/Architects	55
Engineering Technicians	25
Chief Building Officials	12
Building and Safety (ICC Certified)	150
Fire Protection	15
Planning	8
Permit Technicians, Other/Admin Support	22

TRANSITION PLAN

When BV is selected to perform services, our Project Manager will work directly with your designated representatives to ensure a smooth transition without interruption of service to the community. BV has successfully performed “passing the baton” for hundreds of client jurisdictions over the past 40+ years. Our designated project managers are seasoned

industry leaders with decades of first-hand knowledge of agency needs and existing strong relationships in the building safety community.

When beginning work for a jurisdiction, we begin with a 5-step process toward meeting the critical objective of ensuring a seamless transition.

These steps are summarized below:

Step 1	Meet with City management after selection to discuss issues important to the City
Step 2	In collaboration with the City, assess future work program
Step 3	Review existing projects and status
Step 4	Develop implementation plan with City
Step 5	Meet with key stakeholders and designers

SERVICE CAPABILITIES

Building Official

For services provided to the City of Stanton, the designated Building Official, Trang Huynh, P.E., C.B.O. is a professional engineer who is able to perform in-house plan checks and inspections, delivering responsive customer service excellence to the City.

As needed, Trang will be available to serve the needs of the City including availability for 24-hour, emergency on-call services as needed. He will work directly with City staff to prepare accurate interpretations of the Code requirements, to adopt and process new codes and their requirements, and to act as a general point of contact for the jurisdiction. He will also provide the support and direction necessary to facilitate timely and efficient work amongst the jurisdictional staff and other departments.

Trang is able to analyze applicable ordinances and resolutions of jurisdictions and make recommendations for approval of appropriate code adoptions, amended as necessary in accordance with the applicable code, to implement an effective and compliant code enforcement program. He is current on applicable code requirements adopted at the state or federal levels and inform and implement as necessary for jurisdictional compliance.

In addition, Trang can attend staff, board, and council

C. APPROACH

meetings as required and mutually agreed upon. He will oversee other firm staff as well as provide guidance for City staff, applicants, designers, and contractors to navigate the code. Trang and our support team will be up to date on code changes and will assist in implementing those changes.

Typical duties of the building official can include:

- Manage and oversee the building department
- Perform onsite plan check and inspections for the City
- Guide inspectors and plan reviewers on adopted codes and local amendments
- Make recommendations regarding local amendments and code adoption
- Serve as liaison between BV and the City
- Serve as liaison between the building department and other City departments
- Attend meetings as requested and agreed upon
- Report building department activities as requested and agreed upon
- Assess applicant and client satisfaction
- Attend pre-submittal meetings when needed
- Assist in improving the processes and procedures of the building department, if requested

Building Plan Check

BV provides full service code consulting and plan review services. The firm's personnel have performed and managed plan review for thousands of projects. Project types include office and industrial, hotels, institutional occupancies, single-family tract and custom homes, tilt-up shells, tenant improvements, and infrastructure. BV staff have considerable review experience of virtually any structure requiring permits, plan reviews, and inspections. Geotechnical, lab testing, and other reports are considered in the plan review process. The firm is well positioned to meet the needs of the City and deliver discipline-specific plan reviews (e.g., structural, mechanical, access, street, drainage, map, civil infrastructure).

The firm has specific experience working through a variety of challenges including infill commercial development, adaptive reuse and change of occupancies of existing buildings, retrofit of un-reinforced masonry or soft-story buildings, large commercial shopping centers and mixed-use multi-family developments, live-work projects, and high tech, research and development facilities.

BV's plan review services for the City shall endeavor to adhere to current codes, with detailed plan review letter

comments, reference plan sheets numbers and code sections, and two copies (one electronic) of the plan review corrections list are provided for each reviewed project. Services include recheck of plans after the applicant has made corrections, review and recheck of field changes, and deferred submittals and review and recheck of additional work on the project as needed.

BV has the capacity to provide the following plan review services to the City of Stanton:

- Architectural, fire and life safety plans examination
- Structural plans examination
- Energy code plans examination
- Accessibility requirements including
 - » Barrier free plans examination requirements
 - » Disabled access
 - » CASp
 - » ADA
- Mechanical, plumbing, and electrical code plans examination
- Review and approval of alternate materials, alternative design and methods of construction
- Fire plan check including:
 - » Fire sprinkler/fire alarm
 - » Smoke detection and dampers
 - » Underground
- Green Building and LEED consulting including:
 - » LEED submittal consultation
 - » Green building consulting including CAL Green
 - » ENERGY STAR verification
 - » Energy efficiency audits
 - » Solar Review
- Civil plans examination including:
 - » Grading and drainage
 - » NPDES/SWPPP
 - » Development
 - » Infrastructure
 - » Water and wastewater
 - » Sewer

Architectural Review

BV blends the knowledge of local conditions with a large pool of California licensed or certified building safety experts equipped to handle all building department needs. The firm is able to tailor its solutions specific to the City as a result of having provided plan review, inspection services, specialty reviews, and municipal administrative support for over 40 years.

C. APPROACH

Structural Review

BV is uniquely qualified and experienced in structural review and inspection. The firm has plan review and inspection personnel which have specialized experience with multi-family residential, hotels, resorts, retail, commercial, industrial, high-tech facilities, etc. BV has several experienced structural engineers on staff who are immediately available to tackle the City's most complex projects. BV can provide a complete structural review of design drawings, details, and calculations for both vertical loads and lateral seismic and wind forces, in accordance with the California Building Code structural provisions.

Mechanical Review

The California Building Code is supported by ancillary codes such as the California Mechanical Code and any others specifically designated and adopted by the City. BV's staff includes licensed and certified mechanical engineers and inspectors who have the knowledge, training, and experience necessary to review plans for compliance with these codes. Firm staff, who are available immediately to the City, have reviewed heating, cooling, distribution and return air systems, hoods, and product conveyance system plans for a variety of projects including single family residential, multi family residential, custom homes, resorts, and hotels.

Plumbing Review

The California Building Code is supported by ancillary codes such as the California Plumbing Code and any others specifically designated and adopted by the City. BV's staff has the knowledge, training, and experience necessary to review plans and inspect construction for compliance with these codes. The firm has licensed and certified mechanical engineers on staff to assist with plumbing reviews when needed. Firm staff have reviewed fuel gas, medical gas, potable and non-potable water piping and waste piping systems, and rainwater system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

Electrical Review

Electrical review and inspection to verify energy compliance is included in all projects in accordance with mandates from the applicable energy standards for non-residential construction. The firm has licensed and certified electrical engineers and inspectors with extensive plan review and inspection experience which have reviewed service installation, transformers, emergency power, panel distribution, single line diagrams, power, and lighting system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

Green Building Review

BV has plan review engineers, plans examiners, and inspectors who are well versed and experienced with energy code compliance. Firm staff have been involved at various levels of energy code development in California and are certified to review and inspect for energy codes. BV staff have reviewed plans, and inspected projects, which incorporate new technology, and complex energy code compliance. The firm has staff available to the City who are CAL Green Certified.

CASp / Disabled Access Review

BV has extensive experience and capability to provide complete plan review and inspection utilizing individuals who possess CASp certification. BV has CASp certified individuals who are able to respond to the needs of the City quickly. The firm currently provides CASp certified individuals to jurisdictions throughout California to meet the requirements of SB 1608. Additionally, the team includes ICC Certified accessibility plans examiners and inspectors who routinely conduct accessibility reviews of projects throughout the state from minor restroom upgrades to significant ADA compliance improvements.

Civil Engineering, Map, Street Improvement, Water and Sewer Plan Reviews

BV's extensive experience providing Plan Check Services to other public agencies enables us to evaluate items which are essential to providing effective services to the City.

We offer services that range from reviewing a single, complex or unique project to handling all plan check needs for the City. Our staff are dedicated to providing the highest level of customer service and ensuring that all work is in conformance with all requirements. Our resources can be adjusted on fast-track projects to meet demanding schedules, as needed.

Plan Check Compliance Standards

Our professional staff evaluates all city, state, and federal requirements applicable to the project before beginning a plan check. Requirements for civil infrastructure originate from multiple sources including statutory requirements, local ordinances and design guidelines, federal requirements such as ADA and NPDES, state requirements including the requirements of any affected utilities, districts, or agencies.

Civil infrastructure and site plans are reviewed for conformance to the following quality standards:

- Greenbook
- Geotechnical Report recommendations

C. APPROACH

- Conditions of Approval of the use permit or Tentative Map
- Municipal Code and local ordinances
- Jurisdiction's design guidelines and standard plans and specifications
- ADA and Title 24 accessibility standards
- NPDES C.3 requirements when applicable
- Environmental mitigation requirements
- Requirements of affected outside agencies and utility districts

Our professional plan checkers will provide a comprehensive assessment of the conformance of submitted improvement plans to these quality standards.

Improvement Plan Check Tasks

The following outlines our typical scope of services for the review of plans:

- Grading plans
- Storm drain plans
- Street improvement plans
- Traffic signal plans
- Tenant improvement plans
- Water, sewer and reclaimed water pipeline plans
- Water, sewer and reclaimed water mechanical and electrical plans
- Structural plans, technical specifications, and structural calculations for retaining walls, sound walls, bridges and other structures and structural components.
- Structural and technical calculations, studies, and reports associated with various plan submittals
- Tract and parcel maps
- Records of Survey
- Lot line adjustments
- Easement documents
- Water Quality Management Plans
- Other plans, drawings, specifications, and surveying documents as needed.

Prompt delivery of quality plan checks is the hallmark of our service. To achieve this, it is important for the plan examiner to see the "big picture" during the approval process and to expedite the review while assuring

adherence to all City standards and requirements.

At the completion of each review, comments noting any deficiencies are prepared for the Applicant. Review comments may be distributed by the City staff or directly to the Applicant by BV depending on the City's preference. Copies of review letters are always forwarded to the City for its records and files. Our customary practice is to provide comments in narrative form in a memorandum. We find this method to be more precise than just marking the submittal alone. Additionally, this method facilitates the transmission and preservation of comments in electronic format.

Development Review & Entitlement Processing

Accurate, timely civil engineering plan, and final map reviews facilitating land development projects requires a strong public-private partnership. Project momentum must be balanced with engineering, water quality, traffic, public safety, and final map plans that comply with applicable codes, requirements, and design standards. The various parties need impartial counsel from registered engineers and land surveyors with a quick turnaround of review comments. Development review and entitlement processing involves working seamlessly with the public agency and developer in the preliminary planning stages.

This facilitates development agreements along with the review of civil engineering plans and maps for conformance including conditions of approval along with local and other applicable ordinances and standards. All work will be performed under the direction of our registered Civil Engineers or Land Surveyors. BV utilizes proven best practices, staff specialists, and comprehensive web-based tools to provide timely review, responsiveness, and accurate and detailed review comments.

Flood/Floodplain Management

BV provides comprehensive review of projects proposed within the designated floodplain. The firm will review plans for compliance with federal, state, and local adopted regulations and practices. Plan checks will consider FIRM map designations, Flood Plain Elevation Certificate review, and also consider any LOMA, LOMR, or CLOMR's appropriately approved for the proposed project. Flood plain resistant construction will be plan checked and inspected in accordance with adopted regulations and standards as well as pertinent FEMA Technical Bulletins.

Final Maps and Parcel Maps

Review Final Maps and Parcel Maps for conformance to the requirements of the Subdivision Map Act, the Land Surveyors Act, the City's Municipal Code and ordinances, the approved

C. APPROACH

Tentative Map, and any conditions of approval which have been set by the Planning Commission. Certify the technical accuracy of approved maps in accordance with §66442 and §66450 of the Subdivision Map Act.

Reversions to Acreage

Review Reversions to Acreage Maps prepared pursuant to §66499.11 of the Subdivision Map Act.

Lot Line Adjustments and Parcel Mergers

Review of legal descriptions prepared to affect Lot Line Adjustments pursuant to §66412(d), and Parcel Mergers pursuant to §66451.10 of the Subdivision Map Act.

Legal Descriptions and Plats

Review and/or preparation of legal descriptions and plats for right-of-way takes, easements, or for other purposes when necessary.

Certificates of Correction

Review of proposed map amendments and Certificates of Correction prepared pursuant to §66469 of the Subdivision Map Act

PLAN REVIEW METHODOLOGY

BV's proposed team familiarizes themselves with the requirements of a public agency before beginning a review. The firm has extensive public sector experience, which assures the public's interests are fully protected. BV believes technical competence, while expected, is not enough. Experience with thorough examinations of issues and impacts is needed in addition to the purely technical considerations. The firm has devoted a great deal of time and effort over the years to refining its approach and developing documentation to assist clients and train staff in understanding plan review procedures.

BV will work to ensure submittals are properly coordinated and tracked by following an established internal plan check coordination process in which each plan received for review is entered into the firm's Protrack database, processed, and returned on time to the client. BV's plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

To accomplish this the firm will:

- Screen and log each application to assure they are routed to all plan reviewers in a timely manner.

- Submittals are reviewed for compliance with all relevant state and City requirements. The log serves as a tracking device to assure turnaround times and completeness of the review.
- Plan reviews will be done in accordance with local, state, and federal regulations with which local jurisdictions are mandated to enforce as well as the codes and ordinances in effect by adoption at the time of plan review. Preliminary consultations will be provided to the applicant upon request, to assist and guide them in the design and plans preparation process.
- Information shown on each permit application is verified. Construction valuation is based on information provided by the City and compared to estimates provided by the applicant.
- Provide a thorough architectural and structural review of design drawings and details for compliance with the California Building Code architectural provisions, including provisions for safety glazing, building security, and noise insulation performance standards, to name a few. These reviews can also be performed on revisions to plans which have previously been approved for permit issuance.
- Plan review management
- BV assures corrections are handled as quickly and as clearly as possible. The firm's goal is to help the applicant through the plan review process. All corrections are identified based on compliance with specified codes and regulations.

Generally, corrections are identified in two ways. Notes are made on plans during electronic review or on hard copy plans, if appropriate, and a correction sheet is generated detailing what items need to be addressed before plans can be approved. The City shall approve the development of any customized correction sheets. Correction sheets for specific projects shall be forwarded to the City along with a cover memo containing at least the following:

- The date(s) plans were received and reviewed by BV
- The date(s) the applicant was notified of completed plan reviews
- The name and telephone number of the applicant

During the plan review process, BV is prepared to meet with the applicant or architect/engineer, City employees, or consultants at any time. Telephone discussions or meetings at project sites are welcomed to assure any plan review issues are handled efficiently. BV's goal is to issue approved plans as quickly as possible but in full compliance with laws, codes, ordinances, and regulations. Upon completion of the plan review, the following information package is prepared and logged as a minimum:

- Completed plan review documents which include sign-offs

C. APPROACH

- Transmittal letter documenting any conditions associated with issuance of a permit, if any
- Marked up plan review documents
- Two sets of approved building plans
- Backup documents and reports
- All documents shall be provided in a format desired by the City

Transmittal of Plans and Correction Lists

BV assumes responsibility for the pickup and return of plans. Upon notification, plans will be picked up from the City offices within 24 hours. Should the volume of work be sufficient, the firm proposes to establish regular pick up of plans on a consistent basis. BV will utilize a shipping courier at no additional cost to the City.

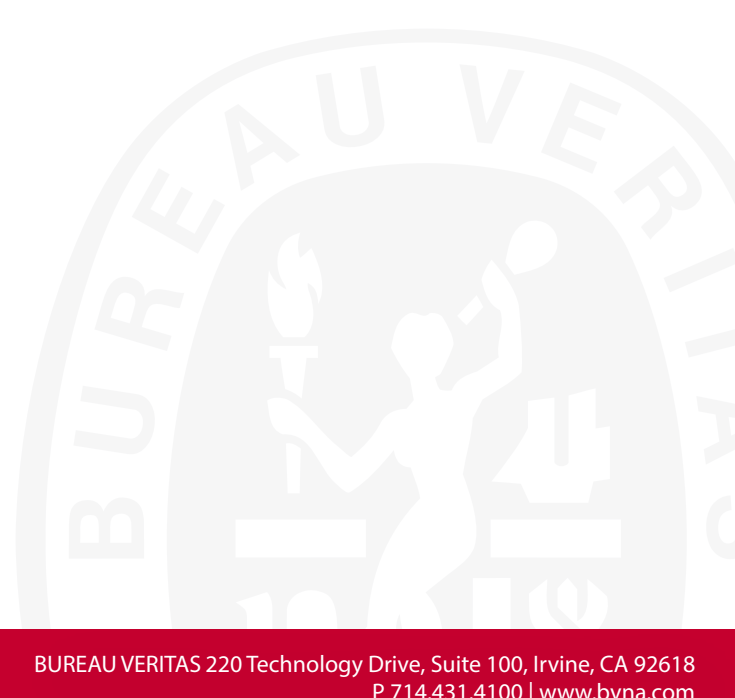
Upon completion of each plan review, the firm will forward a copy of the correction list to both the City and the applicant, by mail. When corrected plans are resubmitted, the previous procedure will be followed or the applicant may schedule an office visit to go over any corrections in person. When plans are completed, they are stamped, signed, and forwarded by BV staff. The firm's transmittal forms are customized for use unique to the City.

PLAN REVIEW TURNAROUND TIMES

BV provides plan review activities on a fast-track basis to reduce the impact on project contraction schedules. Turnaround times for each submittal relate to the size and nature of the submittal as well as the impact on the project construction schedule. To reduce turn around times for plan check, the firm uses electronic submittals, phased submittals, conference calling, video-conferencing, and visits by plan check staff to design offices of the engineer or architect.

BV has built long-term partnerships with many agencies and municipalities. The firm understands accuracy, efficiency, and integrity in all aspects of professional services is required. Testimony to BV's professional excellence is the fact it has a large number of repeat clients and client referrals. Due to the firm's large pool of accessible resources, it is able to assemble experienced personnel in order to assist with project schedule recovery when necessary. BV also accommodates preliminary reviews to facilitate fast tracked or accelerated projects. This aids with timely turnaround and creates good public relations. The firm's staff makes recommendations for resolutions, if requested. The firm also meets with agencies, City staff, and citizens, as needed, to discuss its findings.

In order to meet the needs of the City of Stanton, BV will provide services with the goal of exceeding City's expectations by providing experienced, expert staff who will deliver timely, convenient, and responsive Building and Safety services consistent with all items in the RFP which detail the City's expected scope of work.



C. APPROACH

Anticipated Turnaround Times

Plan Check Service	Initial Check (working days)	Recheck (working days)	Expedited Initial Review	Expedited Recheck
Minor Alterations or Additions	Onsite by Appt.	Onsite by Appt.	Onsite by Appt.	By Appt.
Residential addition and/or accessory building	7	5	5	3
New Residential, Single Tenant Dwellings	7	5	5	3
Commercial TI	10	5	5	3
Multi-Residential and New Multi-Residential, Commercial, and Industrial	10	7	7	5
Commercial Construction Under 10,000 SF	10	7	7	5
Commercial Construction Under 10,000 SF	Dependent upon complexity of project. Plan check times for large or complex projects may be negotiated.			
Civil Engineering, Grading, Map Reviews, Street Improvement Plans (Typical Projects)	10	7	7	5
Civil Engineering, Grading, Map Reviews, Street Improvement Plans (Large Projects)	15	10	10	7
Other Services				
Building inspection	The following working day if request is received before 5 PM. Emergency/disaster inspections immediately and weekends			
Permit Assistance at the Public Counter	Immediately			
Return of Telephone Calls and E-mails	On the same day			
Monthly Accounting and Reporting	Completed within the first 15 days after close of the month			

- Rechecks can be done by appointment with applicants at City Hall or at the firm's local office.
- Large/complex projects review timeline to be negotiated.

Building Inspection

BV inspectors are ICC certified and have extensive experience in the construction trades as well. Fast-track projects may be built into small phases based on incremental design and fabrication steps. In such cases, the firm's inspection team keeps daily logs to track corrections and plan review changes. BV's highly qualified inspectors are able to deliver services for a myriad of structures including multi-family dwellings and nonresidential, combination residential, industrial, commercial, and many more.

BV's inspection teams also have the capacity to provide on-call building inspection services to cover staff vacation time, peak work loads, specialized inspection activities, and any other situations which may arise. These activities may include next-day inspections and same-day response to important or urgent requests. BV's building inspection services can be adjusted to provide a high level of coordination specifically suited to the design-build concept.

C. APPROACH

BV will provide the City with ICC certified personnel to provide the following services:

- Read and study project specifications, plans, and drawings to become familiar with the project prior to inspection, ensuring structural or architectural changes have been stamped as approved by appropriate authority and recognizing the need for and requiring plan checks for electrical, plumbing, and mechanical code requirements.
 - Perform and document inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements including known local, city, state, and federal requirements.
 - Review plans for building construction, plumbing, electrical, and mechanical details prior to making inspection.
 - Work closely with property owners and consultants to provide solutions to problems on-site.
 - Bring to the attention of the City for approval of certain changes in building, plumbing, mechanical, electrical, and related work consistent with code and ordinance requirements.
 - Participate in reviews with fire, health, and other government agency inspectors, as well as owners.
 - Maintain a record of non-complying items and follow up to resolution of such items.
 - Systematically log and enter the status of construction inspection activities and records.
 - Upon request, the firm will inspect existing buildings for substandard, unsafe conditions.
- staff, and related departments and assist with building, planning, engineering, and fire permit requirements, applications and permit fees, application filing procedures and processing, and permit status
 - Coordinate and route Construction Documents to the appropriate City staff for plan review and approval
 - Review permit applications for accuracy and completeness
 - Accept, login, and route plan submittals
 - Calculate and/or collect fees
 - Issue permits, when authorized
 - Maintain permit records
 - Use jurisdiction permitting programs and/or software, where applicable
 - Provide assistance with general office and administrative duties as assigned

Permit Counter Services

BV is available to work and build positive relationships with the City's staff to seamlessly staff the public counter, issue counter permits, answer plan review or inspection questions, and assist the public with a high level of customer service.

BV's permit technician services may include, but are not limited to, the following:

- Interface with the public (architects, engineers, consultants, business owners, homeowners, etc.), internal

Code Enforcement

BV staff has been providing code enforcement services to many jurisdictions for decades, enforcing requirements and regulations of municipal codes related to property maintenance, signage, business occupancies and public nuisance codes. BV staff can work with the City staff to investigate violations of City codes and ordinances, collect and analyze data, present cases to City Attorney, issue notices on violations and maintain an accurate record of inspections and findings. We are knowledgeable about practices of code enforcement and officer safety and City policies, procedures, administrative and technical regulations. Our staff is able to answer questions pertaining to inquiries, requests, and/or complaints related to licensing and codes.

D. PROFESSIONAL QUALIFICATIONS



BUREAU

VERITAS

D. PROFESSIONAL QUALIFICATIONS

PROFESSIONAL QUALIFICATIONS

BV has assembled a team of experts who are equipped to provide the delivery of exemplary services associated with the provision of Building and Safety Services to the City of Stanton. Each individual brings a wealth of expertise and has been specifically chosen for their experience in performing the required scope of work detailed in the request, as well as their extensive list of certifications and licenses. The organizational chart below depicts lines of communication and areas of work for each professional. The key individuals are highlighted in red.



D. PROFESSIONAL QUALIFICATIONS

LEADERSHIP

BV is dedicated to delivering excellence to the City of Stanton in the provision of the requested Building and Safety services. Our leadership team has many years of experience in serving jurisdictional clients helping to successfully support our communities.



CRAIG BAPTISTA, M.B.A.

Vice President, Facilities - West Region / Principal-in-Charge

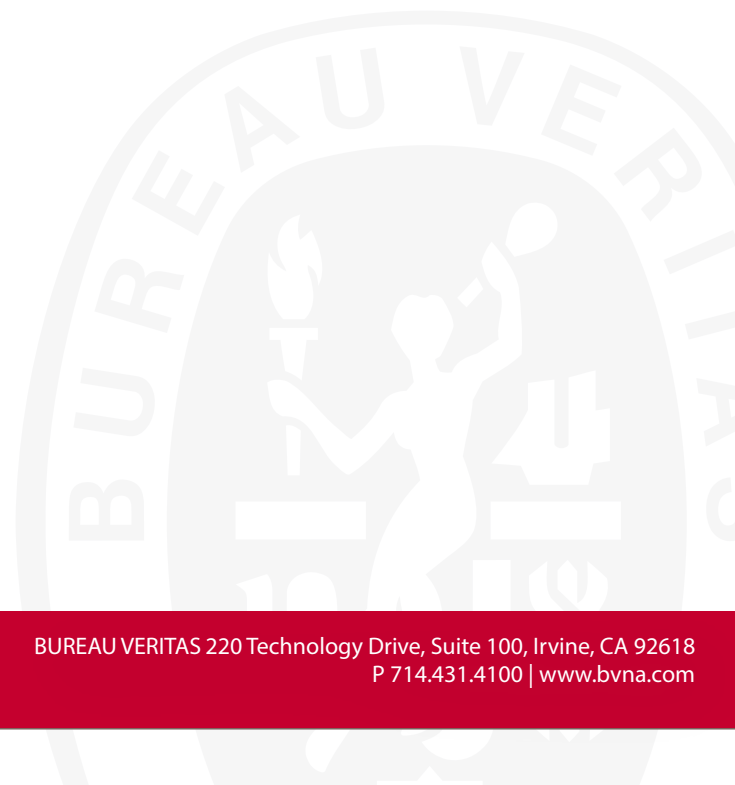
Craig is a business professional experienced in leading multiple branch operations spanning several states. With two decades of experience in the construction industry, he is a skilled communicator with proven experience as a facilitator of solutions for client problems and is a strategic thinker with the ability to translate vision into tactics. Craig is self-motivated, passionate and resourceful. He has expertise identifying client needs and is able to execute solutions to problems quickly by utilizing his professional busi-



TRANG HUYNH, P.E., C.B.O.

Regional Manager / Project Manager

Trang is an industry professional with more than 38 years of experience working in public and private services in the capacity of executive director, building official and plan review engineer. Trang has implemented public service programs and gained exceptional expertise in building and safety, community and economic development, public relations, redevelopment, financial and budget management, employee and organizational development, interfacing with state and local officials.



D. PROFESSIONAL QUALIFICATIONS

Manuel "Craig" Baptista

Vice President, West Region / Contract Liason

EDUCATION

M.B.A.

B.S., Business Management

REGISTRATIONS/CERTIFICATIONS

Six Sigma Green Belt Certified

OSHA 30

United States Navy:
Honorable Discharge

TOTAL YEARS OF EXPERIENCE

20+

Prior to joining Bureau Veritas, Craig served as Director of Operations and is a business professional experienced in leading multiple branch offices in various states. Craig has over 20 years of experience in the construction industry. He is results-oriented and has exceptional experience building and managing successful programs and relationships. He is a skilled communicator capable of articulating complex ideas in a concise and persuasive manner. Craig has proven experience as a facilitator of solutions for client problems and is a strategic thinker with the ability to translate vision into tactics. He is self-motivated, passionate and resourceful. Craig has expertise identifying client needs and is able to execute problems quickly by utilizing his professional business management skills. He is equally effective working independently or collaborating with others.

SELECT PROJECT EXPERIENCE

Craig has managed various projects as Director of Operations and successfully reduced operating expenses by 18% through implementation of a preventative maintenance program and establishment of a baseline repair cost matrix. He provided leadership, mentoring, direction and training for a 35 member Operations team that included Branch Managers, Project Managers, and other staff. He developed annual business plans, market strategies, operations and sales goals which resulted in year over year growth. Craig has worked on various significant projects, including, but not limited to:

- Apple Campus II in Cupertino, CA
- Cal Trans - Bay Bridge Project in Oakland, CA
- Tesla Gigafactory in Sparks, NV
- Souza Construction - Lemoore Naval Air Station Project in Fresno, CA
- Advance Range Solution - Fort Hunter Liggett in Jolon, CA
- Hensel Phelps - Mule Creek Prison in Lone, CA

Vice President, West Region

Bureau Veritas North America, Inc.

2015 - Present

Serves as Vice President for the West Coast code compliance division. Manages over 50 employees throughout California, Arizona, Nevada, Washington, and Utah. Oversees plan review and inspection activities to ensure BV has ample resources to meet turnaround times and provide quick response to inspection requests. Works directly with plan review team to gain efficiencies in turnaround times. Effectively reduced the number of reviews by promoting direct contact with designers and municipalities to remedy code deficiencies during the first and second reviews, allowing our team to approve projects during the second submittal phase.

D. PROFESSIONAL QUALIFICATIONS

Trang Huynh, P.E., C.B.O., Regional Manager / Project Manager

Education
Master of Business Administration
B.S., Civil Engineering
Certificate of Completion - Leadership
for Senior Executives

Registrations/Certifications
Registered Professional Engineer:
CA, #C36627

ICC Certified:
Building Official

California Certified Green Building
Professional

California Licensed Real Estate
Professional

Professional Affiliations
International Code Council (ICC)
American Society of Civil Engineers
(ASME)
California Building Officials (CALBO)
Former Vice-Chair and member of the
City of Highland Planning Commission
Past President of the Board of Directors
of the Central Business Center in
Upland
Past President of the Foothill
Chapter of ICC

Total Years of Experience
41+

Trang is a licensed professional engineer and ICC certified building official with over 41 years of experience working in public and private services as executive director and plan review engineer. He has implemented excellent public service programs and gained exceptional understanding of the building and safety division, community and economic development, public relations, redevelopment, financial and budget management, employee and organizational developments, and state and local officials. As a professor for Cambridge College in Southern California, he has taught graduate and undergraduate classes in business, finance, and management. Trang has outstanding public relations, management, and problem solving skills with a proven record of strong and positive working relationships with local and state elected officials, inter-governmental agencies, business organizations, development community, labor groups, community groups, and residents. He was awarded the "Civil Engineer of the Year" award by the ASCE Chapter of San Bernardino and Riverside in 2011. He was also a recipient of the "Good Government Award" from the BIA Inland Empire Chapter in 2015. Finally, Trang has an excellent understanding of cultural diversity and knows how municipality services can be provided efficiently with an objective from "Good to Great".

Select Project Experience

Regional Manager - Project Manager / Building Official / Plan Review Engineer
Bureau Veritas North America, Inc.

2017 - Present

Directs the BV Building & Safety and Civil Engineering operations for the Southern California region, serving as the supervising building official and plan check engineer for multiple Southern California municipalities. Responsibilities include building official duties, special project management, contracts of permits, plan check, and inspection services.

Building and Safety Services Director

City of Rancho Cucamonga

2002 - 2017

As one of the executive team members of the City to directed and coordinated the work of the Community Development team. Managed all activities and operations of building and fire plan checks, permits, building and fire inspections, grading, community improvement, code enforcement, citizen volunteers for an affluent community of 175,000 people. Prepared and administered an annual operating budget up to \$4,200,000. Supervised up to 40 employees, citizen volunteers and interacted with businesses, developers, designers and residents. Executive member of the City's economic development team to develop and implement the economic development strategy plans. Worked with other departments to manage the City's annual capital building and improvement projects. Excellent knowledge and understanding of managing municipal services from business improvements and economic developments to public safety.

D. PROFESSIONAL QUALIFICATIONS

Trang Huynh, P.E., C.B.O., Regional Manager / Project Manager

Chief Building Official

City of San Clemente

1988 - 2002

Managed the Building Division's operation in the areas of plan check, permit, inspections, code enforcement and business licenses. Directed 13 employees, 14 citizen volunteers, and operated an annual budget of \$1,200,000.

Chief Building Official

City of Manhattan Beach

1986 - 1988

Directed the activities of the Building Division with an annual budget of \$800,000. Supervised plan check engineers, inspectors, permit and code enforcement employees.

Senior Structural Engineer

City and County of San Diego

1980 - 1986

Reported to the County Chief of the Building Department and in his absence, assumed the management of the office of 28 employees. Supervised 10 engineers and 10 inspectors. Coordinated and administered plan check contract services and the joint permit system between the City and County of San Diego.

Guest Speaker and Lecturer

Orange Empire Training Academy

1990 - 2002

Provided training to engineers, inspectors, office staff on codes, problem solving techniques, management and customer service skills.

SPECIAL ACHIEVEMENTS AND ACCOMPLISHMENTS DURING THE LAST TEN YEARS:

- Award winner of the "Good Government Award in 2015" The Building Industry Association of the Inland Empire Chapter honored this prestigious award to the Rancho Cucamonga Community Development team of Building, Planning departments for the outstanding regional streamlined development and permit processes which enhance the local economic development.
- Recipient of the Award "Turning Red Tape into Red Carpet" in 2014: I was selected by the Inland Empire Economic Partnership (IEEP) in June 2014 for the implementation of the innovative process to simplify the permit process for solar projects. The new process promoted job creation and enhanced economic growth in the region.
- Rancho Cucamonga Building and Safety Department was ranked in the top 10% nationwide in 2012 for building code enforcement and its effectiveness in the development permit process by the Insurance Services Office.
- Civil Engineer of the Year Award in 2011: Selected by the American Society of Civil Engineers of San Bernardino and Riverside Counties in August 2011 for outstanding management skills, organizational developments, innovative ideas and implementing excellent business and public services.
- Business Best Friend Award in 2008: Received this prestigious award from the Rancho Cucamonga Chamber of Commerce.

D. PROFESSIONAL QUALIFICATIONS

Armil Allahyarian, M.S., Business Unit Operations Manager / Plans Examiner

Education

B.S., Civil Engineering
M.S., Civil Engineering

Registrations/Certifications

CA Engineer in Training
ICC Certified:
Building Plans Examiner

Professional Affiliations

American Society of Civil Engineers
(ASCE)
Structural Engineers Association of
Southern California (SEAOSC)
International Code Council (ICC)

Total Years of Experience

4+

Armil has more than four years of experience as a plan check engineer ranging from new residential homes, including additions and remodels, and commercial buildings, including tenant improvements and alterations. He is proficient in examining and checking building plans for compliance with applicable California Building Codes and other ancillary codes such as the California Plumbing Code, California Mechanical Code, California Electric Code and State disabled access related codes. Armil possesses the knowledge, skills and ability to read and interpret building plans, blueprints and specifications, interpret and apply related codes, ordinances and laws, and establish and maintain effective working relationships with architects, engineers, contractors, builders and owners, the public and other employees.

Select Project Experience

Business Unit Manager / Senior Plans Examiner

Bureau Veritas North America, Inc.

2017 - Present

Performs plan review of fire, life, and safety components, as well as mechanical, electrical and plumbing review of residential and commercial projects with a high proficiency in local, state and federal codes. Instrumental in launching the City of Santa Rosa Fire Resilient Center to facilitate the rebuild process of over 3000 homes lost in the 2017 Tubbs-Adobe fire. In charge of quality assurance with regard to general plan review, public relations, and structural reviews, as well as managing day-to-day tasks in the office including: workflow organization, plan distribution, and over the counter plan review.

Plan Reviewer

City of Los Angeles, CA

2016

Fabrication projects at C. Erwin Piper Technical Center for both L.A. Police Department and L.A. Fire Department. Reviewed and applied safety codes and regulations for the proper construction of a Screen Room used to test police radio frequencies as part of an internship program.

D. PROFESSIONAL QUALIFICATIONS

Anthony Azpeitia, Business Development Manager

EDUCATION

CSI; Construction Specification Institute trained with project delivery methods for the construction industry.
Attendee to Franklin Covey seminars

TOTAL YEARS OF EXPERIENCE

12+

Highly successful, multifaceted, and motivated professional, with solid sales experience within the (AEC) architecture, engineering, construction industries. Equipped with proven adeptness in account development and client satisfaction.

Expert consulting with architects and builders on technical subjects related to IBC– International Building Code. 7+ years of history in the (AEC) Architectural, Engineering and Construction industries. Experienced researching ASTM testing standards and using standards to market product capability. Proficient consulting on codes and standards for CA Title 24; energy and efficiency and NFPA fire prevention. 5+ years’ sales experience designing and manufacturing technical building components and structural safety systems. Possess understanding of structural engineering, manufacturing, and material performance characteristics. Experienced working with engineers, drafters, and production members to manufacture structural components.

SELECT PROJECT EXPERIENCE

Business Development Manager/Client Liaison
Bureau Veritas North America, Inc.
2022 - Present

Responsible for client satisfaction and provides support to business unit managers throughout the region.

Business Development Manager
Viva Railings - Lewisville, TX
March 2021 - July 2022

Performed demand creation strategies to create sales growth for a large territory. Focused on growing sales from existing account base and developed new clients while supervising the sales performance of a territory.

- Performed marketing and training session to architects, engineers, and GC builders.
- Achieved 60% sales growth in sales territory within 1 year of position.
- Improved 2021 sales revenue by 73% resulting in (M) million dollar sales revenue.

Territory Manager / Account Manager
EMS - Claremont, CA
May 2018 - March 2021

Supervised account base and developed new clients while supervising the sales performance of a territory. Managed sales and focused on marketing to create demand for EMS services by diligently approaching new clients.

Territory Manager
Trespa - New York, NY
2014 – December 31st 2017

Marketed and assisted architects and contractors on designing building envelope systems - ventilated façade systems and waterproofing methods to use Trespa facade building systems. Responsible for selling and managing a large sales territory.

D. PROFESSIONAL QUALIFICATIONS

Robert Chang, P.E., C.B.O., Plan Review Engineer

Education

M.S., Civil Engineering

Registrations/Certifications

Registered Civil Engineer License:
#32884, CA

Certified Plans Examiner:

I.C.B.O., #15237

Certified Building Official:

C.A.B.O., #3029

American Society of Civil Engineer:

A.S.C.E., #244676

Professional Affiliations

Orange Empire Chapter of I.C.B.O. -
Past President

Total Years of Experience

40+

Robert has decades of experience as a registered engineer, certified plans examiner and building official. His broad range of responsibilities have included reviewing plan checks, coordinating projects between departments, preparing annual budgets, and resolving construction issues. Robert previously served as the President of the Orange Empire Chapter for certified plans examiners.

Select Project Experience

Building Official / Senior Plan Check Engineer / Geotechnical Reviewer

Bureau Veritas North America, Inc.

2017 - present

Reviews plans for jurisdictions throughout California, including commercial and residential projects of all sizes and complexities.

Chief Building Official

City of Placentia

1985 - 2017

Plans, directs, and coordinates the activities between the Engineering, Planning and Building departments. Robert performed plan checks for hundreds of residential, multi-residential, and commercial projects to meet the requirements of building and fire codes. He also sets up systems, policies, and procedures. Robert oversees and reviews daily construction issues and prepares annual budget estimate including capital projects. Capital projects include seismic retrofit and new public and school buildings. He also supervises City and contract employees.

Plan Check Engineer

City of Ontario

1984 - 1985

Worked as a plan check division supervisor, responsible for all residential, commercial, and industrial building projects to comply with different state, local and other code requirements. Supervise and coordinate capital projects such as building repairs and renovations, these projects are: fire stations, library and city hall expansions.

Project Engineer

Central Consulting Engineering Services

1982 - 1984

Worked as a project engineer for residential, commercial and industrial buildings. Robert's main responsibilities were design grading and building plans, site-surveying, drainage and soil analysis, specifications' writing, on-site inspections, resolving daily construction problems, design and drafting group supervision, project computer programs writing, structural design and calculation analysis for different building design projects.

D. PROFESSIONAL QUALIFICATIONS

Ted Mirzakhonian, P.E., CASp

Plan Review Engineer

EDUCATION

M.S., Structural Engineering

B.S., Civil Engineering

REGISTRATIONS/CERTIFICATIONS

Certified Professional Engineering:

CA, #C-92474

ICC Certified:

Certified Building Plans Examiner
(expires 04/20/2025)

Certified Accessibility Inspector/
Plans Examiner (expires 04/20/2025)

Commercial Building Inspector
(expires 04/20/2025)

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers (ASCE)

Structural Engineers Association of
Southern California (SEAOSC)

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

5+

Ted is a results-oriented plan check engineer, with extensive experience in the Building and Safety field. He is highly experienced in AutoCAD, RISA-2D, ANSYS, Microsoft programs. Ted is a self-starter with a strong ability to lead or work within a team. He is fluent in English, Farsi and Armenian.

SELECT PROJECT EXPERIENCE

Regional Manager / Plan Review Engineer

Bureau Veritas North America, Inc.

2019 - present

Serves as Regional Manager, who provides plan check and inspection services to jurisdictions in the San Gabriel Valley Region. Plans, coordinates, reviews, supervises, and participate in the review of construction plans and structural calculations for residential, commercial and industrial building construction and alterations. Reviews plans and administers systems and procedures to ensure that plans and specifications comply with all state, federal, and local building laws, rules, ordinances and regulations. Manages, assigns and reviews quality of plan checks being completed by staff. Works corroboratively with all staff, consultants, and customers. Select clients include:

- City of Malibu
- County of Los Angeles
- City of Glendale

Plan Check Engineer

California Code Check

2017 - 2019

Provided on-site plan checking services at several jurisdictions, including residential and commercial building plan review. Reviewed plans and specifications for the construction, alteration and repair of commercial, residential, and industrial buildings and structures to ensure that plans meet the requirements of applicable building, mechanical, plumbing, fire, and electrical codes.

Building Plans Examiner

California Code Check

2016 - 2017

Responsible for plan review for projects throughout California, communicating with project owners, designers, architects, and engineers to address plan check comments, expediting the plan check process. Obtained continual training through attendance at seminars and conferences. Prepared a comprehensive comment list to be returned with plans to applicant to notate items that are not in compliance with the applicable building codes, ordinances and regulations for the purpose of issuing building permits for residential, commercial, industrial and government construction.

D. PROFESSIONAL QUALIFICATIONS

W. Matthew Addington, PE, PLS, QSD, QSP, Civil Engineer / Land Surveyor

Education

B.S., Civil Engineering

Registrations/Certifications

Registered Professional Engineer:

CA, #C43770

California Professional Land
Surveyor

California WQCB QSD/QSP

California WQCB QSD/QSP

ICC Certified:
Building Official

Professional Affiliations

Past President and State Director
of the CELSOC Riverside-San
Bernardino Chapter

Past President of the Riverside/San
Bernardino Branch of American
Society of Civil Engineers

Past Vice-Chairman and Planning
Commissioner of the City of Grand
Terrace Planning Commission

Total Years of Experience

17+

Matthew has more than 17 years of experience as a civil engineer. With more than a decade of experience with the City of Rancho Cucamonga, Matthew has also gained project management experience with several private sector firms throughout his career. He is a certified Civil Engineer and Land Surveyor with strong knowledge and experience working in California.

He is active in his professional continuing education and has taken courses including, but not limited to, Project Managers Boot Camp (PSMJ), Marketing Boot Camp (PSMJ), Future Leaders Seminar by CELSOC, Certificate in Project Management (University of California, Riverside Extension), and Building Plans Examiner (ICC). His civic activities include:

- Commissioner, Community Services Commission, City of Calimesa
- Secretary
- Past Vice-Chair, Planning Commission, City of Grand Terrace
- Past President, American Society of Civil Engineers, Riverside-San Bernardino Branch
- Past Banker/Treasurer, Plunge Creek Cowboys
- Past Board Member, Saint Francis de Sales School, Riverside
- Past Vice President, Grand Terrace Lions Club
- Past President, Grand Terrace Area Chamber of Commerce
- Past President, Grand Terrace Toastmasters
- Past Director, The Leadership Connections, Upland
- Past State Director, Consulting Engineers and Land Surveyors of California

Select Project Experience

Civil Plan Review Engineer

Bureau Veritas North America, Inc.

2017 - present

Performs all civil, grading, WQMP, NPDES, stormwater management plan reviews, mapping reviews, street improvement plan checks for code compliance.

Associate Engineer, Grading Acting City Land Surveyor

City of Rancho Cucamonga

2007 - 2017

Worked with the Building and Safety & Engineering Services Departments by providing civil engineering and land surveyor services.

Project Manager

Private Sector

2005 - 2007

Located in Rancho Cucamonga, led project teams and managed service workload associated with engineering and land surveying.



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RESUMÉ

John Che, P.E., Q.S.D., Q.S.P.

Civil Plan Review Engineer

EDUCATION

B.S. Civil Engineer

LICENSES/CERTIFICATIONS

Registered Professional Engineer:

CA, #51393

California Stormwater Quality Association (CASQA) Certified:

Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)

Qualified Storm Water Pollution Prevention Plan Developer (QSD)

#24550

PROFESSIONAL AFFILIATIONS

California Stormwater Quality Association (CASQA)

TENURE AT BV

8+

TOTAL YEARS OF EXPERIENCE

25+

John has 25+ years of experience in the field of civil and construction management. He is experienced with permit submittals, grading, drainage design, specifications and estimates, retaining wall design, street improvement designs, Environment Impact Report and Environmental Impact Statement document preparation, traffic design, construction management, and other related work including right-of-way acquisition, construction staging, and demolition planning. John is responsible for supporting the Municipal Permit Compliance Program for various public agencies and has an in-depth understanding of working with city staff and public works field staff in developing programs to comply with the Municipal Permit reporting requirements. He is skilled in the use of a multitude of hydrology and hydraulics programs including Microstation StormCAD, TR-55 Peak Storm Runoff Calculations, the Hydrologic Engineering Center's River Analysis System, Water Surface Pressure Gradient analysis, and HydroFlow.

SELECT PROJECT EXPERIENCE:

Civil Plan Review Engineer
Bureau Veritas North America, Inc.
2013 - Present

Provides plan review services for jurisdictions throughout California including projects such as residential, commercial, industrial, infrastructure, development, grading, etc.

Civil Plan Review Engineer
10th Street Gap Widening
City of Lancaster

Responsible for preparing final Plan, Specification, and Estimate approvals as well as the hydrology and hydraulic report for a roadway improvement project for City of Lancaster. Prepared hydrology and hydraulic report and drainage layout design. Project experience included design services for 10th Street update.

Bear Valley Parkway
County of San Diego

Responsible for preparing final Plan, Specification, and Estimate approvals as well as the hydrology and hydraulic report for a roadway improvement project for county of San Diego.

Photovoltaic Plan Review
City of Corona

Completed plan check review for residential and commercial photovoltaic plan submittals for the City of Corona. Verified that plans and attachments were in code compliance per California Electrical and California Building Code. Reviewed structural and electrical calculations. Verified component models and specifications, including determination that design complied with City and fire department regulations.



RESUME

Dwayne Butz

Plans Examiner and Inspector

Dwayne has almost 25 years of design and inspection experience in the building industry. He has been responsible for multiple inspections, code updates, and designing for residential and commercial projects. He has managed training of colleagues and as a result is exceptionally knowledgeable in the building codes, municipal codes and building department operations. Dwayne is able to successfully communicate with customers and explain building code sections thoroughly.

EDUCATION

B.A., Architecture

B.F.A., Interior Planning/Design

REGISTRATIONS/ CERTIFICATIONS

NAHB Certificate

IRM Certificate

ICC Certifications:

Residential Plans Examiner

Residential Combination
Inspector

Residential Building Inspector

Mechanical Inspector

Residential Electrical Inspector

Residential Plumbing Inspector

Lean Six Sigma Black Belt

SELECT PROJECT EXPERIENCE

Plans Examiner / Inspector

Bureau Veritas North America, Inc.

2021 - Present

Perform plan reviews for residences and commercial buildings. Highly knowledgeable on building codes and regulations. Works effectively with applicants to explain code requirements. Creates corrections, outlining areas of improvement for plans and referencing the applicable building code sections and locally adopted regulations.

Associate / Inspector

Marx/Okubo Associates

2020 – 2021

ICC Certified Inspector responsible for hundreds of residential renovation inspections within a military housing development consisting of 3 (three) different communities. Created system to provide a quick snapshot of project inspection status.

PROFESSIONAL AFFILIATIONS

International Code Council
(ICC)

Institute of Risk Management
(IRM)

National Green Building
Standard Certification (NAHB)

Designer

KB Home

2016 – 2020

Created hundreds of hand sketched Design Drawings for KB Home Arizona, California, Colorado, Florida, Nevada, North Carolina, Texas and/a Washington Divisions Pro-Actively addressed Design Guideline, Marketing, Purchasing, and Construction opportunities and constraints. Responsible for New Plan Series within KB Home Texas Divisions. Completed over 200 KB University online courses. Assisted with the creation of Colorado Division's popular Mid-Century Modern Starlight Collection

TENURE AT BV

<1

Project Manager

CJ Light Associates

TOTAL YEARS OF EXPERIENCE

25+

2014 to 2016

Provided several clients with the personalized care needed to effectively translate their custom home wishes into reality within the Coastal Cities of Seal Beach, Newport Beach, Laguna Beach and Dana Point California. Identified and addressed possible conflicts prior to construction. Increased Junior Project Managers knowledge of construction and building code through one on one discussion. Reduced overall costs without sacrificing design intent.

D. PROFESSIONAL QUALIFICATIONS

EDUCATION

A.S., Construction Management
Journeyman's Certificate

REGISTRATIONS/CERTIFICATIONS

CC Certified: Residential
Building Inspector
Residential Electrical Inspector
Residential Mechanical Inspector
Residential Plumbing Inspector
Commercial Building Inspector
ICBO Certified: UBC Building Inspector

TOTAL YEARS OF EXPERIENCE

22+

Michael Weiner

Building Inspector

Michael has 22+ years of experience in building inspection and plan review services. He is well versed in computer operating systems, including Microsoft Windows and computer programs including Primavera, Tidemark, Atlas, Microsoft Projects, Excel, Word and various others. His project experience expands throughout the Southern California region and the state of Arizona. Inspections including residential and commercial buildings.

SELECT PROJECT EXPERIENCE

Plans Examiner / Building Inspector II

City of Maricopa, AZ

2019 - 2022

Performed combination inspections for both commercial and residential construction. Other duties include performing plan checks, working with citizens, developers, superintendents, engineers and architects to ensure compliance with building codes, planning and zoning ordinances and timely completion of project.

Building Inspections Supervisor

City of Irvine, CA

2015 - 2021

Supervised 15 full time employees for the New Residential and formally 6 full time employees for the Remodel Residential Inspection Teams. Assigned daily work tasks; manage daily inspection requests from developers. Assisted during emergency conditions and work with the City's Emergency Operations Center; performed emergency reviews, inspections and post buildings according to the State guidelines. Perform employee reviews, coordinated training and certifications for all inspectors, managed and trained all contract staff, review contracts from third party consultants for inspection staffing. Coordinated with Code Enforcement for all municipal code violations. Assessed future projects for planning staff, plan check staff, including permit fees, inspection sequence and phasing.

Contract and Senior Building Inspector

City of Irvine, CA

2013 - 2015

Performed daily inspections for the New Residential Team, including multi-story apartments, tract homes and high rise apartments. Inspected all building types including fire-rated apartments and affordable housing units. Spent 1 year as a contract inspector and 1 year as a Senior Inspector before being promoted to Inspections Supervisor.

Senior Building Inspector / Plans Examiner

City of Rancho Palos Verdes, CA

2007 - 2013

Performed combination inspections for both commercial and residential construction. Other duties included performing all plan checks, creating a solar plan check and online submittal process. Zoning and code enforcement



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RESUMÉ

Jeremy Huynh

Permit Technician

EDUCATION

B.A., Politics

LICENSES/CERTIFICATIONS

ICC Certified:
Permit Technician
No. 10237724

TOTAL YEARS OF EXPERIENCE

5+

Jeremy has more than 5 years of business experience in sales, marketing and web design, as well as customer service, training, and handling daily operations. His technical experience includes web design, Microsoft Office (Word, Excel, PowerPoint and Outlook), and International Code Council codes and standards. Jeremy is adept at learning new skills and concepts and is an asset to any team.

SELECT PROJECT EXPERIENCE:

Permit Technician

Bureau Veritas

2022 - Present

Provides permit work at-the-counter for various jurisdictions. Obtained training from Senior staff on permit work and associated tasks in dealing with the public.

Freelance Full-Stack Web Developer

YKB Solutions, Sacramento, CA

2022

Created and designed interactive career consultancy full-stack web application for clients using a MERN stack. Assembled software engineering team to accelerate development timeline by 15% through adherence to Agile SDLC practices. Collaborated with other sectors of the business including UI/UX, Quality Assurance, and the Client in order to ensure the site appears modern and code is efficient.

Outbound Sales Development Representative, Mid-Market, East

Armis Security, Palo Alto, CA

2020 - 2022

Attained 80-110% of quota through collaboration with AE and Marketing Teams by creating outbound messaging that translated into demo meetings with prospects. Leveraged tools like Zoominfo, LI Sales Navigator, and Tech Target to prioritize outreach, and uncover client IoT security initiatives. Utilized MEDDPIC sales methodology to assist in new business retention for recently closed clients.

Sales Development Representative

Alation, Inc., Redwood City, CA

2020

Created tailored outreach sequences on Outreach.io to target the specific pain points of certain data personalities at global enterprise companies. Sourced sales leads through cold-calling, curated email campaigns, Linked In voice messaging, and Vidyard to initiate client engagement in a saturated market. Hit 113% attainment for Q1 of Alation's FY2021 during a global pandemic.

D. PROFESSIONAL QUALIFICATIONS

EDUCATION

Master of Interior Architecture Interior
Design Professional Certificate

B.A., Fine Arts

REGISTRATIONS/CERTIFICATIONS

ICC Certified: Permit Technician

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

18+

Neda Vakili

Permit Technician

Neda is an ICC Certified Permit Technician with over 18 years of experience in the building industry as a designer. She has excellent customer service skills and is knowledgeable about standard office procedures. Neda is strong problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. She is proficient in Windows, Microsoft Office (Excel, Word, PowerPoint, Outlook), Auto CAD, SketchUp, Adobe Photoshop and Illustrator, Blue-beam. Neda lives in Orange County.

SELECT PROJECT EXPERIENCE

Permit Technician

Bureau Veritas North America, Inc.

2021 - Present

Provides permit processing and counter services for jurisdictions in Southern California.

Project Designer / Permit Runner

Private Sector, Lake Forest, CA

2020 - 2021

Works with architects, structural engineers, draftsmen and general contractors during large building projects from concept design stage, through development of design and all necessary stages or applications for statutory approvals.

Project Designer / Permit Runner

Private Sector, Lake Forest, CA

2018 - 2020

Project Designer

Private Sector, Encino, CA

2015 - 2018

Project Designer

Private Sector, Encino, CA

2015 - 2018

Interior Designer

Private Sector, Ladera Ranch, CA

2004 - 2015

Customer Service Representative

Costco, Irvine, CA

2001 - 2004



E. TECHNOLOGY



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E. TECHNOLOGY

TECHNOLOGY TO PROMOTE PRODUCTIVITY

BV is at the forefront of promoting technology as a way of maximizing productivity while saving time and resources. Our team is adept at employing the use of digital technologies when performing services for our clients.

Online Permit Systems

Members of our team are proficient in the use of multiple permit tracking software systems for application, review and issuance, as well as a plan intake, review, comment and approval. These include eTRAKit, Accela, ProjectDox, EnerGov, Central Square, CityTech, and Cityworks, among others. BV is dedicated to partnering with the City of Stanton in the use of advanced, digital processes in an effort to deliver the highest quality services. We also utilize BV's own internal software system, ProTrack, to ensure efficiency.

Our team has the breadth of experience to help facilitate a transition to a new software system, if the City would like to explore options beyond the current system in use, FileMaker Pro. We are also able to fully embrace the use of FileMaker Pro as the preferred software solution, taking a proactive approach ensuring team members are fully trained in the use of this system.

Digital Plan Review

Bureau Veritas has successfully implemented and utilized electronic plan review in more than 60 federal, state, and local agencies since the release of this technology as a convenient, time saving, cost efficient and green solution to traditional plan reviewing. Our team has extensive experience in multiple platforms, including BlueBeam and others. This modern solution has become especially valuable as municipalities seek to continue service delivery to their communities while focusing on health and safety during the COVID-19 crisis. By utilizing this digital method, plan review personnel have been able to quickly and accurately review plans for compliance with applicable codes.



We have also put into place an enhanced digital plan review platform using BV's own GoPost Portal, powered by ePlanSoft—a

proven and efficient system accessible through the internet. Customers are able to view project status online, ask questions, receive comments and submit updates. There is also an option to customize the software to suit a jurisdiction's unique needs.

Plans are submitted via the secure and confidential GoPost

applicant portal, a proven system accessible through the internet. Clients who have a plan review going through the online process are able to see where their plans are in the review process, ask questions, receive comments, submit updates, and more. GoPost accepts multiple file types, from AutoCAD to PDFs, Word, and more. Digital plan check has numerous advantages including, but not limited to, the following:

- Eliminate the need to physically print and carry plans to the City - Upload plans anytime from anywhere
- Know project status at all times - Check where plans are and find out when reviews are completed.
- Use the GoPost online portal to communicate with the review team - Ask and answer questions; make changes.
- Reduce printing and courier costs - Checklist and plan markup downloads make it easy to perform corrections and resubmit documents online.

Electronic plan submittal and commenting allows for economical movement of plans and quick turnaround. Plans with comments can be viewed and discussed as needed to resolve issues quickly and efficiently.

A few specific examples of how the firm has utilized digital solutions to assist clients during the COVID-19 pandemic include:

- Washington D.C. previously had the permitting system ProjectDox set in place and BV was able to continue providing plan review services without any downtime when the pandemic started. The firm was also able to provide permit tech services by collaborating with the D.C. IT department to set up firm staff with a VPN to connect to the City's internal permitting system.
- Multiple jurisdictions found their own way to receive digital plans from applicants, and in these instances BV offered the use of Microsoft Teams to facilitate file sharing and consistent communication with the jurisdiction.
- The City of Malibu decided to utilize BV's GoPost portal to facilitate plan submission to the City. Using the portal combined with Microsoft Teams firm personnel were able to perform project intake and easily share the documents with the City.

E. TECHNOLOGY

Virtual and Remote Inspection Capabilities



From the very beginning of the COVID-19 Pandemic crisis, BV has been diligently proactive in establishing and executing procedures which ensures the continued provision of services of the very highest caliber to its municipal clients. In addition to the digital plan review systems mentioned earlier, the firm has also deployed remote inspection, remote supervision, and augmented inspection services in multiple cases and for municipal clients throughout the United States. The firm is pleased to be in a position to leverage this experience to help solve the way it does business with the City of Stanton to elevate safety, quality, and efficiency during these difficult times.

The firm strongly believes in the long term value of these digital platforms and in their potential to change how inspection services are executed. The circumstances faced by society will be a catalyst to help drive the adoption of this new service, but once the ease of use and value creation is experienced first-hand BV believes it will become a standard component of inspection programs.

BV's remote inspection services ensure the firm can keep its employees and City staff safe by eliminating direct contact and adhering to social distancing best practices and keep critical tasks moving forward in the face of travel and construction site access restrictions.

A Transformative Remote Inspections Experience

BV is confident it will weather this global pandemic with its municipal clients who utilize inspection services to stay compliant and keep their communities safe. Should the City of Stanton choose to adopt these innovative technologies, BV will be there to work with the City and facilitate these changes. One of the firm's immediate goals is to assist its clients in making the right decisions and to respond intelligently when it comes to their inspection needs, both in the near- and long-term.

What BV is doing right now is continuing to strengthen its Remote Inspections Platform. This means BV has the

capabilities to respond immediately to the COVID-19 related challenges and meet long-range goals. Additionally, the firm has partnered with multiple technology leaders to incorporate flexibility into the service offering, allowing BV to provide the tailored solutions which remote inspections demand. This means the firm can offer:

Functionality for Both IOS and Android Phones and Tablets

BV's remote inspection capabilities are also part of the firm's larger Remote Intelligence Platform. In this broader application deployment, the firm offers augmented and remote inspections to enhance traditional inspection methods as well as to support the fast-changing digital infrastructure of current vendor and client inspection models. The firm's innovative remote inspection services are designed to carry its clients through every challenge and facilitate continued successful service delivery.



F. CLIENT REFERENCES



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F. CLIENT REFERENCES

MUNICIPAL CLIENTS SERVED IN THE SAME CAPACITY

Bureau Veritas has extensive experience in the provision of building safety and civil plan review services throughout California and across the United States. The most important selection criteria for clients who choose BV is expertise. The firm's greatest asset is its reputation. This reputation comes from the best experts in the industry, all acting with the utmost integrity and ethics. The services provided for these customers are of comparable size and similar in scope to those of the City of Stanton's requirements.



Dates of Service: 2010 - Present

Client Contact Information:

Chris Milosevic, Building Official

P. 951.736.2250

E. chris.milosevic@ci.corona.ca.us

CITY OF CORONA, CA

BUILDING PLAN REVIEW, PERMIT PROCESSING, AND INSPECTIONS SERVICES

BV is currently providing building plan check, building inspection, and counter technician services for residential and commercial properties. The firm also provides on-site extension of staff as necessary, including a registered civil engineer to assist with an immediate need for building plan check.

BV assists the City in providing plan review services for small residential solar energy projects. The firm's team utilizes BVnet to take in projects electronically. Plans are then reviewed within 24 hours and comments are returned to the applicants. This system assists the City in meeting the requirements of AB 2188 for fast turnaround of these small solar energy projects.

F. CLIENT REFERENCES



Dates of Service: 2019 - Present

Contact Information:

Andrew Carothers, Chief Building Official

35 Cajon St, Suite 20

Redlands, CA 92373

P. 909.789.7536

E. acarothers@cityofredlands.org

CITY OF REDLANDS, CA

BUILDING PLAN REVIEW, BUILDING INSPECTIONS AND PERMIT SERVICES

BV was selected to provide permitting, plan review, and inspection services for various commercial and residential projects in the City of Redlands. Integration Plan implemented from previous consultant. Reviews for Title 24, Part 2 (building), Part 2.5 (residential), Part 3 (electrical), Part 4 (mechanical), Part 5 (plumbing), Part 6 (energy), and Part 11 (green building standards) as may be amended by the City's municipal code and the State are included. Additionally, BV provides CASp services as defined by Government Code section 4459.5 on an as-needed basis.



F. CLIENT REFERENCES



Dates of Service: 2019- Present

Client Contact Information:

Rendell Klaarenbeek

P. 951.955.1833

E. rklaaren@rivco.org

COUNTY OF RIVERSIDE, CA

ON-CALL PLANS EXAMINER, BUILDING INSPECTOR, COUNTER TECHNICIAN, AND GEOTECHNICAL SERVICES

Bureau Veritas was selected to provide for Riverside County on-call plan review, building inspections, counter technician and geotechnical services. Projects include single family residential, multi family residential, commercial tenant improvements, new commercial, additions, and others.



F. CLIENT REFERENCES



Dates of Service: 2003 - Present

Client Contact Information:
Jeff Baughman, Building Official
P. 909.350.7616
E. jbaughman@fontana.org

CITY OF FONTANA, CA

BUILDING INSPECTION AND PLAN REVIEW SERVICES

BV was selected to provide structural, mechanical, electrical, plumbing, architectural, and CASp plan review as well as grading plan check for the City of Fontana. Prominent projects include:

- The Summit at Rosena - BV is currently providing structural, MEP, and CASp plan review services for the community center of this proposed 179.8 acre community. Plans reviewed include a community swimming pool and spa in addition to the equipment room plumbing fixtures.
- Fontana Mazda - BV provided fire, MEP, architectural, and structural plan review services for this new car dealership. The building consisted of 28,668 square feet for sales and administrative offices as well as a parts and service center.



F. CLIENT REFERENCES



Dates of Service: 2017 - Present

Contact Information:
David Dent, Building Official
11222 Acacia Parkway
Garden Grove, CA 92840
P. 714.741.5343
E. ddent@ggcity.org

CITY OF GARDEN GROVE, CA

BUILDING PLAN REVIEW, PERMIT PROCESSING AND CODE ENFORCEMENT SERVICES

BV was selected to provide plan check, inspection, code enforcement and permit processing services to the Building Division of City of Garden Grove. Projects include commercial, retail, tenant improvements, single and multi-family residential projects. Select projects include:

- Garden Brook Senior Village: BV provided architectural, CASp, MEP, and structural plan review for this project. Garden Brook Senior Village is an 8 story, mixed-use, steel framed building comprising 380,000 square feet spread over 2 floors of commercial and office space and 6 floors of 394 senior housing units. The project also included a 131,025 square foot parking structure.
- New hotel/retail project: BV provided fire plan review services for this project consisting of a 769 room hotel, parking structure, and 60,000 square feet of retail, restaurants, and offices spaces. The construction is on approximately 6 acres of land.

F. CLIENT REFERENCES

SOUTHERN CALIFORNIA JURISDICTIONS SERVED



G. COST PROPOSAL



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G. COST PROPOSAL

COST PROPOSAL - CITY OF STANTON BUILDING AND SAFETY SERVICES

Bureau Veritas' pricing reflects our commitment to the success of the City of Stanton by helping you maintain significant quality and cost saving benefits. These include:

- Highly qualified staff dedicated to the City's needs
- Reduced plan review turnaround times and rapid responses to inspection requests
- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Confidence of working with a well-established consultant in business for 194+ years

PLAN REVIEW PERCENTAGE OF FEE, BASED ON CITY'S COLLECTED FEES		
55%		
HOURLY RATES		
STAFF LEVEL CLASSIFICATIONS	Hourly Rates	
Project Manager / Building Official	\$165.00	
Senior Plan Review Engineer	\$150.00	
Plan Review Engineer (PE)	\$137.00	
ICC Certified Plans Examiner	\$116.00	
CASp 1 (Plan Review and Inspections)	\$126.00	
CASp 2 (ADA Scoping, Design Assessments and ROW Support)	\$158.00	
Senior ICC Certified Building Inspector	\$110.00 - \$125.00	
ICC Certified Building Inspector	\$90.00 - \$110.00	
Permit Technician	\$65.00 - \$88.00	
Administrative Support	\$55.00 - \$75.00	
Senior Civil Engineer	\$155.00	
Civil Engineer	\$135.00	
Public Works Inspector	\$135.00	
Engineering Technician	\$70.00 - \$85.00	
Solar Program	Per Off-Site Review	Turn Around
Typical Solar Review (10Kw or less)- Initial Review	\$150.00	4 Working Days
Typical Solar Review (10Kw or less) - Subsequent Review	\$50.00	2 Working Days
Expedited Solar Review (10Kw or less) - Initial Review	\$250.00	2 Working Days
Expedited Solar Review (10Kw or less)- Subsequent Review	\$70.00	1 Working Day

- Plan review percentage of fee rate includes up to 3 reviews.
- Fast track / expedited plan reviews shall be an additional 1.5 times the fees shown above.
- All Employees classified as "non-exempt" will be compensated at 1-1/2 times salary for overtime hours as per State and Federal wage and hour laws. No overtime (OT) will be charged without prior consent.
- Rates and cost estimates shown above exclude per diem, prevailing wage and union rates. Should these be applicable, BV will discuss and negotiate fees with the City's approval to account for increased personnel costs.
- On-site hourly services to be invoiced a minimum of 4 hours per day on-site services are provided.
- Extremely large and/or complex projects may be pre-negotiated.
- Mileage for employee-owned vehicles used in connection with the work will be at the current IRS rate.
- Fees are subject to an annual increase per the CPI from Engineering News Record (ENR) with City's prior approval.
- Solar Program pricing is for offsite review; onsite support would fall under Plan Review or Plan Examiner hourly rate.
- Minimum plan review fee (excluding residential solar) is \$250.00.

H. ADDITIONAL INFORMATION



B U R E A U

V E R I T A S

H. ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

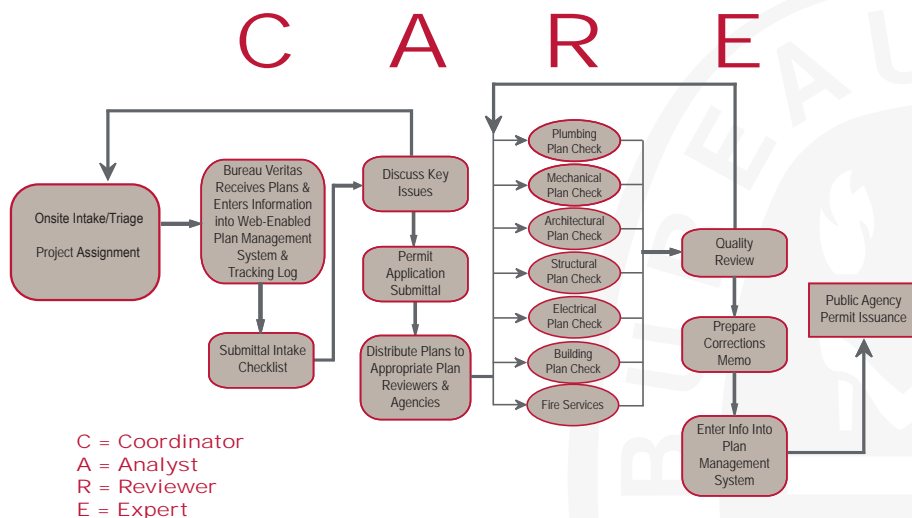
Plan Review Quality Control

As an ISO 9001 certified firm, BV undergoes systematic, independent audits of its management systems to meet rigorous objectives and provide continuous improvement in key areas. The firm consistently incorporates proven best practices and protocols as part of its quality management system to meet and exceed ever-increasing customer requirements. These tools include implementation of an established quality assurance/quality control program using for the intake, track, and review of plans to enhance quality and streamline processing/approval; electronic plan review to expedite turnaround times which save time and money; and the utilization of web-based document control system which fosters collaboration, 24/7 access to documents and reports, and enhances overall communication. Policies are implemented at each professional and technical level to provide a well-balanced, independent QA program, which assures the quality of reports, technical reviews, annuals, and other documentation prepared by BV. This ensures the product is consistent with the established standards from the standpoint of quality, validity, and legal defensibility.

BV's **CARE program** is a formalized and integrated process whereby Coordination, Analytical, Review, and Expert management/quality control functions are consistently implemented. This system's success is based on thousands of hours of practical experience by the firm's dedicated personnel and their unique ability to interact quickly and efficiently with the City's staff. BV provides the City with a staff extension which will bind the varying interests of the City's operations, its citizens, and legal and regulatory considerations into a dynamic, flexible working system.

Specific roles of each of the CARE elements includes:

- **Coordinator:** BV's clerical staff handle various administrative functions, such as logging information (project tracking, time budgeting), managing project controls, maintaining and distributing communications, reviewing agendas and ordinance issues, and fielding calls on project status. The Coordinator is the first line of contact for each submittal.
- **Analyst:** BV's analysts review submittals, title sheets, and non-design items; maintain files; monitor due dates; monitor contract budget and status tracking reports; and coordinate invoicing. BV analysts also maximize and "right place" staff resources to meet turnaround times in a quality manner. When assigning resubmittals to staff, the Analyst ensures consistency by assigning projects to the previous reviewer.
- **Reviewer:** BV's experienced plan reviewers will routinely review agency standards, ordinances, guidelines, and checklists; create comments letters; coordinate project return with the coordinator; attend review meetings; and communicate questions/solutions to project stakeholders. Because of the firm's depth of resources and project tools (checklists, corrections letters, etc), reassigned projects can be reviewed to meet deadlines and avoid unnecessary rechecks.
- **Expert:** BV experts will provide the final quality assurance review of applicable plans, studies, and reports in accordance with all accepted engineering, building codes of different disciplines, Subdivision Map Act, and industry professional practices. They will comply with the applicable regulations; visit the client contact regularly; monitor project progress with the reviewer; disseminate project/agency information to the team; train team members; peer review comments letters; and communicate questions/solutions to stakeholders. Additionally, Experts provide quality assurance reviews to each project which minimizes the number of resubmittals.





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CITY OF STANTON

REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and Members of the City Council

DATE: November 8, 2022

SUBJECT: HOMELESSNESS AND PUBLIC SAFETY PILOT PROGRAM

REPORT IN BRIEF:

At its meeting of October 25, 2022, Council consensus was received for City Council Initiated Item – Discussion Regarding Obtaining Services/Assistance for the City’s Public Safety Services Department and Public Works Division, and the City Council directed the City Manager to work with the Chief of Police and Public Safety Director to produce a staff report for implementation of the Homelessness and Public Safety Pilot Program (Pilot Program). The Pilot Program brings together, for the first time, a fully staffed, dedicated team of homeless outreach coordination, code enforcement, and law enforcement to focus on homeless support services, public safety, and quality of life issues.

RECOMMENDED ACTION:

1. City Council find that this item is not subject to California Environmental Quality Act (“CEQA”) pursuant to Sections 15378(b)(5)(Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Direct staff to proceed with a six-month Pilot Program beginning November 14, 2022 through May 13, 2022; and
3. Authorize the reallocation of \$100,850 from the City’s American Rescue Plan Act (ARPA) Allocation (ARPA Fund # 257) that is currently allocated for the “Purchase of Property/Housing Opportunities” project to fund the Homelessness and Public Safety Pilot Program instead.

BACKGROUND:

The Council has had extensive discussions regarding solutions to address homelessness, code enforcement, and quality of life issues. These discussions have covered a broad spectrum of topics including the provision of permanent supportive housing, partnering with non-profits, providing behavioral health services, keeping up with

best practices, as well as addressing quality of life issues including shopping cart theft, graffiti, prostitution, illegal drug use, public nudity, litter, and illegal dumping.

Over the years, the Council has advanced or funded numerous projects to address these issues, including the support of three Project Homekey sites, the establishment of the Homeless Outreach Coordinator positions and associated funding, participation in the innovative North Orange County Public Safety Collaborative, a proactive code enforcement division, and the close collaboration with local businesses.

ANALYSIS AND JUSTIFICATION:

In creating the Pilot Program, the Council's goals are threefold: first, to offer services and placement to those individuals experiencing homelessness on our City streets; second, to ensure the City's Municipal Code is being enforced; and finally, to promote a high quality of life for all Stanton residents and businesses. To bring together the proper knowledge, skills, and abilities, a Pilot Program team has been formed consisting of representatives from homeless outreach, code enforcement, and law enforcement. This team will work together hand-in-hand on a daily basis, approximately 40 hours per week, traveling together throughout the City to ensure all necessary resources are jointly available in real time.

A key component of this Pilot Program will be the measurement of productivity, effectiveness, and community impact. To that end, the Pilot Program team will be collecting data daily and producing weekly activity reports to the City Manager. Through these reports, staff will identify successes and challenges to allow for adjustments to the program as needed during the pilot term. Staff will report back to Council at the two-month mark, four-month mark, and six-month mark.

FISCAL IMPACT:

After analyzing different options to provide the temporary Homeless Liaison Deputy required to round out the Pilot Program team, the most cost-effective strategy will be to assign a deputy from the City's existing patrol deputy ranks. The vacant patrol hours will be backfilled by overtime at a rate of \$96.97 for 1,020 hours, for a total cost of \$100,850. The Purchase of Property/Housing Opportunities ARPA allocation includes approximately \$2.7M of unassigned funding. Staff is proposing to re-allocate \$100,850 from this line item.

ENVIRONMENTAL IMPACT:

In accordance with the requirements of the California Environmental Quality Act (CEQA), this item is not subject to CEQA pursuant to Sections 15378(b)(5)(Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment).

PUBLIC NOTIFICATION:

Public notification provided through the regular agenda process.

LEGAL REVIEW:

The City Attorney has reviewed the staff report.

STRATEGIC PLAN OBJECTIVES ADDRESSED:

- 1 – Provide a safe community.
- 2 – Promote a strong local economy.
- 5 – Provide a high quality of life.

Prepared by: Hannah Shin-Heydorn, City Manager

Reviewed by: James J. Wren, Public Safety Services Director

Reviewed by: Charles L. Walters, Chief of Police, City of Stanton

Fiscal Impact Reviewed by: Michelle Bannigan, Finance Director

Approved by: Hannah Shin-Heydorn, City Manager