

**CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND  
TRB + Associates  
FOR  
PLAN CHECK SERVICES**

THIS AGREEMENT for consulting services is made by and between the City of San Leandro ("City") and TRB + Associates ("Consultant") (together sometimes referred to as the "Parties") as of July 1, 2016 (the "Effective Date").

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2018. Subject to mutual agreement of the parties, this Agreement may be extended two years. Consultant shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Consultant's obligations hereunder.
- 1.5 **City of San Leandro Living Wage Rates.** This contract may be covered by the City of San Leandro Living Wage Ordinance (LWO). Bidder's attention is directed to the San Leandro Municipal Code, Title 1, Chapter 6, Article 6. Successful Bidder must submit completed self-verification form and comply with the LWO if covered.

**Section 2. COMPENSATION.** City hereby agrees to pay Consultant a sum not to exceed \$100,000, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit B, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as

specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
  - The beginning and ending dates of the billing period;
  - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
  - At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
  - The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
  - The Consultant's signature;
  - Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and City, if applicable.
- 2.2 **Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 **Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.
- 2.4 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by

Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.
- 2.6 **Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit B, Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. INSURANCE REQUIREMENTS.** Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all

insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to City. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

#### 4.1 Workers' Compensation.

4.1.1 General Requirements. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Consultant, its employees, agendas, and subcontractors.

4.1.2 Submittal Requirements. To comply with Subsection 4.1, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

#### 4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General Requirements. Consultant, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than \$1,000,000 and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 **Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant.
- c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.
- d. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.2.4 **Submittal Requirements.** To comply with Subsection 4.2, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;
- b. Additional Insured Endorsement as required by the section;
- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

#### 4.3 **Professional Liability Insurance.**

4.3.1 **General Requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 **Claims-Made Limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.

- b. Insurance must be maintained and evidence of insurance must be provided for at least 5 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 5 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.3.3 **Additional Requirements.** A certified endorsement to include contractual liability shall be included in the policy.

4.3.4 **Submittal Requirements.** To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

#### 4.4 **All Policies Requirements.**

4.4.1 **Acceptability of Insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 **Verification of Coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 **Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 **Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 **Endorsement Requirements.** Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 **Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

**Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.** Refer to the attached Exhibit C, which is incorporated herein and made a part of this Agreement.

**Section 6. STATUS OF CONSULTANT.**

6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 **Consultant Not an Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

**Section 7. LEGAL REQUIREMENTS.**

7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.

7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark

law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.

7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

## **Section 8. TERMINATION AND MODIFICATION.**

8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract



Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 **Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.
- 8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.
- 8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but are not limited to, the following:
- 8.6.1 Immediately terminate the Agreement;
  - 8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
  - 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
  - 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

## **Section 9. KEEPING AND STATUS OF RECORDS.**

- 9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.
- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for

a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

- 9.3 **Inspection and Audit of Records.** Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

## **Section 10. MISCELLANEOUS PROVISIONS.**

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.
- 10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous 12 months, Consultant warrants that it did not participate in any

manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

**10.8 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

**10.9 Contract Administration.** This Agreement shall be administered by Jerome Smith Jr. ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

**10.10 Notices.** Any written notice to Consultant shall be sent to:

TRB + Associates, Inc.  
3180 Crow Canyon Place Suite 216  
San Ramon, CA 94583

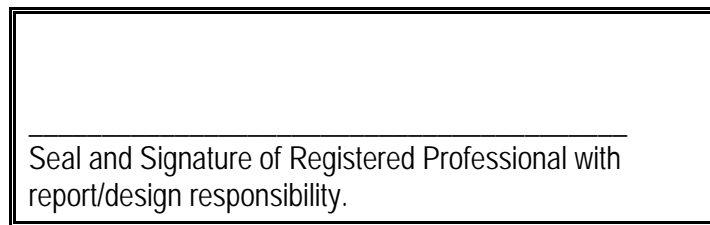
Any written notice to City shall be sent to:

City of San Leandro, Building and Safety Services  
Attn. Jerome Smith Jr. Chief Building Official  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

With a copy to:

City of San Leandro  
Department of Finance  
c/o Purchasing Technician  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

**10.11 Professional Seal.** Where applicable in the determination of the contract administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report/design responsibility," as in the following example.



10.12 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, and C represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule & Reimbursable Expenses
<u>Exhibit C</u>	Indemnification

10.13 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

10.14 **Certification per Iran Contracting Act of 2010.** In the event that this contract is for one million dollars (\$1,000,000.00) or more, by Consultant's signature below Consultant certifies that Consultant, and any parent entities, subsidiaries, successors or subunits of Consultant are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

**SIGNATURES ON FOLLOWING PAGE**

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

TRB + Associates, Inc.

\_\_\_\_\_  
Chris Zapata, City Manager

\_\_\_\_\_  
Todd Bailey, President

Attest:

\_\_\_\_\_  
Consultant's DIR Registration Number, if applicable

\_\_\_\_\_  
Tamika Greenwood, City Clerk

Approved as to Fiscal Authority:

\_\_\_\_\_  
David Baum, Finance Director

\_\_\_\_\_  
Account Number

Approved as to Form:

\_\_\_\_\_  
Richard D. Pio Roda, City Attorney

Per Section 10.7:

- Form 700 Not Required
- Form 700 Required

\_\_\_\_\_  
Cynthia Battenberg, Community Development Director

EXHIBIT A  
SCOPE OF SERVICES



February 26, 2016

Jerry Smith Jr., Chief Building Official  
Community Development Department  
835 East 14th Street  
San Leandro, CA 94577  
Email: [jsmithjr@sanleandro.org](mailto:jsmithjr@sanleandro.org)

**SUBJECT: Proposal to Provide Building Plan Check Services**

Dear Mr. Smith:

**TRB and Associates, Inc.** (TRB+) is pleased to submit this proposal for Building Plan Check Services to the City of San Leandro for its consideration. In brief, TRB+ is a San Ramon-based Code Compliance Services firm which provides Plan Review, Inspection, Delegate Chief Building Official and CASp services for municipal building departments and other divisions of local and state agencies. Our corporation, which comprises over 30 team members, was established in 2006 and has been a growing business over the past nine years. We specialize and serve exclusively in the code compliance role. We would like to highlight the following about the company:

- Our firm has been providing Building Plan Check Services to the City of San Leandro on an as-needed basis for the past two years. In addition, several of TRB's staff members have experience working directly for the City of San Leandro Building Division, including Dominic Ma, SE; Doug Simms, CBO; and Ron Thissen, CBO. This combined experience has provided us with valuable institutional knowledge which we can apply immediately.
- The staff of TRB+ includes licensed civil, structural, mechanical, fire protection, and electrical engineers; architects; and ICC, LEED®, and CASp certified individuals who have an average 25 years of experience in the architecture-engineering-construction industry.
- We are well-versed in building and fire safety administration and project management. Past related roles/accomplishments include serving as Delegate Chief Building Official for the California Energy Commission on thirteen (13) design-build projects with a combined valuation of over \$3 billion.
- We offer a field-proven, turnkey electronic plan review solution as an alternative to review of paper submittals as a means to expedite plan review processing and reduce generation of paper waste. As a highlight, we have successfully processed over 5,000 electronic submittal packages comprising approximately 25,000 separate documents using our web-based system since 2010.
- Our firm has a solid track record of producing quality results and meeting its turnaround goals, a track record to which our clients will attest.

Our firm appreciates the potential opportunity to provide ongoing Building Plan Check Services assistance to the City of San Leandro Community Development Department. If you have questions or need further information, please do not hesitate to contact me by phone at (925) 866-2633 or by email at [tbailey@trbplus.com](mailto:tbailey@trbplus.com). I look forward to hearing your feedback soon.

Sincerely,

**TRB + ASSOCIATES, INC.**

A handwritten signature in blue ink, appearing to read "T. Bailey", is written over a horizontal line.

Todd Bailey, PE, LEED AP, CASp, MBA

**TRB + Associates, Inc.**  
3180 Crow Canyon Place, Suite 216  
San Ramon, CA 94583

ICC Certified Plans Examiner Principal-  
in-Charge [tbailey@trbplus.com](mailto:tbailey@trbplus.com)

Tel: 925.866.2633  
Fax: 925.790.0011  
[www.trbplus.com](http://www.trbplus.com)

<b>Section A</b>	<b>Statement of Qualifications and Interest</b>
<b>Section B</b>	<b>Staffing Capacity and Project Management</b>
<b>Section C</b>	<b>Experience</b>
<b>Section D</b>	<b>Hourly Fees</b>
<b>Section E</b>	<b>Plan Check Turnaround Times</b>
<b>Section F</b>	<b>References</b>
<b>Section G</b>	<b>Acceptance of City Standard Consulting Services Agreement</b>



## Company Overview

**TRB+ Associates, Inc.** (TRB+) is a San Ramon based Building & Fire Life Safety Services firm which provides Plan Review, Inspection, Building Department Administration, Delegate Chief Building Official, CASP Consulting, and Electronic Plan Review Solutions services. Our more than 30 team members have an average of 25 years of experience in the Architecture-Engineering-Construction industry, encompassing building safety services across the full range of code disciplines. Having this level of experience and industry involvement, we can offer the right depth and breadth of expertise to meet the City of Leandro's building safety needs.

The TRB+ Corporation was established in 2006 and has been a growing business over the past nine years. We provide services to clients throughout the San Francisco Bay Area and beyond.

## Firm Principal

**Todd Bailey, P.E., LEED AP, CASp, MBA**, is the Founder and Principal of **TRB + Associates, Inc.** Todd is a registered professional engineer with over twenty years of experience in the Architecture/Engineering/Construction industry encompassing business development, project management, plan review, engineering design, structural and non-structural building code interpretation, permit center administration, and litigation support. He has extensive experience working with architects, engineers, contractors, building departments and other regulatory authorities to ensure compliance to adopted Building Code Standards and local ordinances.

Todd has provided plan review and oversight services to over thirty jurisdictions as a consultant, and spent three years with the City of Concord performing architectural, structural, energy conservation and disabled access reviews for residential, commercial, and industrial structures.

Todd is also approved as a Delegate Chief Building Official for the California Energy Commission (1 of only 5 in the State) responsible for verifying new power project conformance to engineering construction codes on behalf of the California Energy Commission. Todd is also a Past President for the East Bay Chapter of ICC (2009).

In addition, Todd worked with Joint Venture Silicon Valley on the Smart Permits project which helped set the foundation for Internet-enabled local governments in the permitting arena in the late 1990s. He also co-developed award-winning electronic plan review solutions which have reduced process costs and the generation of paper waste.

Todd's experience also includes serving as a project manager on several construction dispute resolution projects while with the firm of Deloitte & Touche. In this role, he was responsible for coordinating the review of project construction documents, construction schedules, contractor and client correspondence, change orders, procurement practices, materials controls, and construction management practices to assess construction claims.

Todd holds an MBA degree from the Walter Haas School of Business at the University of California Berkeley and a B.S. degree with honors in Civil Engineering from the University of California Davis.

Todd Bailey's technical experience and qualifications are further highlighted in his resume included in **Section C** of this proposal.

## Range of Services

TRB + Associates offer the following services to its clients:

- **Building and Fire Plan Review** (including Electronic Plan Review)
- **Building Inspection**
- **Building Department Administration**
- **Delegate Chief Building Official** (Industrial & Power)
- **CASp Consulting**
- **Electronic Plan Review**

## Capacity and Resources

TRB+ has extensive resources and a large pool of licensed engineers and certified building safety experts, equipped to handle all your building department needs including building and fire plan review, building and fire inspection, permit processing, CASp compliance, and building official services. Our professionals have extensive experience in commercial, residential, industrial, and institutional projects of all sizes and complexities, and are able to tailor solutions specific to your agency.

Staff experience encompasses a full range of construction types and occupancies including the following:

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

TRB+ team members possess multiple certifications and registrations to assure compliance with all requirements mandated by the State and your jurisdiction's local ordinances. Our team comprises of individuals who are either engineers or architects licensed in the State of California, or who possess ICC certifications in their respective disciplines. In addition, our staff includes 3 LEED® Accredited Professionals and 4 CASp certified individuals. The majority of our staff possesses a combination of these industry-recognized credentials.

Our staff members are regular attendees at construction code and standards training offered through the local ICC Chapters, CALBO, SEAOC, AISC, ASCE, NFPA and other building industry organizations. In addition, several of our staff members are current or past board members with industry organizations and as such, are intimately aware of many aspects of the development of relevant construction codes.

- Todd Bailey – Past President, ICC East Bay Chapter
- Ron Thissen – Past President, ICC Yosemite Chapter
- Robert Scrosati – Past Chairman, IAPMO Central California Chapter
- Martin Price – Past Board Member, Redwood Chapter CSI
- Lowell Brown – Vice President, ICC Napa-Solano Chapter

Please refer to **Section C** of this proposal for more information on our proposed staff.

### **Individual Authorized to Negotiate and Execute Consultant Services Agreement**

To confirm, the Principal of TRB + Associates, Inc., **Todd Bailey**, is authorized to negotiate and execute on behalf of the corporation the Consultant Services Agreement with the City. His contact information is as follows:

**Todd Bailey, P.E., LEED AP, CASp, MBA**  
**Principal-in-Charge**  
Tel: 925-866-2633  
Fax: 925-790-0011  
Email: tbailey@trbplus.com

### **Our Commitment**

With TRB+ Associates, the City of Leandro will receive an experienced team who takes pride in delivering outstanding service. Consider us your partner, and as such we are always on call and always available for everything from simple brainstorming sessions to representing you during meetings with stakeholders.



## Services Overview

### Building and Fire Plan Review

The **TRB+ Associates** team is well versed in the administration and practical application of California's model building codes in plan review. The team includes experienced ICC certified plans examiners, licensed engineers in multiple disciplines, and certified code officials. We are sensitive to the time-critical nature of plan review and as such offer timely turnaround on plan review projects. Our turnaround is identified in **Section E** of this proposal. TRB+ can accommodate expedited review on an as-available basis.

### Building Inspection, Permit Processing, and Building Official Services

TRB+ also provides building inspection, permit processing, and building official support services. Our staff includes engineers and ICC-certified individuals with field inspection and building department administration experience on a range of project types and complexities. We can provide inspection and support staff for a single project which may be unique or complex in nature, or can provide long-term support to assist with the City's daily workload.

### Delegate Chief Building Official Services (Industrial & Power Projects)

The TRB+ Associates team garners extensive experience serving in the Delegate Chief Building Official (DCBO) role. Our staff has assisted the California Energy Commission as DCBO on thirteen projects including both Peaker and Combined-Cycle natural-gas fired power facilities. In addition, we have been involved with three wind power generation facilities in California.

Our staff is adept at turnkey project management, technical review, and field inspection functions, including the oversight of plan review and inspection tasks and coordination of submittals numbering up into the thousands. TRB+ offers a paperless electronic plan review workflow process as a means for expedited processing, enhanced tracking ability, and reduced generation of paper waste in the plan review and inspection process on its turnkey projects.

### CASp Consulting Services

TRB+ offers Certified Accessibility Specialist (CASp) Consulting Services to assist agencies with the compliance requirements of State of California Senate Bill 1608 (Corbett). We are skilled at checking facility plans and specifications for compliance with State and Federal accessibility laws, codes, and regulations; evaluating facilities for compliance with State and Federal accessibility codes and regulations; and conducting accessibility research, preparing accessibility reports, and performing accessibility inspections. We offer email/phone consultations, onsite facility inspections and certifications, and expert testimony services as part of our CASp consulting services portfolio.

### Electronic Plan Review Solutions

The staff of TRB+ has been leaders in the field of digital plan review and workflow management. Adoption of an electronic plan review process offers a way for your agency's constituents to save both time and money, and serves as a means for your agency to promote sustainable development through reduced generation of paper waste. TRB+ staff has proven experience in developing innovative yet practical solutions to facilitate electronic check of plans.

## **Firm Experience and Qualifications**

**TRB + Associates, Inc.** has extensive experience supporting municipal building safety divisions in plan review and beyond. To help demonstrate our experience in providing this support service, we have included detailed client profiles for several of our public agency clients, as well as additional summary level client / project experience for your reference and information:

### **Client Profiles**

#### **City of Concord**

Building Division  
1950 Parkside Drive  
Concord, CA 94519

#### **Contact:**

**Robert Woods, SE** | Chief Building Official  
Email: robert.woods@ci.concord.ca.us  
Phone: (925) 671-3119  
Dates of service: 2008 – present  
Approximate Contract dollar Amount: \$ 900,000



#### **Services Provided: Onsite Building Official, Plan Review, and Building & Multifamily Inspections**

TRB has provided Building Department support services to the City of Concord for over 7 years; the main focus of which has been onsite Building Department staff augmentation.

We have provided part-time plan review and inspection staff, and a full-time building official to help support the activities of the building department; at peak staffing load, TRB had 4 staff members on site. For the role, we have been able to assign seasoned staff familiar with the local area and the department's policies and requirements. In doing so, the amount of staff training necessary to ensure a smooth transition has been kept to a minimum.

TRB has been able to contribute toward maintaining the department's service delivery goals and the implementation of cost-savings measures. TRB has received excellent marks from the City for its service.

## City of Los Altos

One North San Antonio Road  
Los Altos, CA 94022

**Contact:**

**Kirk Ballard** | Chief Building Official  
 Email: Kirk.Ballard@ci.los-altos.ca.us  
 Phone: (650) 947-2634  
 Dates of service: 2008 – present  
 Approximate Contract dollar Amount: \$ 750,000



### Services Provided: Plan Review and Inspection

TRB has provided ongoing plan review and inspection support services to the City of Los Altos for 8 years. Our firm has reviewed over 300 projects for the City ranging from custom single family dwellings to large mixed-use projects. The firm has regularly met its Plan Review objectives, including staffing requirements and turnaround goals.

**Project Profile**      **Packard Foundation Headquarters Building  
Los Altos, CA**

**Project Description:** New Non-Profit Headquarters Building  
**Scope:** Code Compliance Plan Review on behalf of City of Los Altos

**Owner:** David and Lucille Packard Foundation  
**Year:** 2011  
**Construction Cost:** \$38 million  
**Project Size/Construction Value:** 50,000 s.f. / \$38 million construction value

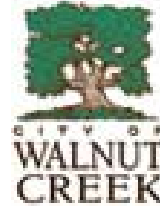
**Program Elements:**  
 Occupancy Groups: A, B, S; Type of Construction: III-B; Number of Stories: 2  
 Provided non-structural Code Compliance Plan Review for this 50,000 s.f., LEED Platinum Certified office headquarters building. Extensive consideration of Title 24 Energy, Green Building (including living roof), and Disabled Access provisions. Code compliance review included complex egress considerations involving court at center of facility and alternate materials methods items.

**Team Members:** Todd Bailey, Martin Price, Jess Villar



## City of Walnut Creek

Building Division  
1666 N. Main Street  
Walnut Creek, CA 94596



### Contact:

**Sharon Goei, P.E.** | Chief Building Official (Prior, now at City of Santa Clara)  
Email: SGOEI@SantaClaraCA.gov  
Phone: (408) 615-2404  
Dates of service: 2007 – present  
Approximate Contract dollar Amount: \$ 1.0 million

### Services Provided: Plan Review, Onsite Permit Technician, and OSHPD-3 Inspection

TRB has provided as-needed Building Safety services to the City of Walnut Creek for over 7 years. Our firm is currently providing extensive plan review support to the City. Our firm has also provided as-needed OSHPD-3 inspections to inspect and certify select medical clinic occupancies. The firm has regularly met its Plan Review and Permit Processing objectives, including staffing requirements and turnaround goals.

#### **Project Profile**      **New Multifamily/Apartment Podium Building Walnut Creek, CA**

**Project Description:** New Multifamily Podium Building, Walnut Creek, CA  
**Scope:** Code Compliance Plan Review on behalf of City of Walnut Creek

**Owner:** Mill Creek Residential Trust

**Year:** 2013

**Building Cost:** \$30-40 million

**Project Size/Construction Value:** 195,000 s.f. (75,000 s.f. Parking, 120,000 s.f. Apartments) / \$30-40 million construction value



#### **Program Elements:**

Occupancy Groups: R-2, S-2, B, A-3; Type of Construction: Parking Garage (Below Podium): Type I-A, Apartment Construction (Above Podium): Type V-A; Number of Stories: 2 below grade (parking), 4 stories above (apartments).

Provided complete Code Compliance Plan Review for this new multifamily building comprising 126 living units, 170 underground parking spaces, and roof deck. The TRB+ review included shoring, foundation, and superstructure package reviews, encompassing structural, architectural, disabled access, mechanical, electrical, plumbing, energy, and green disciplines.

**Team Members:** Todd Bailey, Martin Price, Terry Brown, Jess Villar, Tsuyoshi Bunden

**Project Profile**      **New Medical Equipment Manufacturing / Lab Building  
Walnut Creek, CA**

**Project Description:** New Medical Equipment Manufacturing / Lab Building  
**Scope:** Code Compliance Plan Review on behalf of City of Walnut Creek

**Owner:** Varian, Inc.

**Year:** 2010

**Building Cost:** \$30 million

**Project Size/Construction Value:** 45,000 s.f. / \$30 million construction value

**Program Elements:**

Occupancy Groups: L, H, B; Type of Construction: III-B, Number of Stories:1.

Provided complete Code Compliance Plan Review for this new medical equipment manufacturing and lab building. Project comprised office, laboratory, and H-2 (high-hazard) hazardous materials storage areas with process piping, including a liquid nitrogen tank, argon tank, helium rack, new diesel generator with 300 gallon storage tank, and helium tank. Corresponded with local fire authority (Contra Costa County Fire) to ensure that building and fire code egress and hazardous materials considerations were coordinated.



**Team Members:** Todd Bailey, Martin Price, Terry Brown

**City of Sacramento**

Development Services Department  
300 Richards Blvd., 3rd Floor  
Sacramento, CA 95811



**Contact:**

**Winfred DeLeon, P.E.** | Chief Building Official  
Email: [WDeleon@cityofsacramento.org](mailto:WDeleon@cityofsacramento.org) Phone:  
(916) 808-5475  
Dates of service: 2007 – present  
Approximate Contract dollar Amount: \$ 750,000

**Services Provided: Offsite & Onsite Plan Review and Offsite Permit Technician Support**

TRB has held a contract with the City of Sacramento to provide Building Department Support services since 2007. Along with offsite plan review and permit technician support, we have provided staff to assist the City with onsite plan review. TRB has staffed a part-time Plans Examiner, Electrical Plans Examiner and Structural Plan Review Engineer onsite over the course of our contract to help fulfill peak “as-needed” demand periods. In addition, we are also currently providing remote permit technician assistance, updating the City’s online Accela permit tracking system with plan review assignment information (virtual onsite presence).



**California Energy Commission**

1516 Ninth Street, MS-2000  
Sacramento, CA 95814-5512

**Contact:**

**Dale Rundquist** | Compliance Program Manager  
Email: drundqui@energy.state.ca.us  
Phone: (916) 651-2072  
Dates of service: 2008 – present  
Approximate Contract dollar Amount: \$ 3.0 million

**Services Provided: Delegate Chief Building Official, Plan Review, and Inspection Services**

TRB has assisted the California Energy Commission as a Delegate Chief Building Official for the past 7 years. TRB staff have assisted in this role on thirteen projects including both Peaker and Combined-Cycle natural-gas fired power generation facilities. As Delegate Chief Building Official, TRB serves in building department, fire department, public works, and worker safety support capacities, providing the following:

- Building Plan Review and Inspection
- Fire Plan Review and Inspection
- Civil & Grading Plan Review and Inspection
- Geotechnical Peer Review
- Fire Protection Engineering Peer Review
- OSHA Standards Plan Review
- Worker Safety Monitoring
- Project Management
- Document Control

Recent projects include:

- Russell City Energy Center (600 MW Combined-Cycle), Hayward
- Lodi Energy Center (296 MW Combined-Cycle), Lodi
- Almond 2 Power Plant (174 MW Simple-Cycle), Ceres
- Walnut Creek Energy Park Project (500 MW Simple-Cycle), Industry

The firm has regularly met its Plan Review, Inspection, and Permit Processing objectives, including staffing requirements and turnaround goals.

**Project Profile**      **Russell City Energy Center Power Plant  
Hayward, CA**

**Project Description:** Russell City Energy Center – New 600 MW Combined Cycle Power Plant  
**Scope:** Delegate Chief Building Official Services on behalf of the California Energy Commission

**Owner:** Calpine, Inc.

**Year:** 2010 - 2014

**Construction Cost:** \$800 million

**Project Size/Construction Value:** 14.7 acre site (approximately 25 main structures)/ \$800 million construction value

**Program Elements:**

Occupancy Groups: H, F, S, B; Type of Construction: II-B

Provided complete Code Compliance Services including plan review, inspection, building official, and building department administration duties for this multiple structure power plant facility (full suite of 2007 California Building Standards Codes including Building, Mechanical, Plumbing, Electrical, Energy, Green, and Fire Codes). Project entailed design-build approach where plan review submittals were staged over the course of construction (approximately 4,000 packages processed over 2.5 years). Project comprised mixed uses, including B, F, S, H occupancies, labs, and high energy process and chemical feed systems. Project also entailed evaluation of several alternate materials and methods applications.



**Team Members:** Todd Bailey, Martin Price, Tsuyoshi Bunden, Jess Villar, William Vaughn, Ed Ong, Terry Brown, Jim Begley, Lowell Brown, Ron Thissen, Doug Simms

**City of San Mateo**

Building Division  
330 West 20th Avenue  
San Mateo, CA 94403

**Contact:**

**Stephen Lau, P.E.** | Chief Building Official  
Email: [slau@cityofsanmateo.org](mailto:slau@cityofsanmateo.org)  
Phone: (650) 522-7180  
Dates of service: 2013 – present  
Approximate Contract dollar Amount: \$ 150,000

**Services Provided: Onsite Plan Review**

TRB is currently providing as-needed peak Building Safety Plan Review services to the City of San Mateo. A majority of the role entails providing over the counter plan review support to accommodate fast-track projects and code enforcement cases. The firm has regularly met its Plan Review objectives, including staffing requirements and turnaround goals.

## Additional Staff Project Experience - Plan Review

The following is a partial list of plan review projects worked on by our staff members. The project valuation for all below-referenced projects ranges from \$1 million to \$800 million.

### Mixed Use

- New Podium Mixed Use Building, Walnut Creek, CA
- Mixed-use Residential/Office, 630 I Street, Sacramento, CA
- New 4-Story Hotel (Fire Code), Sacramento, CA
- Mixed-use Residential/Retail/Parking Garage (230,000 s.f.), Los Altos, CA
- Vallco Fashion Park (Retail & Cinema Complex), Cupertino, CA

### Biotechnology / Healthcare

- Varian Inc. New Medical Research Facility (44,000 s.f.), Walnut Creek, CA
- Buck Center, 4th Floor Laboratory (5,750 s.f.), Novato, CA
- UC Davis Health, Midtown Clinic (100,000 s.f., I & B occupancies), Sacto, CA
- Cancer Treatment Center (44,000 s.f.), Pleasant Hill, CA
- Marin Health Campus - Buildings A-E, County of Marin, CA

### Government / Civic

- Veteran's Administration, New 2-Story Housing Facility, Menlo Park, CA
- Transit Operations Building, \$2.5M, 1 story, 8,660 sq. ft., Santa Rosa, CA
- Fire Station Remodel & Addition (12,000 s.f.), County of Marin, CA
- Performing Arts Center, County of Marin, CA
- War Memorial Community Center & John Daly Library, Daly City, CA
- Police Station, Benicia, CA

### Commercial

- New Neiman Marcus Building, Walnut Creek, CA
- BJ's Restaurant, Arden Fair Mall, Sacramento, CA
- Shopping Center 16 Screen Cineplex, Cupertino, CA
- Whole Foods Markets (6 stories), Novato, CA
- Macys Major Renovation & Addition, Walnut Creek, CA

### Industrial and Power Plant Cogeneration Facilities

- Delegate CBO Services, California Energy Commission
  - Lodi Energy Center Project (300 MW), Lodi, CA
  - Russell City Energy Center Project (560 MW), Hayward, CA
- SPG Solar Depot Park, Photovoltaic Array (2.1 MW), Sacramento, CA
- High Winds Project (162 MW, 108 Turbines), Solano County

### Residential / Residential Care Facilities

- Valley Vista Senior Housing Complex (Res. Care Facility), San Ramon, CA
- The Terraces Phase II (Res. Care Facility), Los Altos, CA
- Atria Senior Living (Residential Care Facility), Walnut Creek, CA
- Ritz Carlton Hotel (4 stories, 11 buildings), Napa, CA



TRB+ staff members have extensive experience working with numerous public agencies in California. The following is a partial list of agencies served by our staff members.

Public Agency	Plan Review	Building Inspection	Building Department Administration	Delegate CBO Services	CASp Consulting
California Energy Commission*	X	X	X	X	
City of Benicia	X	X		X	
City of Concord	X	X	X	X	X
City of Daly City	X				
City of Dublin	X				
City of Livermore	X				
City of Los Altos	X	X			
City of Oakley	X	X	X	X	
City of Palo Alto	X				
City of Petaluma*	X				
City of Pleasant Hill	X				X
City of Sacramento*	X		X		
City of San Jose	X				
City of San Leandro	X		X		
City of San Mateo	X				
City of San Ramon	X	X	X		X
City of Tracy	X	X			
City of Vallejo	X	X	X		
City of Walnut Creek	X	X	X		
County of Butte	X				
County of Honolulu*	X				
County of Marin	X				
County of Merced*	X				
County of Sonoma	X				
County of Yolo	X	X	X		

‘\*\*’ = Provided both Standard and Electronic Plan Review

## Additional Staff Project Experience – Building Inspection (Option)

The following is a partial list of Building Inspection projects worked on by our staff members:

### General

- Combination Inspection, City of San Ramon
- Building Official, Multifamily and Building Inspection, City of Concord
- OSHPD-3 Inspection, City of Walnut Creek
- Delegate CBO Services, California Energy Commission
  - Lodi Energy Center Project, Lodi, CA
  - Russell City Energy Center Project, Hayward, CA
  - Almond 2 Power Plant, Ceres, CA
  - Walnut Creek Energy Park, Industry, CA
  - Mountainview Power Project, Redlands, CA



### Mixed Occupancy Facilities

- Fremont Bayside Condominiums, Fremont
- Hollis Street Lofts, Live-Work Condominiums, Emeryville
- Hacienda Gardens Apartments, Dublin
- Signature Properties Condominiums, Concord

### Poured-in-Place, Pre-Stressed and Post Tension Systems

- Chiron Life Science Medical Research Laboratories, Emeryville
- Lucky's Regional Distribution Center, San Leandro
- Hacienda Crossings Shopping Center and 20-plex Theatres, Dublin
- Ikea Showroom and Parking Garage, Emeryville

### Pile, Micro-Pile, Auger-Cast and CIDH Foundations

- Fremont Police Administration Facility, Fremont
- Wood Fin Suites Hotel, Emeryville
- Solano Government Center, Fairfield
- River Rock Casino Parking Structure, Healdsburg

### Base-Isolated Structures

- Pixar Animation Studios, Emeryville
- Genentech CCP2 Laboratories and Production Facilities, Vacaville

### Soil-Nail / Tie-Back, Sheet Pile, and Cofferd Dam Systems

- Lodi Energy Center - High Pressure Steam Recovery Sump, Lodi
- Emery Station - Hollis Street Overpass and Tie-Back System, Emeryville
- Dry Creek Rancheria Casino - Access and EVAE Roads Soil-Nail Systems, Healdsburg

## Project Understanding and Approach

**TRB + Associates, Inc.** (TRB+) would like to confirm its intent to provide Building Plan Check Services in accordance with the Scope of Services identified in the City of San Leandro Request for Qualifications document. In sum, it is our understanding that the City of San Leandro Building Division is seeking qualified consultants to assist the City with building plan review services on a broad range of project types, on an as-needed basis. We understand that all such services would be coordinated with the City Building Official.

### Building Plan Review Scope Understanding

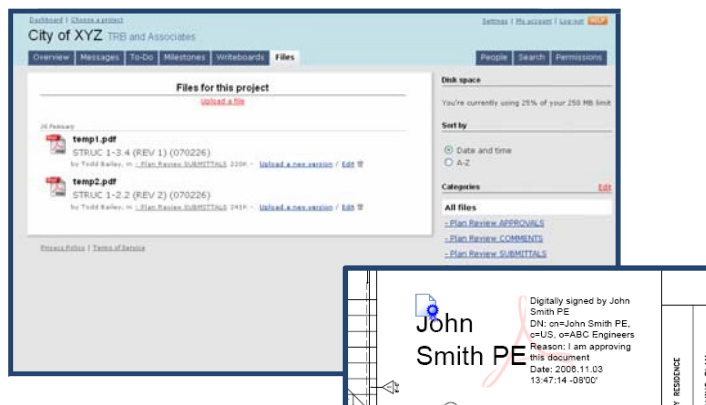
Perform as-needed plan review services for residential, multi-family residential, commercial, and industrial projects encompassing building code, electrical, plumbing, mechanical, fire protection (if requested), Title-24 energy, disabled access, and green building standards; as well as floodplain, wildland urban interface fire severity zone, hazardous materials, and state housing law Title-25 factory built structure considerations, as applicable.

Review building plans, design calculations, and material specifications for structures proposed for construction, as well as fire protection system plans and design calculations (if requested). Plans will be reviewed for completeness and correctness based on the California Building Code, California Residential Code, California Mechanical Code, California Electrical Code, California Plumbing Code, California Green Code, California Energy Code, California Fire Code (if requested) and other applicable ordinances as adopted by the City.

**Electronic Plan Review:** As an alternative to review of hardcopy media, TRB+ can review electronic media should it be the desire of the City to accept submittals electronically. The staff of TRB+ has been leaders in the field of digital plan review and workflow management; as such, we have the experience and know-how to efficiently manage the review of electronic documents.

With electronic submittal of all plan documents, we are able to track and communicate all plan review comments and approvals through a project web site. Plan submittals would be accepted and comments generated in Adobe® PDF format.

We are prepared to accommodate plans electronically should the City be interested in offering this as an option for applicants.



## Project Approach Overview

Our approach to this engagement is centered on fostering open communication between our firm and the City. Prior to receipt of our first assignment, we would propose to meet with City staff to discuss local code policies, documentation procedures, plan processing protocols, plan review and inspection checklist items, notification protocols, and scheduling. On an ongoing basis, our firm is committed to maintaining regular communication with City staff to ensure that we are kept apprised of current code interpretations and policies, and to enhance our ability to quickly respond to any issues that may arise during permit counter, document review, and/or inspection activities.

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

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

## Team Organization

Mindful of the complexity of projects typical to the Bay Area, TRB+ has assembled a plan review team with exceptional qualifications and attentiveness to quality and schedule. **Todd Bailey, PE**, our company Principal, will serve as the Project Manager for this engagement. He will be working closely with our Plan Review team to ensure turnaround goals are met and that findings are communicated in a timely and clear manner.

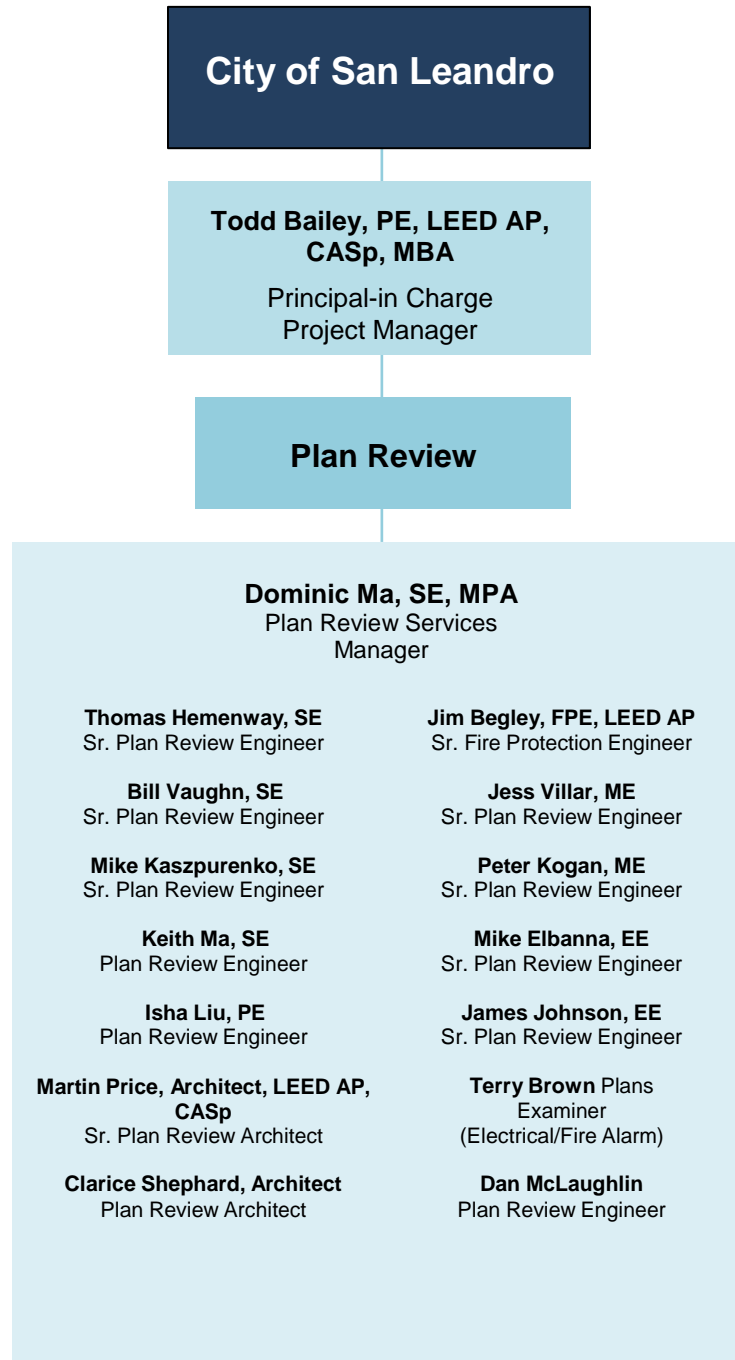
Furthermore, Todd will be monitoring all work product to ensure that findings are focused on code-relevant considerations. Todd maintains a practical perspective on the intent of the codes and possesses a heightened sensitivity to project turnaround milestones.

With our Project Manager at the helm, our key plan review staff as identified in the organization chart which follows will be performing any assigned plan review projects, led by our Plan Review Manager, **Dominic Ma, SE, MPA**. Dominic possesses extensive experience in plan review, which includes working for more than 27 years as a plan review engineer for the City of San Leandro, and 6 years as a supervising civil engineer for the City of Oakland, where he led the City's plan review division.

Upon receipt of a plan review assignment, our project manager will coordinate with our plan review manager to assign the project to the appropriate staffmembers and may distribute work to multiple individuals to accommodate expertise and timing considerations. For complex projects, work may be distributed between disciplines, typically different individuals for 1) Architectural/Disabled Access/T24 Energy/Green, 2) Structural, 3) Mechanical/Plumbing, and 4) Electrical. In the event multiple submittals come in which require multiple resources, our Project Manager may split portions of the work in a single discipline to other licensed/certified individual to ensure turnaround dates are met.

## Plan Review Services Project Team

Please refer to Proposal **Section C** for detailed project team resumes.





## Technical Standards

TRB+ provides code compliance reviews and inspections encompassing architectural, fire, electrical, mechanical, plumbing, structural, energy conservation, disabled access, and green standards in accordance with locally-adopted standards. Our reviews consider all relevant project documentation including plans, specifications, calculations, and other related correspondence to verify conformance to:

- 2013 California Building Code
- 2013 California Residential Code
- 2013 California Electrical Code
- 2013 California Plumbing Code
- 2013 California Mechanical Code
- 2013 California Fire Code (if requested)
- 2013 Title 24 Energy Standards\*
- 2013 California Green Building Standards Code
- Adopted local codes, ordinances, regulations and standards.

Our team also has extensive experience with alternative NFPA, ASCE, ASME, FEMA, NEHRP, and ANSI Standards.

### Structural and Life Safety:

- The California Building Code; Volume 1 & 2
- The California Residential Code
- The provisions of ASCE 7-10, Chapters 1 through 15; all chapters if dynamic analysis submitted
- FEMA, ASCE 41, and NEHRP requirements (i.e. for existing buildings if required for application to be reviewed)
- Foundation design and soil-structure interaction
- Vertical and lateral analysis and design procedures/codes in structural steel, timber, reinforced concrete, reinforced masonry, and light gauge steel
- Referenced Standards in the California Building Code
- Pre-stressed/post tension analysis design (i.e. if required for application to be reviewed)

### Mechanical, Plumbing, Electrical, Energy and Green Building:

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

### Fire Safety:

- NFPA 10, 12, 13 D, 14, 17, 17A, 20, 24, 33, 37, 45, 55, 58, 72, 90A, 99, 110, 232, 214, 704, 850, 2001; 2010 California Fire Code

## Alternate Material and Methods

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

## Building Plan Review Process

The following process represents our typical plan review workflow. Please note that this process can be modified to meet the City’s specific needs.

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

**Step 2 – Initial Review:** Once we receive a complete set of plan documents, we will perform our plan review in the agreed-upon timeframe, checking for compliance to all applicable code standards (see Turnaround Table below).

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

\*Unless otherwise mutually agreed upon

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

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

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

- The date plans were reviewed by TRB+ Associates
- The date that the applicant/applicant’s designee was notified that the plan review was completed
- The name and phone number of the applicant/applicant’s designee that was notified that the plan review was completed

**Step 3 – Transmittal of Plans and Comment Lists for Plan Review:** At the heart of our approach in delivering our services to you, is the recognition that there must be a coordinated effort to track and coordinate all submittals and requests received. To help assure that submittals are properly coordinated and tracked, TRB and Associates has established an internal plan review coordination process to ensure that each plan received for review is properly handled, processed and returned on time. Our plan tracking procedures are computerized to track each submittal through the review process and maintain accurate and comprehensive records for each submittal.

Upon completion of our review, any comments generated are consolidated into a correction letter which is forwarded to the applicant; at the same time, an electronic copy is sent to the City for its reference.

**Step 4 – Rechecks:** Upon receipt of the resubmittal package, we will notify the City (via email) that we have received the package. Once we have verified that the resubmittal package is complete, we perform a recheck in the agreed-upon timeframe. This process is repeated until the project plan documents are ready to be recommended for approval.

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

**Status Reports:** Should it be the desire of the City, TRB+ staff will provide monthly status of all its plan review projects to the City at no additional cost to the City.

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

**Meetings:** The TRB+ plan review team will be available to the applicant's designee during City working hours, by phone, mail, or to attend meetings at the City's offices. TRB+ will address questions or discuss issues that may arise on a project with City staff, design team and/or construction team to ensure that compliance issues are handled in a timely manner.

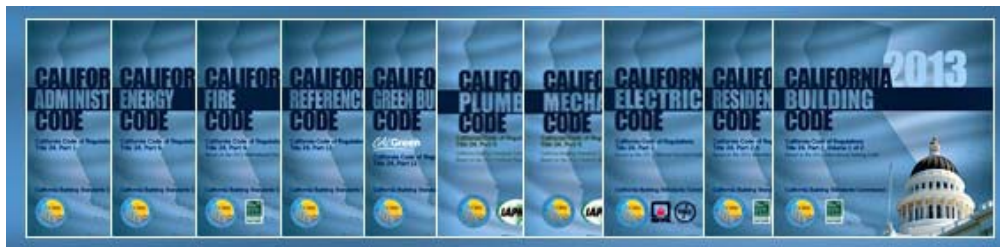
On an ongoing basis, TRB+ Associates will maintain regular communication with agency staff to keep apprised of current code interpretations and policies, and to enhance our ability to quickly respond to any issues that may arise during document review and/or inspection activities.

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

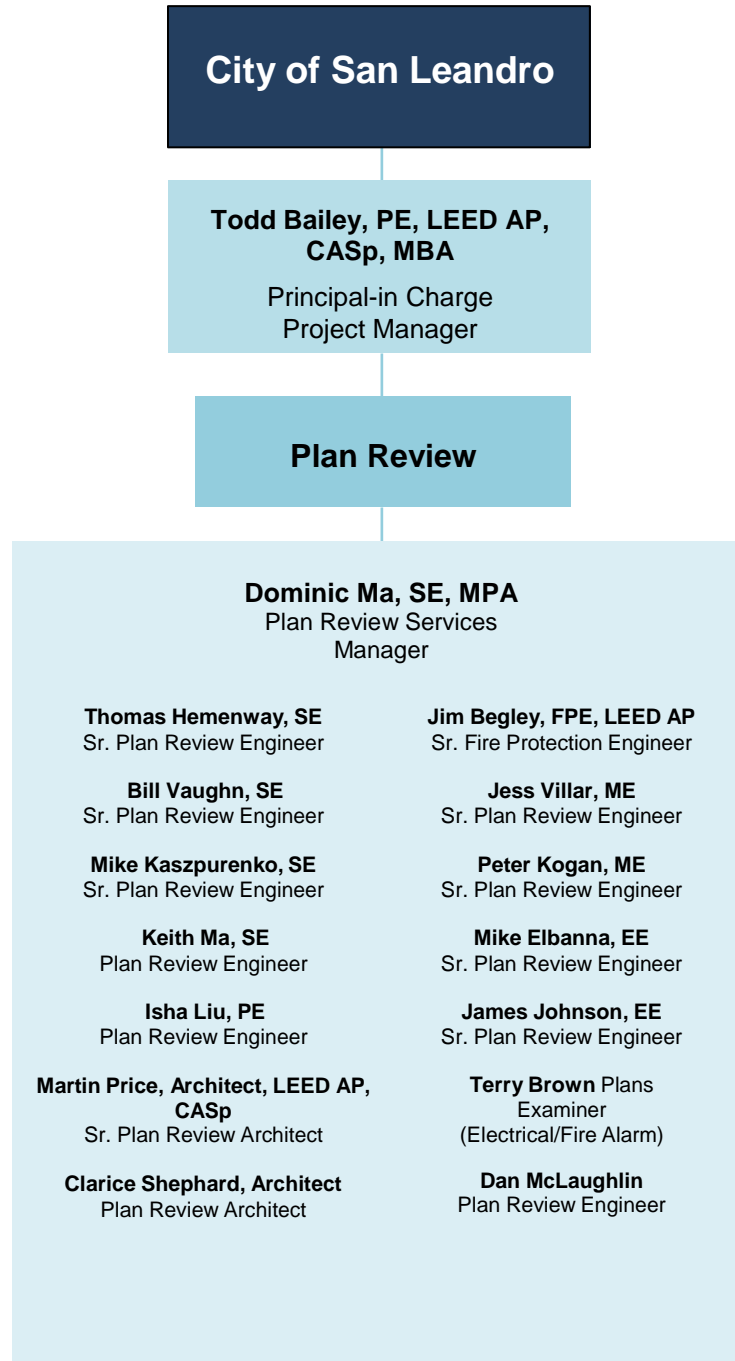
## Quality Control Measures

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

Additionally, TRB+ carefully tracks plan review submittals, review documentation from the point of initial receipt to completion. As such, we are able to efficiently communicate plan review findings and project status information to agencies and project stakeholders.



**Plan Review Services Project Team**



## Project Team Experience Matrix

Team Member	Role	Years of Experience
Todd Bailey, PE, LEED AP, CASp, MBA	Principal-in-Charge Lead/Project Manager	20+
Dominic Ma, SE, MPA	Plan Review Services Manager	30+
Thomas Hemenway, SE	Sr. Plan Review Engineer	30+
Bill Vaughn, SE	Sr. Plan Review Engineer	30+
Mike Kaszpurenko, SE	Sr. Plan Review Engineer	30+
Keith Ma, SE	Plan Review Engineer	20+
Isha Liu, PE	Plan Review Engineer	8+
Martin Price, Architect, LEED AP, CASp	Sr. Plan Review Architect	25
Clarice Shephard, Architect	Plan Review Architect	20+
Jim Begley, FPE, LEED AP	Fire Protection Engineer	20+
Bryan Douglass, FPE	Fire Protection Engineer	7+
Jess Villar, PE (Mechanical)	Sr. Plan Review Engineer	25+
Peter Kogan, PE (Mechanical)	Sr. Plan Review Engineer	25+
Mike Elbanna, EE	Sr. Plan Review Engineer	30+
James Johnson, PE	Sr. Plan Review Engineer	25+
Terry Brown	Sr. Plans Examiner	15+
Dan McLaughlin	Plan Review Engineer	>1

## Todd Bailey, PE, LEED AP, CASp, MBA | Principal-in-Charge / Project Manager

### Education

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

Bachelor of Science Civil Engineering  
*Cum laude*  
University of California Davis

### Registration

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

ICC Certified Plans Examiner (#1042706-60)

LEED Accredited Professional

Certified Accessibility Specialist (CASp-229)

SAP / ATC 20 Certified

### Professional Affiliations

ICC East Bay Chapter Past President (2009)

International Code Council

Structural Engineers Association of Northern California

### Other

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

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

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

Todd's experience includes working with Joint Venture Silicon Valley on the Smart Permits project which helped set the foundation for Internet-enabled local governments in the permitting arena in the late 1990s. He also co-developed award-winning electronic plan review solutions which have reduced process costs and the generation of paper waste.

### Select Project Experience

#### **Building Safety Plan Review**

##### Government / Civic

Daly City Annex Hall, Daly City, CA  
War Memorial Community Center, Daly City, CA  
Police Station, Benicia, CA

##### Commercial

Concrete Tilt-Up Shell Building (60,000 sf), Concord, CA Marin Health Campus - Buildings A-E, County of Marin, CA New Medical Research Facility (44,000 sf.), Walnut Creek, CA Major Office Remodel (Three 40,000 s.f. buildings), Pleasant Hill, CA

##### Residential

Rivertown Apartments, Petaluma, CA  
Palolo Chinese Home, Senior Housing Complex, Honolulu, HI  
Spanos Park West Apartment Complex, Stockton, CA

##### Industrial and Power Plant Cogeneration Facilities

Mountain View Power Project (1,056 MW), Redlands, CA Palomar Energy Center Project (546 MW), Escondido, CA Valero Petroleum Refinery Capital Improvements, Benicia, CA

##### Seismic Upgrade

Unreinforced Masonry Building Retrofit, Petaluma, CA

**Project Management / Administration**

Have served as Delegate Chief Building Official / Engineering Manager for the California Energy Commission on thirteen natural-gas fired power projects and one wind power generation facility in California having a combined valuation of over \$3 billion. Responsible for oversight of plan review tasks and coordination of submittals numbering up into the thousands on these design-build projects. Through implementation of an electronic plan document submittal process, projects realized an approximate 10 percent cost savings for project applicants.

**Electronic Plan Review / Digital Workflow Solutions**

Co-developed and successfully implemented electronic workflow initiative to accelerate review and approval of power project design documents for the California Energy Commission (under previous firm). Program featured by Adobe Systems Inc. in May 2005 ([www.adobe.com](http://www.adobe.com)). Awards received for program include:

- 2006 Computer World Honors Program - Gold Award and Top 50 Finalist
- 2006 Consulting Engineers and Land Surveyors of California – Merit Award
- 2005 Adobe Success Story of the Year

**Presentations**

“Electronic Document Submittals for Archiving,” Western Council of Construction Consumers (WCCC) Annual Meeting, Los Angeles, CA, January 2006.

“Electronic Document Submittals for Archiving,” Consulting Engineers and Land Surveyors of California (CELSOC) Annual Meeting, Monterey, CA, March 2005.

“Building Permit Fee Determination for Power Plant Construction,” California Energy Commission, Sacramento, CA, December 2003.

**Work Experience**

TRB + Associates Inc., Principal, 2006 – Present

Bureau Veritas, Building & Facilities Code Compliance Services, 2001-2006

Deloitte & Touche LLP, Construction Consulting Services, 1999-2001

City of Concord, California – Permit Center, 1996-1999

Luhdorff & Scalmanini Consulting Engineers, 1993-1996

Tosco Refining Company, 1991 & 1992



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

### Education

Master of Science  
Structural Engineering  
UCLA, Los Angeles, CA

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

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

### Registration

Registered Structural  
Engineer  
California (#1920)

Registered Civil Engineer  
California (#20018)

ICC Certified Plans  
Examiner

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

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

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

Dominic has considerable knowledge of civil engineering and structural engineering principles and practices, California Building Code and Title 24 provisions. His strengths include having the ability to review, analyze and evaluate plans, specifications, engineering reports and calculations; possessing knowledge to identify code deficiencies; and evaluating alternate methods and materials of construction.

Dominic is adept at reviewing plans for adherence to the California Building Code, ASCE 7-05/10, and when applicable FEMA, ASCE 41, NEHRP provisions. In his plan review work, Dominic has regularly reviewed 3-dimensional computer model analyses and has a thorough understanding of dynamic analysis methods.

As a highlight, Dominic has experience with base-isolated systems from his time as the plan review supervisor with the City of Oakland. Specifically he coordinated with Degenkolb Engineers on the peer review scope for the base-isolated Cathedral of Christ the Light building located at 2121 Harrison Street (Friction pendulum double-concave bearing isolator system).

### Select Project Experience

#### **Building Safety Plan Review**

##### Plan Review projects supervised in the City of Oakland

- 2121 Harrison Street  
The Cathedral of Christ the Light (also called the Oakland Cathedral)  
A new modern Roman Catholic Cathedral with glass walls 120 ft. high. The \$190 million, 224,000 square feet structure sits on 36 innovative "friction pendulum double-concave bearing isolators," consisting of two facing concave surfaces.
- 2100 Franklin Street  
The \$45 million, 245,000 s.f. project is 9 stories high and built with steel frames. Wall on north-west corner is fitted with curved glass panels. To compensate for its slightly smaller than code required width, the interior atrium is equipped with smoke control system to provide fire safety protection for its occupants. Evaluated the alternate materials methods request associated with this design element.
- 100 Grand Avenue  
22 Story Condominium Building, budgeted at \$150 million.
- Oakland Airport (Expansion and interior remodeling)  
A \$350 million Terminal Improvement Program. This Terminal 2 improvement project used "green building" technology and includes a new concourse with five additional boarding gates and waiting areas; and security and baggage claim facilities.

- Oakland Airport Connector (Building Services Division did not review this project, but was involved jointly with the Oakland Fire Department in the planning stage on fire and safety concerns)
 

The 3.2-mile connector between the Coliseum/Oakland Airport Bart Station and the Oakland airport terminal provides a transit alternative to airline passengers who opt to use Bart to reach the airport instead of driving. The total project budget for the OAC project is approximately \$484 million. The connector running along the median of Hegenberger Road has two end terminal stations: one at the Coliseum/Oakland Airport BART Station and one at the proposed airport terminal.

Plan Review projects performed for the City of San Leandro

Costco (New retail store)  
 Bayfair Mall (Tenant improvements)  
 Century 21 Theatre  
 San Leandro Dialysis Clinic  
 Bay Area Veterinary Specialists (Pet hospital)  
 San Leandro Honda  
 San Leandro Nissan  
 San Leandro Hospital (Tenant improvements)  
 San Leandro Hospital (New doctors' office building)  
 Carlton Plaza of San Leandro (An assisted living facility)

Additional Plan Review projects performed

Costco Building Addition, City of Concord  
 New Gas Compressor Building, Butte County  
 AT&T Rooftop solar Panel Installation, City of San Ramon  
 Tilt-up Warehouse Buildings (2), City of Sacramento  
 Historic Building Seismic Retrofit, City of Benicia  
 Cancer Treatment Facility, City of Pleasant Hill  
 New Tri-Plex Building, Los Altos

**Work Experience**

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

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

**Education**

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

**Registration**

Registered Structural  
Engineer  
California (#5348)

Registered Civil Engineer  
California (#52357)

**Professional Affiliations**

SEAONC Member

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

**Select Project Experience**

- NUMMI, Stamping Plant and Plastics Plant Expansion, Fremont
- 140 Geary Street seismic retrofit, San Francisco, CA
- Amgen, Process Lab Building 99, Thousand Oaks, CA.
- Huntington Hotel, San Francisco, CA
- Wells Fargo Bank, Fremont Data Center, Fremont, CA.
- Responsible for Civil, Structural, and Architectural designs for industrial projects domestic and international.
- Responsible for structural analysis and design of seismic strengthening to existing timber, steel, concrete, and masonry buildings in the greater San Francisco bay area.
- Responsible for 3D model constructability review for a new GE 7FA natural gas-fired and GE A10 steam turbine , 1x1 combined cycle electric power generating facility.
- Responsible for ensuring quality of Civil, Structural, and Architectural construction activities for 600 megawatt natural gas-fired, combined cycle electric power generating facility.
- Performed dynamic structural analysis and concrete design for new steam turbine foundation.
- Resident Engineer for Calpine Pastoria Power Project, Bakersfield, CA.
- Responsible for structural design of high energy pipe supports and expediting subcontracts for Steam Extraction Soda Ash Mine and Refinery. American Soda, Parachute, CO.
- Produced Structural and Civil designs related to mining process facilities.
- Designed concrete and steel structures for Kennecott Copper Smelter Modernization Project, Salt Lake City, UT using STAAD III and Microstation for PC computer.
- Designed steel pile and conventional concrete pad foundations for overland conveyor at Falkirk Mine in Underwood, North Dakota.
- Designed superstructure and foundation calculations of reinforced concrete, concrete masonry, steel and timber for Discount Tire Stores throughout Colorado.

**Work Experience**

TRB + Associates, Inc., Senior Plan Review Engineer, 2016 - Present  
Owner, TjHemenway Design Consultant, 2014 to 2016  
Construction and Engineering Interface Manager, Kvaerner North American Construction Inc. and Parson Brinkerhoff JV, 2013  
Owners Representative, Calpine, Russell City Energy Center, 2011 – 2012  
Lead Structural Engineer, Aker Kvaerner, 2002 – 2003  
Resident Engineer, Kvaerner, 2000 – 2002  
Civil/Structural Discipline Manager, Kvaerner Metals, 1998 – 2000  
Senior Structural Engineer, Kvaerner Metals, 1997  
Civil/Structural Lead Engineer, The Bentley Company, 1995 – 1996  
Senior Engineer, Davy International, 1993 – 1994  
Design Engineer, Roberts and Schaefer, Inc., 1990 – 1993  
Field Engineer, Chen Northern, Inc., 1989  
Project Manager - TCM Consultants Inc., 1985 – 1988  
Staff Engineer - Engineering and Testing Consultants, Inc., 1985  
Sales Engineer- Wholesale Building Systems, Inc., 1984 – 1985  
Draftsman- Richard C. Lubischer and Associates, 1981 – 1984

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

### Education

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

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

### Registration

Registered Structural Engineer, California

Registered Civil Engineer California

### Professional Affiliations

Structural Engineers Association of Northern California (SEAONC)

Structural Engineers Association of California (SEAOC)

International Code Council (ICC)

East Bay Chapter of ICC

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

### Select Project Experience

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

### **Structural Peer Review**

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

### **Structural Plan Review**

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

### **Seismic Design**

- Buildings 310 and 560 Seismic Retrofit, Stanford University, Palo Alto, CA

### **Structural Design**

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

**Seismic Investigation**

- State Farm Insurance Claims, Loma Prieta and Northridge Earthquakes, CA
- Allstate Independent Readjustment Program (for Los Angeles Superior Court), Northridge, CA

**Work Experience**

TRB + Associates Inc., Senior Plan Review Engineer, 2011 – Present

Vaughn Engineering, Principal Structural Engineer, 1994 - 2011

David L. Messinger & Associates, Civil & Structural Engineer, 1990 -1994

Alan R. Horeis Structural Engineers, Civil Engineer, 1987 -1990

William B. Vaughn, P.E., 1986 -1987

Integrated Design Services, Structural Design Engineer, 1983 -1986

Vaughn Construction, General Contractor, 1973 -1981

Oregon State Highway Bridge Division, Engineering Tech, 1971 -1973

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

**Education**

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

**Registration**

Registered Structural  
Engineer, California

Registered Civil Engineer  
California

**Professional Affiliations**

Structural Engineers  
Association of Northern  
California (SEAONC)

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

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

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

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

**Select Project Experience**

**Industrial, Manufacturing**

- Corn Products Cogeneration Facility, Stockton, CA. Plan review of boiler building and miscellaneous foundations for new facility.
- Raven Industries, various sites in California. Seismic anchorage design for Fiberglass and polyethylene tanks.
- Nine Mile Point Two Nuclear Power Plant, New York. Miscellaneous connection designs.
- Oswego Power Plant, Oswego, New York. On site engineer, for fabricator of breeching, during construction of oil fired power plant.
- Jones-Laughlin Steel Co., New York. Iron ore conveyor support system.
- Newton Winery, Napa, CA. Design of new Fermentation and Bottling Buildings.
- IBM, San Jose, CA. Equipment bracing at a Manufacturing facility.
- Newburg-Beacon Bridge, New York. Bridge caisson design.

**Commercial**

- 600 Sutter, San Francisco, CA. New eight story building.
- 973 Market, San Francisco. Seismic upgrade of an existing 8 story brick and concrete building.
- Saks Fifth Avenue, San Francisco, CA. Foundation shoring for a new department store.
- El Camino Real Hotel, San Mateo, CA. Preliminary design of a new three-story hotel.
- SONY/Metreon entertainment building, San Francisco. Consultant to primary structural engineer for new entertainment complex.
- GTE Mobilnet. Engineering for 18 Cellular sites in Northern California.
- San Francisco Chocolate Company, Richmond, CA. Design of a new chocolate facility within an existing warehouse.

**Government, Civic**

- 1989 Loma Prieta Earthquake, San Francisco, CA. Damage assessment of numerous apartment buildings and other structures for the City of San Francisco.
- City Center Rotunda, Oakland, CA. Upgrade of three, eight story adjacent buildings into one multifunction facility.
- Guide Dogs for the Blind, San Rafael, CA. New office, visitor center, administration buildings and partial remodel of 5 kennels.
- Salvation Army Family Center, San Francisco, CA. Upgrade of a structure, which had hollow clay tile bearing walls.

**Education, Assembly**

- Windsor Middle School, Windsor, CA. New \$11 million School Campus.
- Laguna Salada School District, Pacifica, CA. Survey of 12 school campuses for Pacifica School District.

- Clovis East High School, CA. Plan check review for the Office of the Office of State Architect on several buildings of a new campus.
- Continuation High School, Mendocino, CA. A new multipurpose/classroom building.
- Aromas-San Juan Bautista High School, San Juan Bautista, CA. Multi-phased development of a new High School Campus.
- Cedars of Marin, Ross, CA. Complete campus remodel of 3 buildings including new 4 story administration and dormitory building.
- New Regional Occupations Program Tech Center, Mendocino, CA. New facility for Drafting, Business, Computer, and Video classrooms.
- Marin Country Day School, Corte Madera, CA. Evaluation and seismic upgrade of entire campus, which consisted of approximately 15 structures.
- Marin Country Day School, Corte Madera, CA. Design of a new Performing Arts Center, and campus upgrade. Numerous renovations, upgrades, and remodeling, of structures ranging from one to eight stories.

### **Healthcare**

- Kaiser Hospital Service Building, Walnut Creek, CA. New two story support facility for a hospital.
- King Khalid Military City, Saudi Arabia. Interstitial ceilings for support of mechanical equipment at a hospital.

### **Multi-unit Residential**

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

### **Work Experience**

TRB + Associates, Inc. San Ramon, CA, 2009 - Present  
 Structural Engineers Collaborative, San Francisco, CA, 1986—Present  
 Culley Associates, San Francisco, CA, 1980—1986  
 H. J. Degenkolb & Associates, San Francisco, CA, 1978-1980  
 Cives Steel Corporation, Gouverneur, New York, 1976—1978



## Keith Ma, SE, PE | Senior Plan Review Engineer

### Education

Bachelor of Science  
Civil Engineering  
University of California  
Berkeley

### Registration

Registered Structural  
Engineer California  
(#S5065)

Registered Civil Engineer  
California (#C64767)

Keith Ma has over 15 years of diverse structural/civil engineering experience on commercial, residential, and industrial project types. Keith possesses strong code review and structural analysis skills and has an excellent working knowledge of ADAPT, RAM, SAP2000, ETABS, RISA 3D, AutoCAD, Eneccalc, PCA, and SAFE structural engineering software packages. His experience includes providing onsite plan review support to the Cities of San Mateo, San Leandro, and Concord.

### Project Experience

#### **Plan Review Engineer - TRB + Associates, San Ramon, CA, 2012 - present**

Provides combination plan review support on residential, commercial, and industrial project types.

#### **Senior Lead Structural Engineer (Consultant) - AEPC Group and Semco Consultants 2010 - present**

Specialized in heavy industrial design. Select projects included: Tesla Motors Stamping Press Plant Modification in Fremont, K2 Pure Solution Chemical Processing Plant in Pittsburg, Substation Seismic Retrofit at Cal Poly, Lockheed Martin in Sunnyvale, Sandia National Laboratories in Livermore.

#### **Structural Engineer – Fulcrum Structural Engineering, San Francisco, CA, 2009 - 2009**

Specialized in high-end residential and commercial projects in Bay Area.

#### **Project Manager - BORM Associates, Inc., Pleasanton, CA, 2007 - 2008**

Specialized in managing projects in post-tensioning and regular reinforced concrete structures. Developed company design procedure and standard structural details for post-tensioning podium and parking structures.

#### **Project Manager - TEAC Structural Engineering, San Ramon, CA, 2005 - 2007**

Specialized in managing commercial projects for the company. Managed and allocated staff for site related activities. Managed the company standard structural details for residential projects.

#### **Project Engineer - Holmes Culley (former Culley Associates), San Francisco, CA, 2000 - 2005**

Worked on diverse array of project types. Select projects included: The award winning seismic rehabilitation of the historical Four Season Biltmore Hotel in Santa Barbara, UMB seismic upgrade at 400 Sutter Street, concrete mix-used building seismic upgrade at 838 Market Street, Fisherman's Wharf substructure repair and strengthening, Pier 1.5, 3 & 5 substructure repair and seismic strengthening for rehabilitation, failure investigation of an aluminum pedestrian bridge in the SF Port, Michael Moritz residence remodeling and seismic upgrade.

#### **Junior Project Engineer - H.J. Brunnier, San Francisco, CA, 1999 - 2000**

#### **Site Engineer - Paul Y. Construction Company, Ltd., Hong Kong, 1997 - 1999**

## Yixia (Isha) Liu, PE | Plan Review Engineer

### Education

Bachelor of Science  
Civil Engineering  
Wuhan University, China

M.S. Structural Engineering  
San Jose State University

### Registration

Registered Civil Engineer  
California (C76770)

Isha Liu is a registered Civil Engineer with over 8 years of experience in structural plan review, engineering analysis, design, and construction administration. Her experience encompasses public and private projects, including school, hospital, office, retail, and residential buildings. She has relevant design experience in all construction materials including concrete, steel, masonry, wood, and light gauge metal.

### Project Experience

#### **Plan Review Engineer - TRB + Associates, San Ramon, CA, 2015 to present**

- Provides combination plan review support on residential, commercial, and industrial project types.

#### **Consulting Engineer, 2011- 2015**

- Provided structural engineering service to various organizations encompassing structural design and analysis, preparation of construction documents, conducting site surveys, and client representation at stakeholder meetings.

#### **Thornton Tomasetti / Dasse Design, San Francisco, CA, 2008 – 2010**

##### **Design Engineer**

- Worked with project managers/senior project engineers and provide structural calculations and detail sketches as required
- Worked on DSA and OSHPD plan check comments and communicate with plan checkers to get approval in a timely and accurate manner
- Performed structural modeling and analysis for structural integrity and compliance with applicable construction codes as well as site visit/observations
- Conduct seismic evaluation of existing buildings per ASCE 31-03, CBC Administration Code

#### **Cornerstone Structural Engineering Group, San Francisco, CA, 2007 - 2008**

##### **Assistant Engineer**

- Prepared structural analysis and calculations for wood frame residential, school and commercial buildings with flexible diaphragm or rigid diaphragm assumptions; provide structural calculation to support the detail design.
- Provided seismic evaluation and upgrade for existing light frame, masonry and tilt-up buildings.
- Designed framing and connections of steel braced frame structures.
- Designed retaining walls, piles and prepare structural plans using the "Caltrans Temporary Shoring System" method.

#### **Milpitas City Hall, Building & Safety Division, Milpitas, CA, 2006**

##### **Internship**

- Assisted in processing building permit applications
- Prepared construction plans and documents for construction permit processing
- Plan checked residential and commercial buildings

**Martin Price, Architect, LEED AP, CASp | Sr. Plan Review Architect**

**Education**

Bachelor of Science  
Architecture  
The University of Michigan-  
Ann Arbor  
3rd in Class

B.A. Management  
Sonoma State University

**Registration**

Licensed Architect  
California (#C-18904)

LEED Accredited  
Professional

**Council of American Building  
Officials**

Certified Building Official

**International Code Council**

Master Code Professional  
Certified Fire Marshal  
Building Plans Examiner  
Building Inspector  
Electrical Inspector  
Mechanical Inspector  
Plumbing Inspector  
Accessibility Inspector/Plans  
Examiner ICC/ANSI A117.1  
Residential Energy Plans  
Examiner/Inspector – 2000  
IECC

**California State Fire Marshal**

Fire Prevention 1B – Fire  
Prevention Practices UFC  
Fire Prevention 3A –  
Hydraulic Sprinkler  
Calculations  
Fire Prevention 3B – Plan  
Review: UBC, UFC

\*additional certs on file

Martin Price is a licensed architect, certified building official, and certified fire marshal with over 30 years' experience in architecture, structural engineering, and plan review (structural, non-structural, and fire review) with government agencies and private consulting firms. His plan review experience spans the past 16 years, prior to which Martin performed architectural and structural design on a variety of residential and commercial project types. His experience includes working as a plan check engineer and technical supervisor for fire plan review for the City of Santa Rosa.

**Select Project Experience**

**Building Codes Plan Review**

**Research Facilities**

Buck Center, 4<sup>th</sup> Floor Laboratory, 5,750 sq. ft., Novato, CA  
Varian, 1 story, 43,702 sq. ft., Walnut Creek, CA

**Residential**

Ritz Carlton, Napa, CA  
Residential: 4 stories, 11 buildings, 467,319 sq. ft.  
Subterranean Parking: 1 story, 213,443 sq. ft.  
Whole Foods, 6 stories, 419,736 sq. ft. mixed-use, Novato, CA  
Spring Lake Village, Santa Rosa, CA  
Village Center, 1 story, 43,435 sq. ft.  
West Parcel, 3 stories, 27,009 sq. ft.  
Fitness/Auditorium, 2 stories, 24,000 sq. ft.  
Soledad Housing Authority, Soledad, CA  
Benito & First Streets, 26 buildings, 143 units, 195,519 sq. ft.  
Monterey & First Streets, 8 buildings, 2 stories, 67,793 sq. ft.  
Napa Gateway Hotel, 3 stories, 85,506 sq. ft., Napa County, CA

**Educational**

Sonoma Academy (private high school), 2 stories, 99,000 sf, Santa Rosa, CA

**Institutional**

Tamalpais Retirement Center, \$1.7M alteration, Larkspur, CA  
Spring Lake Village - Buildings K & L, 2 stories, 38,019 sf, Santa Rosa, CA

**Religious Buildings**

547 Mendocino Avenue, \$1.2M, 2 stories, 40,000 sq. ft., Santa Rosa, CA  
Seventh Day Adventist Church Remodel, 840 Sonoma Ave, Santa Rosa, CA  
Clear Lake Baptist Church, 1 story, 3,500 sq. ft., Lakeport, CA

**Government/Civic**

Arcata/Eureka Airport Expansion, 1 story addition, 35,665 sf, Humboldt County, CA  
Riverside County Sheriff's Department Aviation Facility, Riverside, CA  
Transit Operations Building, \$2.5M, 1 story, 8,660 sq. ft., Santa Rosa, CA

**Industrial**

Wine Storage Warehouse Phase II, 2 stories, 73,819 sf, Napa County, CA  
Made in Napa Warehouse, 2 stories, 76,130 sq. ft., Napa County, CA

### Commercial Buildings

The Marketplace, 8381 Gravenstein Highway, 48,513 sq. ft., Cotati, CA  
 Safeway Remodel, 1026 Hunt Street, 1 story, 31,300 sq. ft., St. Helena, CA  
 Exchange Bank, 1 story, 7,000 sq. ft., Santa Rosa, CA  
 Walgreen Drug Store, 1 story, 20,000 sq. ft., Cotati, CA

### Hospitality Buildings

Carneros Spa Expansion, 10,758 sf, Napa County, CA  
 Hotel L'Auberge, 4 stories, Sausalito, CA

### Office Buildings

Skywalker Ranch, Contra Costa County, CA  
     Brook House Screening Room and Production Studio  
     Stable House Screening Room  
 Napa Gateway Office Building, 2 stories, 9,920 sq. ft., Novato, CA  
 South Office Building, 5 stories, Beaverton, OR

### **Fire Code Plan Review**

Kaiser Medical Office Building, 2 stories, 91,159 sq. ft., Santa Rosa, CA  
 Kohl's Department Store, 2 stories, 96,223 sq. ft., Santa Rosa, CA  
 433 Riley Street, 10 stories, 50,000 sq. ft., Santa Rosa, CA  
 620 Third Street, 10 stories, mixed-use, Santa Rosa, CA  
 The Rises, 740 Third Street, 10 stories, 158,940 sq. ft., Santa Rosa, CA

### **NFPA 72 Fire Alarm Systems Plan Review**

St. Helena Catholic Church, St. Helena, CA  
 Keller's Market, 1320 Main Street, St. Helena, CA  
 Charles Krug Winery, 4 buildings, St. Helena, CA  
 3101 Brush Creek Road, R-2.2 RCFE, Santa Rosa, CA

### **NFPA 13, 13D and 13R Automatic Sprinkler Systems Plan Review**

Carnegie Library, 3 stories, St. Helena, CA  
 Dant Cottage, 1008 Charter Oak Avenue, St. Helena, CA  
 Krug Winery, Storage Building, 2800 St. Helena Highway, St. Helena, CA  
 Ace Hardware, 39168 Highway 299, Humboldt Cnty, CA  
 Steve's Hardware, 1370 Main Street, St. Helena, CA  
 Casitas De Larkspur, 220 & 240 Lower Via Casitas, Larkspur, CA  
 Smith Residence, 1230 Oakwood Lane, St. Helena, CA  
 Coast Central Credit Union, 2 stories, McKinleyville, CA

### **Work Experience**

TRB and Associates, Building and Fire Code Consultant, 2006-Present  
 Fire Plan Review Supervisor, Santa Rosa Fire Department, 2004-2006  
 Building Plan Check Engineer, Santa Rosa Building Department, 1998-2004  
 Plan Check Engineer, The Phillips Group, 1994-1998  
 Structural Draftsman, Dennis Fagent Associates, 1988-1994

## Clarice Shephard, Architect | Plan Review Architect

### Education

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

Bachelor of Architecture  
University of Arizona,  
Tucson, AZ

### Licenses/Certifications

Licensed Architect,  
California (# C25918)

SAP / ATC 20 Certified

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

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

### Select Project Experience

#### Plan Review

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

#### Project Manager / Project Architect

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

### Work Experience

TRB + Associates, Inc., Plan Review Architect, 2014 - Present

BFGC / IBI Group, Architect, 2009 - 2012

RNL Design, Project Architect, 2006 - 2008

MCG Architecture, Project Manager, 2005 - 2006

H+L Architecture, Project Architect, 1999 - 2004

Derivi Castellanos Architects, Architect, 1996 - 1999

**Jim Begley, F.P.E., LEED AP | Fire Protection Engineer**

**Education**

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

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

**Registration**

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

LEED Accredited Professional

**Professional Affiliations:**

National Fire Protection Association (NFPA)

Society of Fire Protection Engineers (SFPE)  
Member grade

SPFE  
Member of International Board of Directors

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

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

**Select Project Experience**

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

**Work Experience**

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

**Jess Villar, M.E. | Senior Plan Review Engineer**

**Education**

B.S. Mechanical Engineering, Feati University, Philippines

Building Inspection/Examiner, Chabot College, Hayward, CA

Refrigeration & A/C Technician, NRI, Washington, D.C.

**Certifications**

Registered Mechanical Engineer, State of California and Nevada

ICC/IRC Certified Building, Mechanical, Plumbing, Electrical, Combination Inspector (renewal pending)

ICC/IRC Certified Plans Examiner (renewal pending)

Certified California CHEERS Rater

**Professional Affiliations**

American Society of Mechanical Engineers

American Society of Heating and Refrigerating Engineers, Inc.

American Society of Plumbing Engineers

AIA Eastbay Instructor (1998 - 2007)

MEP review class for graduate architectural students preparing to take the California licensed Architects examination.

Jess Villar is a licensed professional engineer with over 25 years of code compliance experience which encompasses architectural, structural, M/E/P, energy, accessibility and life safety plan review and inspection tasks across a range of project types including residential, commercial, and industrial structures. Jess communicates and interacts effectively with City staff, the public, and contractors and developers. He is also adept at maintaining construction/building inspection files and logs and preparing reports and correspondence.

**Project Experience**

Responsibilities include reviewing plan documents including calculations, and specifications for code compliance to fire and life safety, accessibility, energy compliance, noise abatement, mechanical, plumbing, electrical & structural provisions. Project reviews encompassed HVAC systems, duct layouts, fire/smoke dampers, furnaces, ducts, chimneys, water heaters, environmental and product conveying ducts, smoke control system for high rise buildings, refrigeration piping and machinery rooms, DWV, gas, domestic water piping.

Also review mechanical, electrical, structural equipment and other closed systems (e.g. boilers, condensers, compressors, pumps, fans, diesel engines, HVAC, pressure vessel tanks, water storage tanks, toxic/hazardous tanks, exhaust stack, combustion turbine, generator, transformer, gas piping, ducts, cable trays, specifications, and installations) for gas-turbine, steam boiler & co-generation power plants.

**Work Experience**

TRB + Associates, Inc., 2010 - Present  
 West Coast Code Consultants, Inc., 2006 – 2009  
 Linhart Peterson Powers Associates, 1995 – 2006  
 City of Dublin, 1994 - 1995

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

### Education

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

### Registration/Certification

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

Certified Energy Manager  
(CEM), State of California

LEED Accredited  
Professional

Peter Kogan is a licensed mechanical engineer with over 25 years of diversified experience in the construction industry. His expertise lies in the areas of design and construction administration for Heating, Ventilation and Air Conditioning, Plumbing, Fire Protection, Energy and Building Studies, and Value Engineering. In the past ten years he was responsible for the design and renovation construction of several historical preservation projects. Peter's extensive experience and personal attention to project details has always assured professional services performed within budget and to complete client satisfaction.

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

### Select Project Experience

#### Healthcare

- New Medical Facility, Nevada Air National Guard, Reno, NV
- Radiology/ Oncology Labs Renovation, Hospital Building, UCSF, San Francisco, CA
- HVAC Systems Modifications at Seton Medical Center, Daly City, CA
- Renovation of Buildings 210/212 & 301, Metropolitan State Hospital, Norwalk, CA
- Sonoma State Hospital, Central Plant HVAC Modifications, Sacramento, CA
- Stockton Hospital and Developmental Center, HVAC Systems Modifications, Stockton, CA
- Renovation Projects at California Pacific Medical Center, San Francisco, CA
- New MRI Installation, Sutter Coast Hospital, Crescent City, CA
- New Radiology and PT/Cardio-Pulmonary Rooms, Sutter Coast Hospital, Crescent City, CA

#### Education, Assembly

- Wet Research Laboratories in Building 74, Lawrence Berkeley Lab, Berkeley, CA
- Medical Research Laboratories, Warren Hall, UC Berkeley, CA
- Calvary Church, Los Gatos, CA. New 80,000 sq.ft., 2-story Life Center with Classrooms, Multi-Use Room, Gymnasium, Meeting Halls, etc.
- New Research Complex, Santa Clara, CA. Clean Room Laboratories comprising five RTC Labs for Memorex Corporation
- Renovation and New Building Addition for Robert Mondavi Winery, Oakville, CA

#### Multi-unit Residential

- New Condominium Complex, San Francisco, CA. New 7 Story Condominium Complex located at 1438 Green Street
- Military Housing and Commercial Facilities, NAS Fallon, NV. New 3 Building Housing Complex comprising 126 Bachelor Enlisted Quarter units & new base Administration, Maintenance, Shop and Storage Facilities.
- Westborough Court Condominium Complex, So. San Francisco, CA. New 84 Unit, 4 Building Condominium Complex
- New 9,000 sq.ft., Manini'Owali Residence, North Kona, HI



Commercial

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

Government, Civic

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

Industrial

- Renovation and Addition to Race Street Fish & Poultry Plant, San Jose, CA

**Work Experience**

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

**Mike Elbanna, P.E. (Electrical) | Sr. Plan Review Engineer**

**Education**

B.S. Electrical Engineering  
San Francisco State  
University

B.A. Physics  
San Francisco State  
University

**Registration**

Registered Electrical  
Engineer  
California (#EO12877)

Registered Electrical  
Engineer Hawaii

**Professional Affiliations**

Member of the Institute of  
Electrical and Electronics  
Engineers, Inc. (IEEE).

Member of International  
Association of Electrical  
Inspectors (IAEI).

Mike Elbanna is a registered professional electrical engineer with over 30 years of experience in the design and plan review of electrical systems for commercial, light industrial, residential, medical, institutional, telecommunication and manufacturing projects.

His design, plan review, and inspection experience encompasses power systems, lighting and related control systems, fire alarm systems, data/communication structure conduits, Title 24 lighting documentation, and electrical service coordination with vesting power companies.

**Select Project Experience**

**The Riverfront, Napa, CA:** - New facility with 51 high end residential condominiums and an adjacent commercial office and retail building. I designed and supervised the design of Lighting, power and Fire Alarm systems. Power service was at 120/208V, 2500 A for residential and 277/480V, 3000 A for Commercial/retail spaces. Total construction cost is valued at \$70 Millions

**125 Pine Street, San Francisco, CA:** - New High Rise office Building (35 stories) in down town San Francisco. The scope is to design the Electrical System, Fire Alarm for the shell of the Building and follow up with site visits to monitor the status of construction and take the proper action. Electrical Service was 2-2000A at 277/480V.

**388 Market Street, San Francisco, CA:** - New High Rise Residential/Retail Building (18 stories) in down town San Francisco. The scope is to monitor the installation of Electrical Systems (including Fire Alarm) of the Building and to monitor the status of construction and take the proper action any corrections.

**Sheraton Palace Hotel, San Francisco, CA:** - Modernization: The project consisted of more than 600 guest rooms, two large kitchens, exhibit halls, computer rooms, etc. The electrical scope of work included the design of full engineering documents for Lighting, Dimming system, Power Distribution (normal & emergency), Fire Alarm, Life Safety, UPS, related specification documents and construction administration. I was also involved with construction administration meetings and field reports. The estimated cost for Electrical construction is \$12 million.

**221 First Street Multifamily Residential, Benicia, CA**  
8 attached, separately parceled residential units with 10,000 sf of office space.

**Black Stallion Wine, Napa, CA**  
Wine processing equipment, wine barrel storage warehouse, tasting rooms, kitchen, parking lot lighting and generator.

**Electrical Plan Review**

**Description**

**Government / Civic**

University of California Santa Cruz, Ranch View Terrace Housing  
Physical Sciences Building (Electrical Inspection Only)  
Marin Health Campus—Buildings A-E  
Fire Station Remodel & Addition (12,000 s.f)

**Location**

Santa Cruz, CA  
Santa Cruz, CA  
Marin Co., CA  
Marin Co., CA

**Commercial**

Tilt-up Warehouse Buildings (2)	Sacramento, CA
Cancer Treatment Center (44,000 s.f.)	Pleasant Hill, CA
Major Office Remodel (Three 40,000 s.f. buildings)	Pleasant Hill, CA
Vallco Fashion Park Cinema	Cupertino, CA
Whole Foods Market	Cupertino, CA
Satellite Dialysis Center TI	Cupertino, CA

**Residential**

16-Unit Multifamily Residential	Cupertino, CA
Sherry Ave Single Family Home	Palo Alto, CA
Warmington Multifamily (over 40 units)	Palo Alto, CA

**Industrial and Power Plant Cogeneration Facilities**

Stockton Food Distribution Center	Stockton, CA
Valero Annual Permit (Plan review and Inspection)	Benicia, CA

**Miscellaneous Design Review:**

**Drawings Review** – Review and check permitted drawings for Code compliance with California Electrical Code and California Energy Efficiency Standards. Type of projects included residential, commercial, multi residential, office buildings, cell sites, light industries, etc. The number of projects exceeded 300 projects.

## James Johnson, P.E. (Electrical), QCxP | Senior Plan Review Engineer

### Registration/Certification

Registered Electrical Engineer – Hawaii

ICC Certified Electrical Plans Examiner

Qualified Commissioning Services Provider (QCxP)

Construction Quality Control Reviewer (CQCR)

### Professional Affiliations

Illuminating Engineering Society (IESNA)

International Association of Electrical Inspectors

Building Commissioning Association (BCA)

International Code Council (ICC)

### Volunteer Affiliations

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

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

James Johnson is a Registered Electrical Engineer (Hawaii), ICC Certified Electrical Plans Examiner, and Qualified Commissioning Services Provider (QCxP) with over 25 years of experience encompassing electrical engineering design and plan review. Mr. Johnson has provided electrical plan review on a variety of project types including commercial building, tenant improvements, and photovoltaic systems. In addition, Mr. Johnson has performed extensive power and lighting systems design, engineering and construction document production, and project management.

### Select Skills / Project Experience

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

### Work Experience

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

**Terry Brown | Plans Examiner - Electrical & Fire Alarm**

**Education**

Bachelor of Science  
Electrical Engineering  
California State University  
Sacramento

**Registration**

ICC Certified Electrical  
Plans Examiner (#5262060-  
E3)

ICC Certified Electrical  
Inspector  
(#5262060-E2)

Terry Brown is an ICC certified electrical plans examiner and inspector with over 20 years of experience encompassing engineering design, plan review, inspection, and building permit administration. His building department experience includes serving as Assistant Electrical Engineer for the City of Sacramento providing extensive Fire Alarm and Electrical plan reviews on a variety of project types including high-rises, restaurants, tenant improvements, and mixed-occupancy buildings.

**Select Project Experience**

**Electrical/Fire Alarm Plan Review**

Government / Civic

Social Security Office T.I., Sacramento, CA  
Opus Baseball Complex, Sacramento, CA

Commercial

New Medical Research Facility, Walnut Creek, CA  
Natomas East High-Rise, Sacramento, CA  
Major Office Remodel (40,000 square feet), Pleasant Hill, CA

Residential

Saka Residence (30,000 square feet), Sacramento, CA

Industrial and Power Plant Cogeneration Facilities

SPG Solar Depot, Sacramento, CA  
Tracy Water Treatment Plant, Tracy, CA  
Raging Wire Substation, Sacramento, CA  
Lodi Energy Center Project (Combined Cycle Power Plant), Lodi, CA  
Russell City Energy Center Project, Hayward, CA  
Almond 2 Power Plant, Ceres, CA

**Hydraulic Engineering Design**

Control systems for hydraulic elevators for JFK Airport, New York, NY  
Split-Back Hydro project for Statue of Liberty, New York, NY

**Work Experience**

TRB + Associates, 2008 – Present  
City of Sacramento, 2007-2008  
Bureau Veritas North America, Inc., 2005-2006  
Motion Control Engineering, 1998-2005

**Daniel McLaughlin | Plan Review Engineer**

**Education**

Masters in Structural Engineering  
Lehigh University  
Bethlehem, PA

B.S Civil Engineering  
Lehigh University  
Bethlehem, PA

**Registration**

ICC Certified Plans Examiner

E.I.T. Certificate

**Professional Affiliations**

American Institute of Steel Construction

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

**Work Experience**

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

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

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

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

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

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

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

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

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

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

## Rate Structure

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

## Plan Review Services

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

Turnaround Timeframe (in business days)	Structural Only Review	Complete Review (Structural, Life Safety/Disabled Access, E/M/P, Green, Title 24 Energy)
<b>Standard*</b> - 10 days first check - 5 days rechecks	45%	65%
<b>Expedited**</b> - 5 to 7 days first check - 5 days rechecks	Standard fee plus an additional 35 percent	Standard fee plus an additional 35 percent

\* For exceptionally large/complex projects, 15 day first check and 10 day rechecks may apply, as mutually agreed upon prior to commencement of review. See Proposal **Section E – Plan Check Turnaround Times** for additional information.

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

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

## Schedule of Hourly Rates and Reimbursables

TRB+ provides services on an hourly basis as noted in the hourly rate and reimbursables schedule included below:

<u>Position</u>	<u>Rate</u>
Principal	\$140.00
Project Manager	\$125.00
Building Official	\$125.00
Senior Plan Review Engineer/Architect	\$120.00
Senior Plans Examiner (Building & Fire)	\$115.00
Plan Review Engineer/Architect	\$110.00
Plans Examiner (Building & Fire)	\$ 90.00
Permit Technician	\$ 65.00
Clerical/Admin	\$ 45.00
Fire Protection Engineer	\$160.00
CASp Certified Inspector/Examiner	\$115.00
Supervising Inspector	\$ 95.00
Senior Inspector II	\$ 85.00
Senior Inspector I	\$ 80.00
Inspector II	\$ 75.00
Inspector I	\$ 70.00
Intern Inspector	\$ 45.00
Supervising Inspector	\$ 90.00
Intern Inspector	\$ 45.00
Emergency/After-Hours Inspections	Above rates plus 25%

Overtime is billed at the rates shown above plus an additional 25 percent (Note that no overtime will be charged without client authorization)

- Reimbursement for direct expenses, incurred in connection with the work, will be at cost plus fifteen (15) percent.
- Reimbursement for employee-owned vehicles used in connection with the work will be at the rate of \$0.60 per mile.
- Other in-house charges for prints, reproductions and equipment use, etc. will be at standard company rates.

The above Schedule of Charges is valid through June 30, 2017 and may be adjusted thereafter.



## Plan Check Turnaround Times

The following represents our typical plan review turnaround schedule. Please note that these timeframes may be modified to meet the City’s specific needs.

TYPE OF PROJECT	TURNAROUND TIME*		
	INITIAL CHECK (WORKDAYS)	RECHECK (WORKDAYS)	REVISION/PLAN CHANGE
<ul style="list-style-type: none"> <li>Single Family Dwellings/ Additions/Remodels</li> </ul>	Within 10	Within 5	Within 5
<ul style="list-style-type: none"> <li>Tenant Improvements</li> <li>Small/Medium Commercial/ Industrial Buildings</li> </ul>	Within 10	Within 5	Within 5
Complex Large Projects including: <ul style="list-style-type: none"> <li>Large Multifamily Residential Buildings</li> <li>Large Commercial/ Industrial/ Mixed Use Buildings</li> </ul>	Within 15	Within 10	Within 10
Expedited (see note below)	Within 5 - 7	Within 5	Within 5

\*Unless otherwise mutually agreed upon

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

**City of Concord**

Building Division  
1950 Parkside Drive  
Concord, CA 94519

**Contact:**

**Robert Woods, SE** | Chief Building Official  
Email: robert.woods@ci.concord.ca.us  
Phone: (925) 671-3119  
Dates of service: 2008 – present

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



**City of Los Altos**

One North San Antonio Road  
Los Altos, CA 94022

**Contact:**

**Kirk Ballard** | Chief Building Official  
Email: Kirk.Ballard@ci.los-altos.ca.us  
Phone: (650) 947-2634  
Dates of service: 2008 – present

**Services Provided: Plan Review and Inspection**



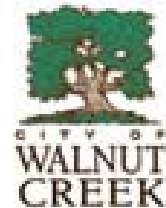
**City of Walnut Creek**

Building Division  
1666 N. Main Street  
Walnut Creek, CA 94596

**Contact:**

**Sharon Goei, P.E.** | Chief Building Official (Prior, now at City of Santa Clara)  
Email: SGoei@SantaClaraCA.gov  
Phone: (408) 615-2404  
Dates of service: 2007 – present

**Services Provided: Plan Review, Onsite Permit Technician, and OSHPD-3 Inspection**



**City of Sacramento**

Development Services Department  
300 Richards Blvd., 3rd Floor  
Sacramento, CA 95811



**Contact:**

**Winfred DeLeon, P.E.** | Chief Building Official  
Email: [WDeleon@cityofsacramento.org](mailto:WDeleon@cityofsacramento.org) Phone: (916) 808-5475  
Dates of service: 2007 – present

**Services Provided: Offsite & Onsite Plan Review and Offsite Permit Technician Support**

**California Energy Commission**

1516 Ninth Street, MS-2000  
Sacramento, CA 95814-5512



**Contact:**

**Dale Rundquist** | Compliance Program Manager  
Email: [drundqui@energy.state.ca.us](mailto:drundqui@energy.state.ca.us)  
Phone: (916) 651-2072  
Dates of service: 2008 – present

**Services Provided: Delegate Chief Building Official, Plan Review, and Inspection Services**

**City of San Mateo**

Building Division  
330 West 20th Avenue  
San Mateo, CA 94403



**Contact:**

**Stephen Lau, P.E.** | Chief Building Official  
Email: [slau@cityofsanmateo.org](mailto:slau@cityofsanmateo.org)  
Phone: (650) 522-7180  
Dates of service: 2013 – present

**Services Provided: Onsite Plan Review**

## Acceptance of City Standard Consulting Services Agreement

**TRB+ Associates, Inc.** has reviewed the City's Standard Consulting Services Agreement, which was included as Exhibit A in the City's Request for Qualifications document. To confirm, our firm is able to meet the agreement requirements, including all of the noted insurance provisions.

A copy of our insurance certificate which outlines company coverage is included on the next page for reference.

## EXHIBIT B

### COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

#### Rate Structure

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Clerical/Admin	\$ 45.00
Fire Protection Engineer CAsp Certified	\$160.00
Inspector/Examiner	\$115.00
Supervising Inspector	\$ 95.00
Senior Inspector II	\$ 85.00
Senior Inspector I	\$ 80.00
Inspector II	\$ 75.00
Inspector I	\$ 70.00
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Supervising Inspector	\$ 90.00
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Overtime is billed at the rates shown above plus an additional 25 percent (Note that no overtime will be charged without client authorization)

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The above Schedule of Charges is valid through June 30, 2017 and may be adjusted thereafter.

## EXHIBIT C

### INDEMNIFICATION

- A. Consultant shall, to the extent permitted by law, indemnify, hold harmless and assume the defense of, in any actions at law or in equity, the City, its employees, agents, volunteers, and elective and appointive boards, from all claims, losses, and damages, including property damage, personal injury, death, and liability of every kind, nature and description, arising out of, pertaining to or related to the negligence, recklessness or willful misconduct of Consultant or any person directly or indirectly employed by, or acting as agent for, Consultant, during and after completion of Consultant's work under this Agreement.
- B. With respect to those claims arising from a professional error or omission, Consultant shall defend, indemnify and hold harmless the City (including its elected officials, officers, employees, and volunteers) from all claims, losses, and damages arising from the professionally negligent acts, errors or omissions of Consultant.
- C. Consultant's obligation under this section does not extend to that portion of a claim caused in whole or in part by the active negligence or willful misconduct of the City.
- D. Consultant shall also indemnify, defend and hold harmless the City from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the City or any of its officers, employees, volunteers, or agents use of articles, products things, or services supplied in the performance of Consultant's services under this Agreement.