

CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND

4LEAF, Inc.

FOR

PLAN CHECK SERVICES

THIS AGREEMENT for consulting services is made by and between the City of San Leandro ("City") and 4LEAF, Inc. ("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 \$35,000, 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:

4LEAF, Inc.

2110 Rheem Dr. Suite A

Pleasanton, CA 94588

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

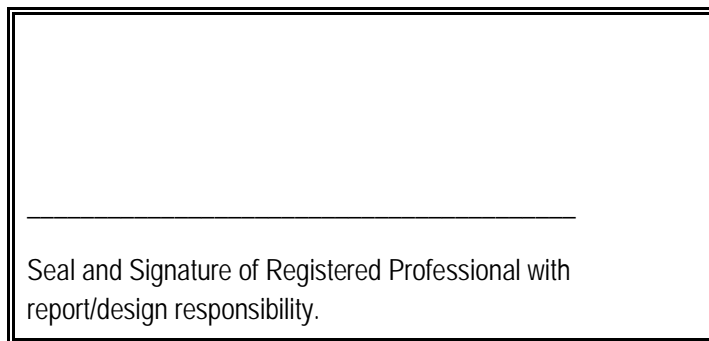
Department of Finance

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.

Exhibit A            Scope of Services

Exhibit B            Compensation Schedule & Reimbursable Expenses

Exhibit C            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

4LEAF, Inc.

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

\_\_\_\_\_  
Kevin Duggan, 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

1969630.2 (2015)



## EXHIBIT A SCOPE OF SERVICES

City of San Leandro, Community Development Department  
February 26, 2016  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577  
Attn: Jerry Smith, Chief Building Official

**RE: Qualifications to Provide Building Plan Check Services**

4LEAF, Inc. (4LEAF) is excited to have the opportunity to submit our proposal to provide Building Plan Check Services to the City of San Leandro (City). 4LEAF has been providing these services for numerous public and private clients in California for more than 15 years and is looking forward to the opportunity to provide these services for the City. 4LEAF is the ideal choice for the following reasons:

**Local Experience**

4LEAF was established in 1999 and incorporated in 2001 and is a full-service engineering firm specializing in providing plan review, building inspection, and building department management services. Currently, we are supplying similar services to nearly 100 public agencies throughout California including the nearby municipalities of the County of Alameda, City of Dublin, City of Pleasanton, City of Newark, and the City of Fremont.

**Approach**

Our staff incorporates the right combination of experience, education, certifications, and registrations, allowing the 4LEAF team to provide a wide range of resources customized to the specific requirements of each client and project. 4LEAF principals and project managers have the experience to handle any requests. You can be confident that you will be dealing with staff that understands your department and service protocols. **Our approach to providing professional Plan Review Services to the City is straight forward:**

- Provide you with a lineup of **highly-qualified professionals** who know how to partner successfully with the City.
- Supply **proven resources and innovative ideas**.
- Offer **resource reliability and flexibility**.
- **Respond** to your needs.
- **Communicate** with you honestly and candidly.

**Comprehensive Plan Review Services**

4LEAF is one of the Building & Safety industry's leader in providing professional plan review. The City will have access to 4LEAF's comprehensive plan review team which includes Engineers, Architects, Fire Inspectors / FPE's, and ICC-Certified Plan Review staff. 4LEAF's plan review services include:

- Structural Engineers and Mechanical/Electrical/Plumbing Plan Review Staff.
- Fire Review.
- Civil Review.
- Electronic plan review services.
- Expedited plan review services.
- Hourly plan review.
- Special negotiated discounted rates for large/complex reviews.



- Immediate response from 4LEAF's project manager or management team on all questions and requests.

**CASp Expertise**

4LEAF has approximately 10 Certified Access Specialists on staff. We have performed CASp inspection and plan review projects and have consulted on numerous construction projects for accessibility questions and advice.

**Leadership**

The contract with the City of San Leandro will be managed by Craig Tole and Abby Obligation from our Pleasanton office. They have a proven track record of success with Cities and Counties neighboring the City of San Leandro.

We look forward to the opportunity to serve the City of San Leandro. Should you have any questions, I may be reached on my office phone at (925) 462-5959 or by cellular phone at (925) 596-3644. You may also reach me at [cmanzeck@4leafinc.com](mailto:cmanzeck@4leafinc.com).

Sincerely,  
**4LEAF, Inc.**

Christy Manzeck  
Project Coordinator



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## Section A: Statement of Qualifications and Interest

**4LEAF, Inc. (4LEAF) is a California “C” Corporation that was established in 1999 and incorporated in 2001** by experienced engineers and managers with a focus on providing plan review, project inspection, and on-call inspection services to municipal Building and Public Works Departments. With the goal of setting the industry standard for excellent customer service, 4LEAF has grown to **nearly 200 personnel (including more than 100 Building Inspectors with approximately 75 of those full-time)** throughout California, Washington, Massachusetts, and Nevada.

**Principal/Management Team:**

**President:** Kevin Duggan  
(P) – (925) 462-5959 (E) - kduggan@4leafinc.com

**Vice President:** Bert Gross, P.E.  
(P) – (916) 965-0010 (E) - bgross@4leafinc.com

**Vice President:** Gene Barry, P.E.  
(P) – (925) 462-5959 (E) - gbarry@4leafinc.com

**Director/PM: Craig Tole – Primary Contact**  
(C) – (925) 580-4055 (E) - ctole@4leafinc.com

**Bay Area - Headquarters**

2110 Rheem Drive  
Pleasanton, CA 94588

**Sacramento Office**

8896 North Winding Way  
Fair Oaks, CA 95628

**Washington Office**

1201 Pacific Avenue, Suite 600  
Tacoma, WA 98402

**4LEAF Consulting, LLC**

125 E. Reno Avenue, Suite 3  
Las Vegas, NV 89119

4LEAF maintains the **largest database of qualified personnel of varied qualifications.**

<i>Title</i>	<i># of Staff</i>	<i>Title</i>	<i># of Staff</i>
ICC Certified Plans Examiners	25+	ICC Certified Inspectors & Inspectors of Record	100+
ICC Certified Building Officials	10	Registered Architects	3
Registered Engineers (PE, SE)	20	ICC Permit Technicians	8
Code Enforcement Staff (PC832)	8	CASp	10
Construction Managers/Inspectors	18	QSP/QSD	3

4LEAF has a proven track record of reviewing and inspecting projects of all sizes and complexities including:

City/County-owned facilities

Large Campuses

Stadiums/Arenas

Commercial Office Parks

Detention/Criminal Justice Facilities

Essential Service Facilities

Laboratories

Military Projects

Site Work

Water Front

Health Care Facilities

Transportation Facilities

Commercial Shopping Centers

High-Profile Type B Commercial Construction

Large-Scale Residential / Master Planned

Multi-Family Projects



As an experienced firm, 4LEAF has approaches to working with clients that are very different from those you might find when working with a large corporation. Our philosophy is to strive to be the best firm providing our clients with outstanding customer service and first-rate plan review and inspection services. 4LEAF has been the industry leader in providing Building Department Services to public and private clients throughout California.

**4LEAF has provided plan review and inspection services for numerous projects including office campuses, parking garages, transportation facilities, city-owned buildings, universities, public schools, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. 4LEAF has also performed thousands of plan reviews on residential properties and tenant improvements.**

Having served more than 100 jurisdictions, 4LEAF has carefully crafted solutions to just about any type of building and safety activity our clients might likely encounter. With years of experience behind our services, we feel confident in undertaking unique, as well as traditional, issues and challenges. Our knowledgeable staff are certified and registered and many have the dual benefit of having worked in the public sector before joining the 4LEAF team. Because we serve as an extension of building departments, we believe we have a distinct understanding of client’s day-to-day needs, and we have developed methods and systems that work.

4LEAF can provide staff who specialize in a full-range of municipal building safety services that are tailored to our client’s needs and requests. 4LEAF has the training and experience to provide building department administrative services to jurisdictions ranging from Certified Building Official support to Permit Counter services.

4LEAF’s staff has a depth of experience in working with all types of building structures and has performed inspection and plan review services on more than \$25 billion dollars in construction during the past 15 years. We have worked with planning and building departments in the construction, rehabilitation, and repair of both public and private buildings as well worked with design review and preservation boards to determine the design criteria and associated project requirements of building improvements. In addition, our staff have performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

**Basic Services Provided by Firm**

Building Department Services	Construction Management and Public Works Inspection	Engineering / Environmental Services
<ul style="list-style-type: none"> <li>• Jurisdictional Inspectors               <ul style="list-style-type: none"> <li>❖ Residential</li> <li>❖ Commercial</li> </ul> </li> <li>• DSA Inspectors of Record</li> <li>• OSHPD Inspectors of Record</li> <li>• ICC Certified Plan Review</li> <li>• California Certified Accessibility Specialists (Inspection &amp; Review)</li> <li>• Leed Accredited Professionals</li> <li>• ICC Certified Building Officials</li> <li>• Complete Building Department Services</li> <li>• In House Plan Review</li> <li>• Offsite Plan Review</li> <li>• Property Condition Surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Constructability Reviews</li> <li>• Baseline Schedule Review</li> <li>• Stakeholder Coordination</li> <li>• Submittals &amp; RFI’s Review</li> <li>• Performing Claims Analysis</li> <li>• Public Works Inspection</li> <li>• Construction Monitoring &amp; Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Phase I &amp; II Environmental Assessments</li> <li>• Storm Water Pollution Prevention</li> <li>• CERCLA and RCRA Remedial Investigation Work Plans</li> <li>• NPDES Permitting and Compliance</li> <li>• Engineering Cost Estimates</li> <li>• Geotechnical Engineering</li> <li>• Soil Characterization &amp; Waste Profiling</li> <li>• Health &amp; Safety Plans</li> </ul>



## Plan Review

**4LEAF plan reviews approximately 2,000 plans each year** and has the depth of experience in providing consultant services on a variety of projects. Our project history includes City/County owned properties, laboratories, military projects, transportation projects, office buildings, criminal justice facilities, health care facilities, and high-profile Type B commercial construction projects. Our project history includes:

- Undisclosed Casino – (\$1.7 Billion) **“Recently Awarded”**
- Administrative Office of the Courts – (\$200 Million)
- City of Cupertino – AC2 Parking Garage (Undisclosed)
- City of Livermore – Fire/Building Reviews for Paragon Outlet Mall – Phases 1 & 2 (\$100 Million)
- County of Stanislaus – County Jail Buildings 1, 2, and 3 (\$90 Million)
- City of Cupertino – Main Street Cupertino (\$300 Million)
- County of Calaveras – Adult Detention Facility and Administration Building (\$68 Million)
- City of East Palo Alto – University Plaza (\$65 Million)
- City of Pleasanton – Clorox Campus (\$60 Million)
- City of Palo Alto – College Terrace (\$50 Million)
- City of Dublin – Ross Headquarters (\$50 Million)
- Tuolumne County – Juvenile Detention Center (\$35 Million)
- County of Alameda GSA – Ashland Youth Center (\$34 Million)
- City of Palo Alto – Stanford Hospital Parking Garage and Visitors Center (\$32 Million)
- City of Palo Alto – Park Blvd, Park Plaza (\$30 Million)
- City of Monterey – Conference Center Renovation (\$25 Million)
- City of Pleasanton – BRE Multifamily (\$25 Million)
- City of Palo Alto – VMware (\$125 Million)

## Project Inspection

4LEAF is the Northern California’s leader in Project Inspection Services. Here is a list of our recently completed or in-progress commercial projects:

### Building Projects

- Apple Campus 2 (\$6 Billion)
- VMware (\$1.3 Billion)
- CDCR (\$800 Million)
- Taube-Koret CJL (\$350 Million)
- UC Merced Phase 1 (\$350 Million)
- California Dept. of Parks and Recreation (DPR) (\$250 Million)
- St. Joseph’s Hospital, Stockton, CA (\$120 Million)
- BART Dublin Station, Dublin, CA (\$116 Million)
- Lawrence Berkeley National Lab CRTF (\$115 Million)
- Los Angeles Downtown Park (\$100 Million)
- Stockton Ball Park and Arena (\$100 Million)
- Calaveras County Jail (\$68 Million)
- Downtown Health Center, Santa Clara County (\$50 Million)
- OSHPD Campus Work, Stanford University (\$50 Million)

### Public Works Projects

- City of Walnut Creek Streetscape (\$TBD)
- Clark County I-215 Interchange (\$50 Million)
- Amtrak Extension, Sac RT (\$40 Million)
- America’s Cup Marina (\$25 Million)
- Richmond Field Station (\$25 Million)
- Yosemite Slough, Candlestick Pt. (\$14 Million)
- PG&E Gas Pipeline Replacement (\$10 Million)
- Downtown Burlingame Utilities (\$8 Million)
- W. Sacramento Capitol Ave (\$7 Million)
- W. Sacramento Tower Bridge (\$6 Million)
- Auburn Blvd, Citrus Heights (\$5 Million)
- City of Cotati Train Depot (\$1.7 Million)



**Experience with Public Agencies**

4LEAF is the largest provider of ICC Certified Combination Inspectors. 4LEAF currently supplies more than **100 ICC Inspectors** to municipal clients both on an on-call basis or permanent assignment. 4LEAF also performs a multitude of **plan review services** for these clients both on-site and from our 4LEAF office locations.

**City / County / State On-Call Clientele**

City of Palo Alto	City of Pleasanton	City of Alameda
City of Cupertino	City of Livermore	California State Parks
City of Tracy	City of Dublin	County of Stanislaus
City of Lathrop	City of Concord	County of San Luis Obispo
County of San Joaquin	City of Walnut Creek	City of Hollister
City of Modesto	City of Berkeley	City of Daly City
County of Santa Clara	City of Rohnert Park	City of Stockton
County of San Mateo	Town of Danville	City of Merced
City of East Palo Alto	County of Alameda	City of Rocklin
City of Galt	City of El Cerrito	City of Riverbank
City of San Mateo	City of Pittsburg	City of Los Altos
City of San Leandro	City of San Ramon	City of Roseville
City of Gilroy	City of Martinez	City of Burlingame
City of Tulkwila, WA	City of Fremont	County of Tuolumne
City of Monterey	City of Brentwood	City of Sunnyvale City
of Enumclaw, WA	Clark County, NV	City of Davis
City of Auburn, WA	Town of Tiburon	City of Carmel By-The Sea
City of Santa Cruz	City of Citrus Heights	City of Bainbridge Island, WA
City of San Jose	College of Marin	University of California, Davis
City of Sacramento	City of Folsom	County of Fresno
City of Pinole	City of Hayward	City of Vallejo



**City of Palo Alto, CA**

*Building Inspection, Permit Technician, Plan Review*

Since 2007, 4LEAF has provided numerous combination inspectors to assist the City’s staff with performing routine daily inspections for commercial and residential properties located throughout Palo Alto. Our inspection services vary from full-time to temporary part-time staff to help augment vacation or extended absences due to illness and/or market demand.

**On-Site Plans Examiners**

Since 2010, 4LEAF has provided on-site plans examiners for the City of Palo Alto. A majority of our plans examiners are California-Registered Engineers and are responsible for reviewing large projects under the direction of the City’s Chief Building Official with values ranging between \$100,000 and \$50 Million. Projects range from large commercial, restaurants, office parks, and custom residential projects. Some of our larger projects include:

• Stanford Hospital (Parking Garage & Visitors)	\$32,000,000.00
• Hilton Hotel (4 Stories and underground park)	\$18,022,200.00
• Stanford School of Medicine (3165 porter)	\$17,098,981.00
• VM Ware (Sitework Phase 3)	\$13,000,000.00
• Stanford School of Medicine (3155 Porter)	\$12,709,237.00

**Inspection Services (Project Specific)**

4LEAF provided the Project Inspector on the City of Palo Alto’s new **Mitchell Park Library and Community Center** under Turner Construction Management. 4LEAF was responsible for performing combination inspections for this LEED Gold Certification project. The project consisted of a new 56,000 sq. ft. joint facility that replaces two former facilities. The new Mitchell Park Library and Community Center is a highly sustainable joint-use facility that will be a vibrant destination for civic, cultural, social, educational, and recreational activities.



4LEAF provided the building inspection services on the **Taube-Koret Campus for Jewish Living**. This project replaced the old Sun Microsystems campus and made way for a 8.6 acre and **\$350 Million** mixed-used facility which included Senior Housing, Gymnasium, in-door and outdoor swimming pools, parking structure, theatre, school, etc. This project was the recipient of several awards and was a huge benefit to the community.



4LEAF provided two full-time inspectors to the new VMware campus. This project was a **\$1.3 Billion** expansion project at the Stanford Research Park. This project included the construction of an extensive expansion and renovation of the existing corporate office campus totaling approximately 800,000 sq. ft. and three (3) parking garage structures totaling approximately 2,900 stalls. This project is pending LEED Certification.



**Annual Contract Value: ~\$2 Million**

**Client Name:** City of Palo Alto  
**Client Reference:** Peter Pirnejad, P.E., Director  
**Client Telephone:** (650) 991-8157  
**Client Address:** 285 Hamilton Ave. Palo Alto, CA 94301  
**Email:** [Peter.Pirnejad@CityofPaloAlto.org](mailto:Peter.Pirnejad@CityofPaloAlto.org)



**City of Cupertino, CA**

*On-Call Plan Review, Fire Plan Check, and Inspection Services*

4LEAF is currently performing on-call building inspection, plan review, and fire plan review services for the City of Cupertino. 4LEAF has completed numerous residential and commercial plan reviews on behalf of the City.



**Technology Company Campus (Undisclosed Client)**

4LEAF was recently rewarded a contract for a new *multi-billion dollar* state of the art corporate campus and parking structures on a 176-acre site that will be a **world class headquarters** for 23,400 technology employees.



The project includes the demolition of approximately 2.6 million square feet of building space within the project site, and the construction of **3.4 million square feet of office, research, and development uses.**

**Main Street Cupertino Project**

4LEAF is currently performing a review on the Main Street Cupertino Project. The 17.4 acre Downtown Cupertino project includes 130,000 square feet of retail space, 100,000 square feet of office space, and 160 units of high-end senior Housing. This project is a collaborative effort working closely with the City of Cupertino, the design professionals and the developer. This project includes:

**Site Description / Master Plan**

- Main Street Cupertino Encompasses 17.4 Acres
- 130,000 Square Feet of Retail
- One Acre European Inspired, Public Square
- 100,000 Square Feet of Class-A Office
- 150-250 Room Hotel
- 160+ Units of High-End Senior Housing



**Annual Contract Value: \$4 Million**

**Client Name:** City of Cupertino  
**Client Contact:** Albert Salvador, P.E., CBO  
**Client Address:** 10300 Torre Ave, CA 95014  
**Client Telephone:** (408) 777-3328  
**Email:** [AlbertS@Cupertino.org](mailto:AlbertS@Cupertino.org)



**City of Dublin, CA**

*On-Call Plan Review, Code Enforcement, and Inspection Services*

Since 1999, 4LEAF has maintained an on-call contract with the City of Dublin Building Department to provide third-party plan review, code enforcement, and inspection services. 4LEAF is responsible for inspection work being performed within the City’s jurisdiction on projects ranging from major new development areas to capital improvement projects and infill development. 4LEAF has supplied as many as **14 continuous staff to the City of Dublin** during the course of this on-going contract.



4LEAF has performed plan review and inspection services of the Ross Corporate Campus located in Dublin, CA. To date this includes the tenant improvements of three, 3-story buildings totaling approximately 360,000 sq. ft.



<b>Sizes:</b>
5120 Hacienda – 100,000 Sq. Ft.
5130 Hacienda – 100,000 Sq. Ft.
5140 Hacienda – 100,000 Sq. Ft.
<b>Valuation: \$68 Million</b>
<b>Turn-Around: 3 Weeks</b>
<b>Consultant Fee: ~\$25,000</b>
<b>Occupancies B and A-3</b>

Building Department plan reviews typically include a Structural review, Building (life-safety) review, Accessibility / ADA review (performed by a Certified Access Specialist), Energy Compliance / Title 24 review, and a MEP review. All final submitted project documents must be wet stamped and signed the per State of California regulations.

4LEAF inspection staff members have provided combination building inspection services for some of the **City’s most important commercial projects including shopping centers, parking garages, big-box retail stores, medical centers, libraries,** and countless *capital improvement projects*. 4LEAF inspection staff members have also provided combination building inspection services on numerous *high-density residential projects* which routinely required Type V one- hour inspections.

These projects include:

- Ulfert’s Center
- Grafton Station
- Gateway Medical Center
- Avalon Bay
- Tassajara Ranch
- Emerald Place
- City of Dublin Library
- Dublin Ranch



**Annual Contract Value: \$1.2 Million**

**Client Name:** City of Dublin  
**Client Contact:** Gregory Shreeve, C.B.O., Chief Building Official  
**Client Telephone:** (925) 833-6620  
**Client Address:** 100 Civic Plaza, Dublin, CA 94568  
**Contact Email:** [Gregory.Shreeve@ci.dublin.ca.us](mailto:Gregory.Shreeve@ci.dublin.ca.us)







**City of Pleasanton, CA**

*On-Call Plan Review and Inspection Services*

4LEAF currently provides as-needed building inspection and plan review services for the City of Pleasanton, which features an affluent community of high-value residential and commercial real estate.



**Project Highlights**

4LEAF has been tasked with performing the plan review and inspection services for the Workday Corporate Campus located in Pleasanton, CA. To date this includes the tenant improvements of five, 5-story buildings totaling approximately 300,000 sq. ft. and will also include a new 6-story building totaling approximately 450,000 sq. ft. and two parking garages (one, 4-story and one, 5-story). Building Department style plan review to include a Structural review, Building (life-safety) Review, Accessibility / ADA Review (performed by a Certified Access Specialist), Energy Compliance/Title 24 Review, and Plumbing/Mechanical/Electrical Review. All final submitted project documents must be wet stamped and signed by the project’s registered engineer(s) or licensed architect(s) per State of California regulations.



*Current Buildings – Tenant Improvements*



*New Campus*



<p><b>Size: Tenant Improvements - 360,000 sq. ft.</b></p> <p><b>Size: New Building + Garages - 700,000 sq. ft.</b></p> <p><b>Valuation: \$TBD</b></p> <p><b>Occupancies B and A-3</b></p>
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**Annual Contract Value: \$500,000**

<b>Client Name:</b>	<b>City of Pleasanton</b>
<b>Contact Name:</b>	<b>George Thomas, Chief Building and Safety Official</b>
<b>Client Telephone:</b>	<b>Office: (925) 931-5303</b>
<b>Contact Email:</b>	<b><a href="mailto:Gthomas@cityofpleasantonca.gov">Gthomas@cityofpleasantonca.gov</a></b>



**City of Sacramento, CA**

*On-Call Plan Review and Inspection Services*

4LEAF has provided the City of Sacramento plan review, field inspection, and permit processing services during the past decade and has established a collaborative working relationship with the City's Community Development Department. Our staff are well versed in the City's processes and procedures, and we take pride in providing excellent customer service and technical expertise.



**Project Highlights**

**California Family Fitness, K Street**

One of the most interesting City projects that 4LEAF reviewed in the past three years was the California Family Fitness project on K Street. This project is on the revitalized K Street Corridor and is a renovation of an existing unreinforced masonry building that had no as-built or drawings. The 31,000 sq. ft., 4-story, Type IIA, A-3/B occupancy building is a \$4.5 million project for which 4LEAF performed Life Safety/Accessibility/Structural/Plumbing/Mechanical/Electrical reviews. We collaborated closely with the City's Project Manager and the design team to work through some difficult design constraints which required the submittal and approval of an alternate material and methods of construction.



**Hobby Lobby, Arden Way**

4LEAF performed all plan reviews for the new, \$5 million, 55,000 sq. ft., single-story, Type V-B **Hobby Lobby** store. We worked closely with the City's Project Manager in order to meet some very tight construction schedule constraints.

**Fresh and Easy Grocery Store, Broadway and 34<sup>th</sup> Street**

4LEAF performed a Life Safety/Accessibility/Structural Review of a new \$2 million, 15,000 sq. ft., Type V-B construction for the **Fresh and Easy** grocery store on Broadway and 34<sup>th</sup> Street. 4LEAF worked in collaboration with City staff to complete this project in an accelerated time frame. 4LEAF worked closely with the City's liaison who fostered this project through the permit process.



**Annual Contract Value: \$1 Million**

**Agency Name:** City of Sacramento  
**Contact Name:** Winfred DeLeon, Building Official  
**Contact Telephone:** Office: (916) 808-5475  
**Contact Email:** [WDeleon@cityofsacramento.org](mailto:WDeleon@cityofsacramento.org)



## Adult Detention Facility and Sheriffs Administration Building

*Plan Review and Inspection Services*



4LEAF performed architectural, structural, and MEP reviews and Inspector of Record services on the County of Calaveras \$68 million New Adult Detention Facility and Sheriffs Administration Building on behalf of the County and Kitchell CEM. This project included construction facilities of 160 beds.



The project generally consists of the construction of three new buildings totaling approximately 130,000 square feet along with associated on-site and off-site improvements. On-site work includes construction of site grading, utility infrastructure, parking, roadways, sidewalks, fencing, landscaping and other improvements of the approximately 11.47 acre building site. Off-site improvements include construction of a new access roadway, existing roadway improvements and off-site utility improvements required for the project.

Building construction consisted of:

- A new 41,485 square foot Sheriff’s Administration Building (Type II-B, Essential Services Facility).
- A new 76,537 square foot Adult Detention Facility (Type I-B).
- A new 12,035 square foot Dormitory Building (Type I-B).

**Plan Review:**

Size: 130,000 Sq ft

Valuation: \$68 Million

Plans Received: 12-2-10

Review Completed: 2-8-11  
(includes all re-checks)

Consultant Fee: \$20,000



**Client Name:** County of Calaveras  
**Project Location:** San Andreas, CA  
**Client Contact:** Jeff White, CBO  
**Client Address:** 891 Mountain Ranch Rd  
 San Andreas, CA 95249  
**Client Phone:** (209) 754-2823  
**Completion Date:** October 2013



## Stanislaus County Capital Projects

Plan Check Services

To date, 4LEAF has completed plank check services on the following projects:

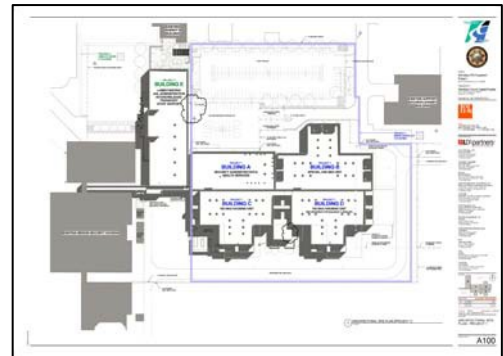
- Barracks Replacement
- Coroner Facility
- Psychiatric Facility
- Public Safety Center Projects 1, 2, and 3



### Project Examples

#### **Public Safety Center Projects 1 & 3**

- **Project One (Maximum-Security/Medical/Mental Health Housing Units)** – Includes two maximum-security housing units (240 beds each), special needs housing unit, medical and mental health housing unit (72 OSHPD-licensable beds), health services facility, and security administration, to be funded 90% by Assembly Bill/AB 900 Phase II funding and 10% by County matching funds.
- **Project Three (Intake, Release, Transportation)** - Includes various support facilities to be funded entirely by County funds through funds set aside from Public Facility Fees.



These projects consist of 135,200 square feet (sf) of housing, treatment, and program space on approximately 9 acres of the greater 127± acres of County-owned land on which the County's existing Public Safety Center is located. Projects One and Three will include two new buildings constructed primarily of steel and concrete for security and long-term durability. Project One will be a jail expansion, approximately 101,600 sf, that includes two maximum security adult detention housing units, one medical/mental health housing unit, a health services unit, a security administration (control) center, and all necessary circulation and common space. Project Three will be an intake, release, and transportation center, approximately 33,600 sf. Both of these facilities will be dependent on the existing, adjacent facilities for several core operational components, including kitchen and laundry services; offender intake, release, and transportation; and

<b>Size: 270,000+ Sq. ft.</b>
<b>Valuation: ~\$100 Million</b>
<b>Plans Received: 10/2014</b>
<b>Review Completed: On-Going</b>
<b>Consultant Fee: \$80,000</b>
<b>Total Beds: 552</b>

**Client Name:** County of Stanislaus  
**Project Location:** 200 E. Hacket Rd, Ceres, CA  
**Client Contact:** Patricia Hill Thomas, COO  
**Client Address:** 1010 10<sup>th</sup> Street  
 Modesto, CA 95354  
**Client Phone:** (209) 525-6333  
**Completion Date:** 2015

Occupancies A/B/I Types II-B and II-A



## Administrative Office of the Courts

### Plan Review Services

4LEAF is currently under contract to perform the architectural, structural, and MEP reviews for projects procured by the Administrative Office of the Courts. To date, 4LEAF has or is currently reviewing three separate projects for the Administrative Offices of the Courts. These building department style plan reviews include a Structural review, building (life-safety) review, accessibility / ADA review (performed by a Certified Access Specialist), energy compliance / title 24 reviews, and a Plumbing / Mechanical / Electrical review. All final submitted project documents must be wet stamped and signed by the project's registered engineer(s) or licensed architect(s) per State of California regulations. **These projects include:**

- Solano County Courthouse
- Yuba City Courthouse
- Hanford Courthouse

### Kings County Courthouse, Hanford, CA



The proposed new courthouse, which is slated to begin construction in March 2013, will replace and consolidate five existing facilities. The facility, which will measure approximately 144,460 square feet, will include 12 courtrooms; support space for court administration and public services; a self-help center; improved jury assembly accommodations.

**Size: 144,460 Sq ft**  
**Valuation: \$136 Million**  
**Consultant Fee: \$19,000**

The project sustainability goal is LEED Silver certification, and the anticipated completion date for the courthouse is March 2015.



### Solano County, Old Solano Courthouse Renovation, Fairfield, CA

The proposed new courthouse will be approximately 25,000 square feet and will include the renovation of the original courthouse that was built in 1911.

**Size: 25,418 Sq ft**  
**Valuation: \$25 Million**  
**Consultant Fee: \$20,000**



### Yuba City Courthouse, Yuba City, CA

The proposed new courthouse will be approximately 79,000 square feet and will include seven new court rooms. Construction is scheduled to be completed at the end of 2014.

**Size: 78,701 Sq ft**  
**Valuation: \$74 Million**  
**Consultant Fee: \$22,000**

**Client Name:** Administrative Office of the Courts  
**Project Location:** Various  
**Client Contact:** Grant Walker  
**Client Address:** 455 Golden Gate Ave  
San Francisco, CA 94102  
**Client Phone:** (415) 865-4200  
**Project Cost:** Separate bid per project



**Town of Danville, CA**

*On-Call Building Department Services*

4LEAF is providing on-call building department services for the Town of Danville. 4LEAF performs on-call building inspections and plan review duties on behalf of the Town. 4LEAF has completed plan review for a multitude of projects for the Town and has helped streamline their plan review process from 15 days to less than 10 days. Projects include numerous tenant improvement projects and commercial jobs such as a Costco Cooler project.



**Client Name:** Town of Danville  
**Contact Name:** Mike Leontiades, Chief Building Official  
**Contact Telephone:** Office: (925) 314-3301  
**Contact Email:** [MLEontiades@danville.ca.gov](mailto:MLEontiades@danville.ca.gov)

**County of San Joaquin, CA**

*On-Call Plan Review and Inspection Services*

4LEAF has worked with the County of San Joaquin since 2003 in a variety of capacities. Most recently, 4LEAF has been assisting the County as the sole plan review firm for numerous County projects under the direction of the County’s Building Official. 4LEAF has completed multiple projects including several Dollar General Store conversions and master plans for Shea Homes.



During the course of the contract, 4LEAF has provided on-call building inspection services for numerous projects throughout the County. Prior to the 2008 recession and subsequent slowdown of construction, 4LEAF provided inspection assistance on the County’s Mountain House residential projects located off of Highway 580 between Livermore and Tracy. This community began in 2005 and is still under construction as the Valley’s first Master Planned Community.

**Client Name:** County of San Joaquin  
**Contact Name:** Eric Merlo, AIA, Senior Plan Review Engineer  
**Contact Telephone:** Office: (209) 468-3179  
**Contact Email:** [emerlo@sjgov.org](mailto:emerlo@sjgov.org)

**City of Walnut Creek, CA**

*On-Call Plan Review, Fire Plan Check, and Inspection Services*

4LEAF is responsible for performing on-call plan review, fire plan check, and inspection services for multiple projects throughout the City of Walnut Creek. 4LEAF has demonstrated a proven track record of providing timely service with all aspects of plan review including performing expedited plan reviews at no additional charge. Currently 4LEAF is providing the City with three full-time inspectors, off-site plan review services, and public consultants services.



**Annual Contract Value: \$500,000**

**Client Name:** City of Walnut Creek  
**Contact Name:** Frank Luna, Senior Building Inspector  
**Contact Telephone:** Office: (925) 943-5800  
**Contact Email:** [luna@walnut-creek.org](mailto:luna@walnut-creek.org)



## **Section B: Staffing Capacity and Project Management**

The most common compliment 4LEAF receives from our clientele is of our timely responsiveness. Our employees and in particular, our management staff, are diligent about being available to our clients - 4LEAF is a 24/7 operation. From questions to staff needs, we encourage our clients to call us whenever a need arises. 4LEAF will provide timely responses to all requests.

Our approach is to help Building Departments manage their operation effectively by providing resources upon request. Whether it is plan review, inspection, CASp, DSA, Public Works personnel, etc., 4LEAF will be there to assist you. We implore you to call our references and ask about our service.

Phone calls and emails will be returned each day as soon as possible. We understand the need for timely responses and we have a policy that all correspondence must be answered within 24 hours. Many clients even have taken advantage of text messaging which we encourage for instant response.

### **Project Manager - Craig Tole, Director of Development Services**

Craig Tole has been the Director of the 4LEAF Development Services team for the past 10 years under the supervision of the Vice President of Engineering and the company President. Craig is responsible for Municipal Client management including staff recruitment, hiring, and placing for all Building Department clientele for positions like permit/counter staff, building official, plans examiners, residential inspectors, commercial inspectors, and inspection services for complex commercial developer funded projects.

Craig will assist the plan review management team on all plan check requests made by the City. Craig can also **discuss with the Building Department any staffing that might be needed and give the City several options. Availability will also depend on the length of assignment. 4LEAF has several local candidates available.** Staffing includes:

- **Building Department Personnel**
- **Project Inspectors**
- **Full-Time and Part-Time Inspectors**
- **On-Call daily requests (24 hours notification or less)**
- **CASp Inspections/Consulting**

Craig's contact information is:

(925) 462-5959 – Office

(925) 580-4055 – Cell

[ctole@4leafinc.com](mailto:ctole@4leafinc.com)

### **Plan Review Managers – Greg Shriver, P.E., CASp & Abby Obligacion**

The plan review will be managed by both Greg and Abby. **They will be responsible for coordinating the distribution of reviews to our plan review staff and managing the content of the reviews through Quality Control checks.** Greg and Abby are also instrumental in ICC chapters including ICC Peninsula, ICC Monterey, East Bay, CAL BIG, CALBO, TUCC, and other chapters.

Greg Shriver, P.E., CASp

(925) 462-5959 – Office

(925) 209-6909 – Cell

[gshriver@4leafinc.com](mailto:gshriver@4leafinc.com)

Abby Obligacion

(925) 462-5959 - Office

(925) 872-0744 - Cell

[aobligacion@4leafinc.com](mailto:aobligacion@4leafinc.com)

**All plan review pick-up requests will include Craig, Abby, and Greg when sent to “pickup@4leafinc.com”.**



**4LEAF Plan Review Personnel:**

4LEAF has a team of more than **25 Plan Review Engineers and ICC Certified non-structural, mechanical, electrical, and plumbing** staff actively working on-site for local jurisdictions or off-site at one of 4LEAF’s four offices in California. *Resumes are provided in Section C.*

The following matrix is a snapshot of 4LEAF’s Plan Examiner List. As a Project Manager, Craig has direct supervision and the ability to compile the right team of staff that will be tailor to the needs of the City of San Leandro.

Our multi-disciplined staff has overlapping capabilities that will allow us to be flexible and responsive when our services are needed. The matrix below shows the experience of our **Plans Examiners** in the different areas of specialty required in the scope of services.

PERSONNEL EXPERIENCE	Commercial	Commercial Structural Plan Review	Commercial	Commercial Plumbing/Mechanical	Commercial	Commercial CAL Green Plan Review	Residential	LEED Review	Build-It Green	FEMA Guidelines	CASp Certification	Historical Building Code	Fire Plan Review	Commercial Building Inspections	Residential Inspections	Permit Counter Services
	Commercial	Commercial Structural Plan Review	Commercial	Commercial Plumbing/Mechanical	Commercial	Commercial CAL Green Plan Review	Residential	LEED Review	Build-It Green	FEMA Guidelines	CASp Certification	Historical Building Code	Fire Plan Review	Commercial Building Inspections	Residential Inspections	Permit Counter Services
<b>Plans Examiners:</b>																
Joseph Nicolas, P.E.	X	X				X	X			X		X				X
Melissa Dubovik, P.E.		X				X	X	X		X		X				
Youssef Abdou, BSEE			X											X		
Ana Akin, P.E.	X	X	X	X	X	X	X			X	X	X				X
Yossef Abdou, BSEE			X						X					X		
Samuel Tan, P.E.	X	X	X	X	X	X								X		
Mike Anderson, P.E., CASp	X	X					X			X	X	X				X
Kathy Bucciarelli, P.E.	X	X	X	X	X	X	X			X	X	X				X
Sid Danandeh, P.E., CBO, CASp	X	X	X	X	X	X	X		X	X	X	X				X
Loralyn Davis													X	X		
Ed Fang, CE CASp	X	X	X	X	X	X	X			X	X	X		X	X	X
Greg Adams, CBO	X	X					X							X	X	X
Steve Haidet, AIA	X						X	X				X		X		
Lucian Gunter, AIA	X		X	X	X	X	X		X	X	X	X				
Stephanie Hionis, P.E.		X					X			X						
Peter Oliver, ICC	X						X					X		X	X	
Yousef Marmosh, P.E.				X										X		
Scott Martin, P.E.	X	X	X	X	X	X	X			X	X	X				X
Gib Mousch, FPE				X	X								X	X		
Abigail Obligacion, ICC	X	X	X	X	X	X	X			X	X	X				X
Greg Shriver, P.E., CASp	X	X	X	X	X	X	X				X	X				X
Dr. Constantine Shuhaibar, PhD, P.E.		X								X						
Kelly Lark-Li, S.E.	X	X					X		X	X	X			X	X	X
Kevin Sorenson, S.E.	X	X					X			X		X				X
Natalia Ricci, MSSE		X					X		X							





## **Plan Review Services**

4LEAF will provide plan review for any and all types of structures to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and state and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) building, plumbing, electrical, mechanical, and fire codes, and the accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CAsp) compliance, and all other applicable ordinances. ***Types of projects we provide these services for include; Single-family Dwellings, Multi-family Dwelling Units, Commercial, and Industrial.***

### **On-Site Review Work Plan**

4LEAF can supply Registered Professional Engineers to the City of San Leandro to work on-site performing structural plan review and non-structural reviews at the Jurisdiction's discretion. 4LEAF currently supplies on-site review to such Municipalities as:

**City of San Jose**

**of Gilroy**

**City of Livermore**

**City of Hollister**

**Livermore/Pleasanton Fire Dept. (LFPD)**

**City of Sacramento**

**City of Palo Alto City**

**City of San Mateo**

**City of Pleasanton**

**City of East Palo Alto**

**City of Roseville**

**County of San Joaquin**

### **Off-Site Review Work Plan**

4LEAF is able to work effectively with design teams and assist Public Works, Planning, Fire, and Building Departments in the construction, rehabilitation, and repair of both public and private projects. Our experience includes checking for compliance with the structural, life-safety, accessibility, plumbing, mechanical, electrical, fire, and local codes/ordinances.

### **Plan Review Approach**

We understand that the specific Building Plan Review responsibilities will include, but are not limited to:

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



## Plan Review Turn-Around Times

4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF’s plan review team is often recognized for our quick turn-around times and prompt service. We have provided some elaborate project examples - please read through our examples and contact our references to learn about our abilities and commitments to our clients. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs. 4LEAF also provides **Fire Plan Review Services** and **Expedited or “Fast Track” Plan Reviews** will take place upon a written request (email) by the client.

Type of Plans	Transportation	Initial Review	Subsequent Review
Residential	<24 Hours (pick up & delivery by 4LEAF staff)	<10 Days	<5 Days
Commercial	<24 Hours (pick up & delivery by 4LEAF staff)	<10 Days	<5 Days
Large Commercial >15,000 Sq. Ft.	<24 Hours (pick up & delivery by 4LEAF staff)	<15 Days	<7 Days

***Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing when applicable.***

Coordination of all plans will be performed by 4LEAF staff within 24 hours of the City’s phone call or e-mail. When possible, 4LEAF prefers to pick-up and deliver the plans in person in order to communicate any information that may be pertinent to the project and maintain a consistent communication. 4LEAF staff will coordinate the transport of plans to and from the City upon a phone call to the 4LEAF office or a simply e-mail for “pick-up” to [pickup@4leafinc.com](mailto:pickup@4leafinc.com). Pick-ups and shipping are at no additional cost to the City.

### **Independent Expedited or “Fast Track” Review**

4LEAF will perform expedite plan review services in two different capacities.

***Scenario # 1*** – *Developer funded expedited reviews – 4LEAF can negotiate an appropriate rate for review with the City to ensure all compensation is equitable to the service performed. 4LEAF’s expedited turn-around time is five days (5) or less.*

***Scenario # 2*** – *City requests with no additional funding – Upon request, 4LEAF will perform expedited reviews for the City at no additional charge. 4LEAF has a proven track record of assisting our clients with expedited reviews under unique customer service situations when projects need to be completed quickly.*



## **4LEAF Plan Review QA/QC Process for all Reviews**

### **Task 1 – Project Tracking Set-up**

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

### **Task 2 - Complete Submittal Review**

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

### **Task 3 - Plan Review Assignment**

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

### **Task 4 - Plan Review**

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

### **Task 5 - Quality Control**

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

### **Task 6 - Plan Review Rechecks**

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

### **Task 7 - Project Approval**

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

**Document Control and Electronic Plan Review**

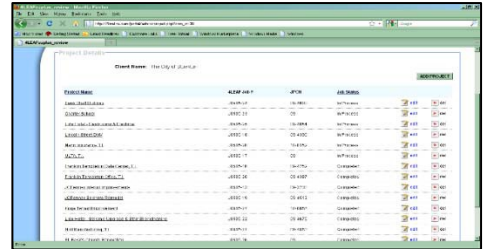
When plans and documents are received for review, 4LEAF’s Plan Review Manager and Document Control Technician analyzes the project, creates a Job number, and completes a Job Setup Sheet. This form highlights both jurisdiction and project specific design criteria, and notes applicable contact information.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



Plans then get distributed for review to a 4LEAF team consisting of a Plan Review Engineer or architect (a licensed State Professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs his or her function of analyzing the plans and documentation for effective conformance to the California Codes, referenced construction standards, and City amendments; code review methodology entails “The Effective Use of the CBC” reinforced through proprietary and jurisdictional checklists. When complete, the Manager overviews the project for quality control purposes, and forwards comments, or approvals, to the pre-designated contacts.

**4LEAF’s EZPlan Review**

- Structural & Non-Structural Guidelines and Checklists
- Specialized Spreadsheet  
Web-Based  
(EZPlan Review)



4LEAF is a green company and has the capability to receive and review electronic plans (pdf format) utilizing Adobe Acrobat Pro.

**Structural Only Review**

Upon request, 4LEAF will perform “structural only” reviews for the City. 4LEAF can communicate directly with the designers via email, in-person meetings, and through our EZ Plan Review system. 4LEAF prefers PDF files for “structural only” reviews which allow several different Structural Engineers to review plans together should there be design related questions. The majority of 4LEAF’s plan review engineers have a design background and work well with project designers.

**Certified Access Specialist (CASp)  
Plan Review Staff**



CASp Inspector	Certification No.	Expiration
Howie Conroy, C.B.O.	CASp-429	7/31/2015
Sid Danandeh, P.E.	CASp-257	6/29/2016
Ed Fang, P.E.	CASp-227	6/24/2016
Greg Shriver, P.E.	CASp-96	9/14/2015
Mike Anderson, P.E.	CASp-328	9/22/2016
Brad Wungluck, CBO	CASp-462	11/13/2015
Scott Wungluck, CBO	CASp-560	4/29/2017
Jerry Thome	CASp-104	9/14/2018

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# Greg Shriver, P.E., CASp

## Senior Plan Review Engineer

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### Experience

32+ years

### Education

B.S.C.E Degree, California State University Fresno, May 1981  
Fresno City College, Fresno CA  
AA Degree, May 1973

### Certifications

Registered California Professional Engineer No. 38761  
CASp Certification No. 096

### Registrations

ICBO  
CALBO  
SEAOC  
California Energy Commission  
Past President – ICC East Bay Chapter

### Experience Summary

Greg has more than 30 years of experience in the performance of plan review engineering services. Greg has served a wealth of municipalities throughout California and has provided expertise in the California Building Code. Greg has primarily served a great majority of the East Bay and has served such jurisdictions as the Cities of Dublin, Livermore, Pleasanton, Pittsburg, Tiburon, American Canyon, and others. Greg is also a fixture in the International Code Council East Bay Chapter where he has held numerous positions including Past President. Greg continues to serve the industry on various code related issues and developments to his clients as well as other industry professionals when called upon.

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### Select Professional Experience

#### 4LEAF Inc.

#### *Senior Plan Check Engineer*

#### **2013 - Present**

Greg joined 4LEAF in January of 2013 as our Senior Plan Check Engineer. Greg is responsible for the management and performance of plan review for all of 4LEAF's plan review clientele and assists in the development of 4LEAF's Structural Engineers and Non-structural review staff.

#### Interwest Consulting Group

#### *Engineer / Plans Examiner*

#### **2007-2012**

Greg served Interwest Consulting Group for nearly six years performing plan reviews for Fire-Life-Safety, Structural, Accessibility, and Title 24 for many municipalities including Cities of Pleasanton, Dublin, Livermore, Pittsburg, Tiburon, Martinez, etc.

#### Independent Code Consultants

#### *Engineer / Plans Examiner / Owner*

#### **1991-2007**

Greg was the sole proprietor of his own Consulting Group for more than 15 years performing plan reviews for Fire-Life-Safety, Structural, Accessibility, and Title 24.

**Project Experience**

**Oracle Building “H” and Parking Structure**

**Occupancy:** B, Type II FR & S-2 IB  
**Size:** 532,261 sf  
**No. of Stories:** 4  
**Valuation:** \$60,000,000



**Project Description:** Greg provided the complete shell and tenant improvement plan reviews for this four story building totaling 180,996 sq ft. Occupancy is B with construction type II FR, fully sprinklered. The structural systems consisted of conventional footings, structural steel framing and metal deck/concrete fill floor and roof diaphragms and special braced frames. The parking garage consisted of complete plan review services for the four story S-2 building. The Construction type was I-B with a total square footage of 351,265 sq ft. Structural systems consisted of conventional footings, post tensioned concrete floor slabs, and concrete shearwalls.

**Pleasanton Corporate Commons**

**Occupancy:** B  
**Size:** 250,000 sf  
**No. of Stories:** 5  
**Valuation:** \$60,000,000



**Project Description:** Greg performed the plan review on the 250,000 sq ft Corporate Commons that included five stories of structural steel, reinforced concrete, and metal deck floors. The occupancy is B construction and the structural systems consisted of conventional footings, structural steel framing and metal deck/concrete fill floor and special braced frames.

**6088 / 6100 Sunol Boulevard**

**Occupancy:** B-H, 2-H, 7, II FR  
**Size:** 184,233 sf  
**No. of Stories:** 4  
**Valuation:** \$55,000,000



**Project Description:** Greg provided the complete shell and tenant improvement plan reviews for this two building project consisting of one-three story building with basement and one two-story building totaling 184,233 sq ft. Occupancy is B/H-2H-7 with construction type IIFR, fully sprinklered. The structural systems consisted of conventional footings, structural steel, framing and metal deck/concrete fill floor and roof diaphragms, and special moment resisting frames.

**Pleasanton Presbyterian Church**

**Occupancy:** E-3, B, and A2.1, Construction Type V-N  
**Size:** 78,000 sf  
**No. of Stories:** 1&2  
**Valuation:** \$15,000,000



**Project Description:** Greg provided plan review for the Pleasanton Presbyterian Church that consisted of a single story multi-use building, a single story classroom building, a single story youth center building, and a two story worship center. The total square footage for the project is approximately 78,000 sq ft. The Occupancy is E3, B and A2.1. The construction is type V-N sprinklered. The project was constructed using conventional wood framing, the lateral force resisting systems consisted of plywood roof and floor diaphragms and plywood shear walls.

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# Abigail Obligation

## Plans Examiner/Project Manager

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### Experience

7+ years

### Education

B.S Civil and Environmental Engineering  
University of California, Davis, 2005

### Certifications

ICC Building Plans Examiner  
Expires 12/29/2015

### Registrations

International Code Council  
ICC East Bay Chapter  
ICC Permit Technicians Group

### Experience Summary

Abigail (Abby) has more than nine years of experience in the performance of plans examination, counter support, and building and safety services consulting. Abby has served a wealth of municipalities throughout Northern California and has provided expertise in the California Building Code. Abby has served a great majority of the East Bay with Plan Review services. Some of these cities include the City of Walnut Creek, City of Concord, Town of Danville, City of Fremont, City of Gilroy, and the City of Cupertino. Abby is also a fixture in numerous local chapters and meets regularly with the ICC Certified Permit Technicians Group in the East Bay.

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### Select Professional Experience

#### 4LEAF, Inc.

##### *Plans Examiner*

##### **2013 - Present**

Abby is tasked with the management and performance of plan review for all of 4LEAF's plan review clientele and will assist in the development of 4LEAF's Structural Engineers and Non-structural review staff. Abby's current project management assignments include the City of Cupertino, City of Fremont, City of Concord, City of Walnut Creek, and the Town of Danville. Abby regularly provides on-site assistance and training to existing City staff and on-site plan review assistance upon request.

In addition, Abby is also plan reviewing and project managing three large reviews for the City of Cupertino, they include:

- Office Campus Parking Garage (Largest Parking Garage in the United States)
- Main Street Cupertino (~\$300 Million mixed-use facility)
- Cupertino Village

#### TRB and Associates, Inc.

##### *Plans Examiner*

##### **2010-2013**

Abby was responsible for the review of plans and specifications to verify compliance with various building codes and zoning regulations for several local jurisdictions and government agencies ranging from single family dwellings, new townhomes, and commercial buildings. Abby also served as the

client liaison between owners, designers, contractors, and project managers to ensure projects are completed on-time.

**West Coast Code Consultants (WC3)**

*Plans Examiner*

**2008-2010**

Abby reviewed a wide range of construction documents to ensure plans and specifications are in compliance with various building codes and zoning regulations for local municipalities and government agencies. This also included work with the California Energy Commission and the U.S Department of Energy.

**CSG, Consultants, Inc.**

*Plans Examiner*

**2006-2008**

Abby joined CSG Consultants after graduating from the Engineering program from the University of California, Davis. Abby reviewed plans for conformance with the current California Building Codes and standards for many clients in the Peninsula and Sacramento area markets.



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# Saeed “Sid” Danandeh, P.E., CBO, CASp

Plans Review Engineer

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## Education

BS Civil Engineering

## Registrations

CA Registered Civil Engineer

SECB Structural Engineers  
Certification Board, Chicago IL

OR Registered Structural Engineer

## Certifications

ICC Certified Building Official ICC

Certified Plans Examiner CASp

Certified Access Specialist

## Experience Summary

Sid is an experienced plan review engineer and manager with more than 28 years of experience performing plan review. Sid has managed an entire plan review operation for a large private firm which included clientele in Northern and Southern California. Sid has worked on all projects from small residential to high rises. Sid’s project experience includes commercial and industrial projects such as stadiums, airports, vessels, and malls.

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## Select Professional Experience

### **4LEAF, Inc.**

#### *City of Palo Alto*

#### **2013 – Present**

Sid is currently serving the City of Palo Alto on behalf of 4LEAF performing structural and non-structural reviews for such projects as office campuses, tech buildings, OSHPD 3 projects, and other commercial assignments. Projects typically range from approximately \$10 million to \$100 million in construction valuation. Sid reviews work for structural, mechanical, plumbing, electrical, disabled access, green codes based on the 2010 and 2013 CBC, CGBC, CPC, CEC, CMC, and other ordinances identified by the City.

### **West Coast Code Consultants (WC3)**

#### *City of San Jose*

#### **2013**

For approximately three weeks, Sid performed various reviews for the City of San Jose before joining 4LEAF.

### **Bureau Veritas**

#### *Plan Review Manager*

#### **2011 – 2012**

Sid is the Project Manager for Bureau Veritas’ Plan Review Engineering Department. Sid is responsible for managing work in Northern and Southern California which includes large commercial buildings, casinos, medical buildings, and educational buildings. Sid reviews work for structural, mechanical, plumbing, electrical, disabled access, green codes based on the 2010 CBC, CGBC, CPC, CEC, CMC, and 2008 Energy Code.

**Cities of Long Beach, Ontario, Lancaster, and Palmdale, CA**

***Plan Review Engineer***

***1985-2011***

Sid has worked for numerous municipalities in Southern California performing plan review engineering services. Sid has worked on a plethora of projects including high rise buildings, high occupancy structures, malls, restaurants, industrial, and large residential projects. In addition, Sid has plan checked more than 50,000 tract homes for such companies as KB, Forecast, U.S. homes, Beazer, and others. Sid has also checked such hospitality projects as Hilton, Marriot, Embassy Suites, etc. Some of Sid's largest projects include:

- Queen Mary
- Spruce Goose Dome
- Boeing Plant (Long Beach, CA)
- Ontario Airport (\$300 Million)
- 10 Story Edison Building (Long Beach, CA)
- Lancaster Baseball Stadium

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# Kathy Bucciarelli, P.E.

## Plan Review Engineer

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### Experience

20 + years

### Education

University of California,  
Berkeley  
Master of Science –  
Structural Engineering,  
6/1987

B.S. Civil Engineering  
California State Polytechnic University,  
Pomona, 1986

### Registrations

State of California Licensed  
Professional Engineer, Civil, #048015

### Certifications

ICC Building Plans Examiner

### Experience Summary

Kathy has performed a multitude of plan reviews on residential buildings, commercial structures, energy plants, and OSHPD 3 clinics. She is also experienced with the customer service aspects of municipal building department counters and possesses a working knowledge of structural design for commercial and institutional buildings including seismic evaluation and strengthening of existing buildings. Kathy also possesses a working knowledge of structural programs such as SAP and ETABS for static and dynamic analysis, SAFE for slab design, RISA, Excel, and Accela's Permit Plus.

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### Select Professional Experience

#### **4LEAF, Inc. – City of Livermore**

##### ***On-Site Plan Review Engineer***

Kathy is currently providing the City of Livermore with on-site plan review engineering services. Kathy is responsible for all phases of review which includes structural and non-structural review. Kathy is primarily working on projects for the Paragon Outlet mall project on the West side of I-580. Prior to Livermore, Kathy worked on large commercial projects on behalf of 4LEAF for the City of Palo Alto.

#### **West Coast Code Consultants (WC3)**

##### ***Senior Plan Review Engineer***

Kathy was responsible for reviewing plans for the Cities of Walnut Creek, Pittsburg, Emeryville, Hayward, Mountain View and various other Bay Area jurisdictions. The scope of reviews included residential and commercial buildings, OSHPD 3 clinics and energy plants for Structural, Life Safety, T-24 Accessibility, T-24 Energy, Plumbing, Mechanical, and Electrical compliance.

#### **Bureau Veritas / LP2A, Pleasanton, CA**

##### ***Plan Review Engineer***

Kathy was responsible for reviewing plans for various Cities such as Cupertino, Palo Alto, Los Altos, Dublin, Walnut Creek, Los Gatos and Downey. The scope of reviews included residential and commercial plans mainly for Structural compliance and some Life-Safety, Plumbing, Mechanical and Electrical, Title 24 Energy and T-24 Accessibility.

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# Kevin Sorensen, SE

## Senior Structural Engineer

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### Experience

21 years

### Education

Oregon Institute of Technology  
Klamath Falls, OR  
B.S., Civil Engineering Technology,  
Structural Option, Magna Cum Laude  
1989

### Registrations

California  
Structural Engineer #S4469  
California  
Civil Engineer #C49737  
Oregon  
Civil Engineer #18222 PE  
Utah  
Structural Engineer #6344599-2203

### Experience Summary

Kevin has more than 21 years experience as a structural engineer, including 19 years in the private industry, and 2 years working as a Supervising Engineer for the City of Sacramento. While in the private industry, He designed multiple commercial and residential projects including small commercial buildings, police and fire stations, office building complexes, churches, multi-family residential complexes and various school projects including entire campuses, multi-purpose buildings and modernizations.

Kevin has designed structures of wood, masonry, concrete and steel. His broad structural design experience and understanding of structural design requirements includes projects located throughout California, Oregon, Utah and Nevada.

As a plan review consultant, Kevin has performed structural plan review on various projects with many different construction types. Kevin is well-versed in the required building codes including the most current California Building Codes and all related reference documents. Kevin also has extensive knowledge of the FEMA documents used by the structural engineering community.

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### Select Work Experience

#### Timpanogos Regional Hospital, Orem, UT

Kevin provided structural plan review for the addition of a third and fourth floor, 48,000 sq. ft. Type 1B (2003 IBC) addition to an existing two-story hospital. The building utilizes structural steel eccentric braced frames and composite steel-concrete diaphragms in its lateral force resisting system. The design team was attempting to reduce the seismic base shear by utilizing passive damping. This project was reviewed on behalf of the local jurisdiction for compliance with the structural engineering design provisions of the 2003 IBC.

#### Napa Valley Crossroads – Building B, Napa Valley, CA

Kevin provided complete plan review services for this project, which consisted of a one-story, 167,537 square foot, concrete tilt-up building. The tilt-up walls are load bearing walls that support the steel open-webbed roof trusses and plywood roof sheathing. The lateral force resisting system consists of the plywood roof diaphragm and the concrete shear walls.

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# Scott Martin, P. E.

## Plan Review Engineer

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### Experience

14 years

### Education

University of California, Irvine  
B.S. Civil Engineering

### Certifications

California Registered Civil Engineer  
License # 59091

Nevada Registered Civil Engineer  
License # 019922

### Professional Affiliations

ICC – International Code Council

Structural Engineers of Northern  
California (SEAOC)

ASCE

### Experience Summary

Scott has more than 14 years of structural engineering experience. Scott has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letter, and constant communication with all project stakeholders. In addition, Scott was often tasked with the education of building code to applicants.

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### Select Professional Experience

#### 4LEAF, Inc.

#### *Structural Plan Check Engineer*

#### 2012 - Present

Starting in December of 2013, Scott has recently accepted a position to perform and manage plan reviews in the Central Valley and Central Coast for many of 4LEAF's clientele. Since 2012, Scott has worked for 4LEAF as a structural plans examiner and has been tasked to the City of Palo Alto. Scott was often assigned to the counter to work with the public and architects to answer building code related questions and to provide excellent customer service. In addition, Scott performed many large-scale plan reviews for the City including:

- Stanford Medical Center (6 Stories) \$32 Million
- VM Ware HTE Tenant Improvement \$ 25Million
- Hilton Hotel and Underground Parking \$18 Million
- VM Ware Parking Structure 2 \$14 Million
- Stanford Hospital Site Development \$13 Million
- 260 California (3 Story mixed-use & underground parking) \$10 M
- Thermal Vacuum Chamber \$9.7 Million
- VM Ware Parking Structure (4 Levels) \$6.8 Million
- 4 Story Tenant Improvement for Survey Monkey \$6.1 Million
- Merck Corporate Office \$4.945 Million

**Wildan Engineering, Fresno, CA**

***Structural Plan Check Engineer***

**2007-2010**

Scott performed structural plan reviews on behalf of Wildan Engineering for numerous jurisdictions throughout California. Scott was tasked with the plan review, creation of the plan check letter, communicating with project stakeholders, and educating the applicants on current building codes and standards. Some of Scott's projects included:

- CSU Humboldt Student Center Expansion; Arcata, CA
- Park Place: Res/Office/Retail over Parking; Paso Robles, CA
- CalRENEW-1 Solar Power Farm; Mendota, CA
- City of Winters Police/Fire Complex; Winters, CA
- UC Davis Hyatt Place Hotel; Davis, CA

**Advanced Structural Design, Inc., Fresno, CA**

***Project Engineer***

**1998-2007**

Scott was a Project Engineer for nearly ten years with Advanced Structural Design out of Fresno. Scott was responsible for engineering design, drafting (Autocad & hand), shop drawing review, and coordination with clients.

- Mt. Whitney Classroom Buildings; Visalia CA (DSA #02-107633)
- Plumber's Union Expansion; Fresno, CA
- Oak Valley New Admin; Tulare Co., CA
- Paul Evert's RV Expansion and New Canopies; Fresno, CA
- Grizzlies Stadium; Fresno, CA

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# Flora F. Chen, FPE

## Fire Plan Review Engineer

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### Experience

25 + years

### Education

Master's Degree in Fire Engineering

Bachelor's Degree in Mechanical Engineering

### Certifications

Registered Professional Engineer in California with proficiency in Fire Protection.

ICC Certified Commercial Building Inspector

### Professional Affiliations

Society of Fire Protection Engineers (SFPE), Professional Member

National Fire Protection Association (NFPA), Member

### Experience Summary

Flora is a registered Professional Engineer with proficiency in Fire Protection in California and Arizona and is a registered Mechanical Engineer in China. Flora is also an ICC Certified Commercial Building Inspector. She holds a Bachelor of Science degree in Mechanical Engineering and a Master's degree in Fire Engineering. Flora has more than 25 years of experience working with local fire departments and private fire and MEP engineering consulting firms. She is highly-skilled in fire protection, performance-based design, mechanical engineering design, fire hazard evaluation, code interpretation, design modification and alternatives, and has completed numerous project designs involving various industrial, commercial, hospitals, and high-rise buildings in the United States and overseas.

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### Select Professional Experience

Flora has completed several publications in the areas of life safety/fire protection performance-based engineering design, structure performance in fire, smoke management, computer modelling applications, fire investigation, and upholstered furniture fire research and has served on technical committees including:

- Fire Protection Engineering Licensing Committee
- NFPA 13 Installation of Sprinkler Systems
- NFPA 24 Private Fire Service Mains
- NFPA 92 Smoke-Control Systems
- NFPA 101 Life Safety Code
- NFPA 204 Smoke and Heat Venting
- NFPA 291 Fire Flow Testing and Marking of Hydrants
- NFPA 5000 Building Construction and Safety Code

### Publications, Speeches and Awards

- *Fire Scene Reconstruction Using Computer Modelling*, presented in the Asia Fire 2009 International Conference, February 2009, Hong Kong, China.
- "HATS OFF" Award by the Society of Fire Protection Engineers, October 2008.

- *Building/Fire Codes and Standards and the Enforcement in the United States*, Lectures provided per the Invitation of the Ministry of Public Security, P.R. China, May, 2008, Beijing, China.
- *Performance-based Fire Protection Building Design and Review*, Lectures provided per the Invitation of the Ministry of Public Security, P.R. China, May, 2008, Beijing, China.
- *Fire Investigation of Fatal Fire in Peoria by Computer Modelling*, presented in the Arizona Local Chapter of the Society of Fire Protection Engineers, May 2008, Phoenix, Arizona.
- *Fire Scene Reconstruction Using Computer Modelling*, “Fire Protection Engineering”, Spring 2008, Society of Fire Protection Engineers.
- *Case Study Using SAFIR to Predict Fire Resistance of a Column in a Performance-based Environment*, “Fire Protection Engineering”, Summer 2004, Society of Fire Protection Engineers.
- *Atrium Smoke management Case Study*, presented in the ASHRAE Winter Conference in Anaheim, California, January 2004, American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.
- *Performance-Based Smoke Control Design for Small Atria*, “Building Safety Journal”, October 2003, the International Code Council.
- *Radiant Ignition of Upholstered Furniture*. “In Proceedings of the International Conference on Engineered Fire Protection Design”, 2001. Society of Fire Protection Engineers.

**“SCIENCE & TECHNOLOGY ADVANCE AWARD”** for *“The Serial Standards Of Exhaust Hood And Cabinet”* by the Ministry of Mechanical Industry of the People’s Republic of China, 1993



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# Vincent Fung

## Fire Plans Examiner/Inspector

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### Experience

27+ years

### Education

Texas A & M University  
College Station, Texas, 1973  
B.S Mechanical Engineering

University of Texas at Arlington  
Arlington, Texas, 1977  
BA Accounting

### Experience Summary

Vincent has more than 27 years of experience performing plan review, field inspection, and design for fire sprinkler and alarm systems and fire life safety compliance. He holds a Bachelor of Science degree in Mechanical Engineering from the University of Texas at Arlington.

Vincent has provided consultation services to architects, planning and building departments relative to fire sprinkler and alarm systems, fire flow and emergency access requirements and has performed field inspections to verify compliance to minimum fire flow requirements for new and existing building sites. He has also supervised designers to ensure designs for fire protection systems complied with codes and specifications, recruited and trained fire protection designers, and monitored project budgets.

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### Select Professional Experience

#### Menlo Park Fire Protection District

##### *Fire Inspector*

Provides inspections for residential, commercial, and industrial units to determine and enforce compliance with safety laws and ordinances, plan and conduct programs in public education and information regarding fire prevention, investigate complaints regarding hazards and violations of fire prevention regulations, conduct fire drills in school, hospitals, and convalescent homes, maintain complete and accurate record files of fires safety codes, regulations, ordinances, inspections made, and violations and penalties.

#### Santa Clara County Fire Department, San Jose, CA

##### *Deputy Fire Marshal*

Provided consultation service to architects/consultants for County projects; reviewed architecture, fire sprinkler and fire alarm plans for compliance to project specifications and code compliance; conducted field inspections for sprinkler and fire alarm systems; conducted annual inspections for county facilities as required.

#### Santa Clara County Fire Department, San Jose, CA

##### *Deputy Fire Marshal*

Provided input to Planning and Building Inspection Department relative to fire flow and emergency access requirements for all construction projects in the unincorporated areas of Santa Clara County. Conducted water flow test to verify compliance to minimum fire flow requirements for new and existing building

sites. Evaluated complete fire protection/suppression requirements for new and existing construction projects.

Other:

Third Party Plan Checker for San Jose Fire Department for fire life safety compliance for commercial projects as well as third Party Inspector for San Jose Fire Department for fire sprinkler systems.

#### **Santa Clara County Fire Department, San Jose, CA**

##### ***Associate Fire Protection Engineer***

Evaluate residential and commercial projects in urban and rural areas for required fire flow conditions. Plan review and field inspection for fire life safety compliance to California Building and Fire Codes and local amendments. Plan review and inspection for fire suppression (alarm and fire sprinkler) system. Supervised Third Party Plan Checkers (outside contractors) for timeliness and accuracy of the plan review comments on assigned projects.

#### **San Jose Fire Department, San Jose, CA**

- Fire life safety architecture plan review.
- Plan review and field inspection for fire sprinkler and fire alarm systems.
- Managed Third Party Plan Check program.
- Provided consultation to architects and developers.
- Provided input to evaluate Alternate Means of Construction applications.
- Served as Fire Department's liaison to the Department of Public Works and Redevelopment Agency.
- Co-ordinated all plan review workload for line personnel on overtime and modify duty.

#### **Scott Mechanical Contractor, Oakland, CA**

##### ***Design Engineering Manager/Project Manager***

In charge of designing from start up through coordination with other mechanical and piping trades, documentation of change orders and delivery of material to installation of finished products, and managing fire protection system for high-rise buildings.

#### **Wormald Fire Systems (Sentry Sprinklers), San Francisco, CA**

##### ***Lead Design Engineer/Manager***

Supervised designers to ensure design complied with codes and specifications, monitored budget hours and scheduled fabrication and shipment of finished design for conformity to company standards, and reviewed various types of fire protection systems including water sprinklers, foam and halon.

#### **Grinnell Fire Protection, San Francisco, CA**

##### ***Lead Design Engineer***

Recruited and trained fire protection designers. Supervised and tracked all design activities to bring all jobs in on schedule and within budget, and isolated potential problems to avoid interruption in design and construction.

#### **American Automatic Sprinklers Inc., Fort Worth, TX**

##### ***Design Engineer***

Designed fire sprinklers systems for commercial buildings (warehouses, hotels, nursing homes and hospitals), took charge of projects from design to submittal for approval by authority having jurisdiction. Also calculated fire sprinkler systems both by hand and using computer programs.

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# Joseph Nicolas, P.E.

## Senior Plan Review Engineer/Project Manager

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### Experience

30 years

### Education

California Polytechnic State University  
San Luis Obispo, CA –  
B.S. Architectural Design

### Certifications

California Registered Civil Engineer  
License # 58139

### Professional Affiliations

ICC – International Code Council  
  
Structural Engineers of Northern  
California

### Experience Summary

Joe has more than 30 years of experience with both structural design and code compliance for large-scale projects as well as being a **Project Manager** on collaborative code review and building design projects. While leading the Plan Review Staff of more than 45 at the City of Sacramento, Joe had oversight of large public and private developments. These projects included the \$10 Million renovation of Sacramento's Historic City Hall; and high-rise buildings including the \$650 Million, 53-story, Towers Building on Capitola Mall; and the \$138 Million, 39-story Aura Residential Towers. Having worked for 4LEAF for over 7-years, Joe has been the Project Manager for major projects for the Judicial Council of California - Administrative Office of the Courts, the City of Cupertino - Main Street Cupertino, for Stanislaus County -Capital Improvement Projects, and the County of Alameda-Ashland Youth Center.

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### Select Work Experience

#### 4LEAF, Inc.

#### **Senior Engineer / Senior Project Manager**

For nearly eight years, Joe has been responsible for the management of 4LEAF's plan review operation. Joe has crafted and managed a team of highly successful engineers and MEP staff of more than 20 personnel to work with numerous local clients including the City of Sacramento, City of Folsom, City of Roseville, City of Galt, Aerojet, and numerous Cities and Counties throughout the Central Valley, East Bay Area, and South Bay Area. Joe has worked on and managed a number of high-profile projects including:

- Calaveras County Jail (\$68 Million)
- Tuolumne County Jail (\$30 Million)
- Main Street Cupertino (\$300 Million)
- Administrative Office of the Courts (\$300 Million)

#### Private Consulting Firm, Sacramento, CA

#### **Director of Plan Review**

Joe was responsible for supervising commercial and residential plan review staff on various projects working for developers and various building departments. Among Joe's responsibilities included preparation and administration of division's budget, consulting with developers, architects, and engineers, and communicating the life-safety & structural building codes.

## **Pacific Engineering**

### ***Principal Engineer***

Joe managed his own firm and supervised staff during the production of steel fabrication drawings. Joe was responsible for providing structural engineering calculations to support the fabrication division and would consult with developers, contractors, architects, and engineers. His duties also included estimating the materials necessary and steel fabrication costs.

## **City of Sacramento – Development Services Department**

### ***Supervising Engineer***

Joe was responsible for supervising the commercial and residential plan review staff on projects needing permits in the City of Sacramento. Joe's responsibilities included preparation and administration of division's budget, consulting with developers, architects, and engineers, and communicating the life-safety building codes. He also served as a plan reviewer for mid-rise structural projects, seismic retrofits of existing buildings using the State Historic Building Code and FEMA documents, and had reviewed various apartments and mixed use projects for the Life Safety provisions of the California Building Codes.

## **County of Sacramento**

### ***Associate Engineer***

Joe provided his expertise in the building design industry providing structural plan review of commercial and residential buildings. These projects included 2 to 3 story apartments, commercial, residential, and Sacramento County Construction projects.

## **Buehler & Buehler Structural Engineers, Inc.**

### ***Associate Engineer***

Joe provided his structural design experience for various projects throughout the Sacramento Region. He has extensive knowledge of the building codes and FEMA documents necessary to design structures. His design experience included the retrofitting of unreinforced masonry buildings, education facilities, healthcare facilities, commercial and residential facilities and parking structures. His experience included structures designed of timber, masonry, concrete, steel mid-rise construction and post tension concrete.

## **Orland Police Headquarters**

### ***Senior Plans Examiner***

Existing Historic Building in Orland, California, a 92,000 square foot public safety building, type VB construction, fully sprinklered. Existing reinforced concrete moment frame arches with concrete shearwalls. Project was designed using the 2007 Historic Building Code and the 2007 California Building Code.

## **Seismic Evaluation and Upgrade**

### **Ruhstaller Building, Sacramento, CA**

### ***Supervising Engineer***

An early Historic 4600 square foot URM with mezzanine strengthened to meet the "collapse-prevention" performance objective defined in FEMA 310. The lateral system consisted of URM bearing/shearwalls supported by unreinforced brick and concrete footings.

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# Loralyn Davis

## Fire Plans Examiner

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### Experience

27 years

### Certifications

Pending ICC Fire Plans Examiner Certification

### Experience Summary

Loralyn has 27 years of experience in the construction Industry. As an experienced fire protection professional with a background in both private sector contracting and public safety code enforcement, Loralyn has a total of 6 years' experience working with the City of Sacramento Fire Code Consultant as a Plans Examiner. Loralyn has 14 years of contracting experience as a designer of fire Sprinklers.

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### Select Professional Experience

#### City of Sacramento

##### *Independent Fire Protection Consultant*

Loralyn provided fire protection consulting services to contractors, engineering firms and local governments in the Northern California area. Services included fire sprinkler design utilizing AutoCAD format, preparing project performance specifications, code consulting and interpretations. In addition Loralyn spent six years as **fire plan check consultant to the City of Sacramento** and served on the Development Services Department Matrix Team for large commercial and high rise construction projects. Loralyn provided the City of Sacramento Fire Department with technical support for inspections and alternate means requests. She also provided fire sprinkler design and consulting for local engineers and contractors utilizing AutoCAD.

#### Contracting Engineer Systems Tech Fire Protection

Loralyn was the contracting engineer for a well respected fire sprinkler contractor in the Sacramento area. She prepared fire sprinkler estimates for large commercial design build projects and provide project management for the duration of the projects. Estimate and negotiate large commercial development projects for the company with developers and contractors. Experience with Building/Fire Code requirements provides our company with design build advantages as developers and general contractors welcome value engineering.

#### Capitol Fire Protection

##### *Fire Protection Project Manager*

Loralyn attended coordination and planning meetings with architects, engineers and local jurisdictions and she provided plans and performance specifications to architects for commercial construction projects. Loralyn also provided local fire departments with third party fire plan check services.

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# Kelly Park-Li, S.E.

## Structural Engineer/Plans Examiner

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### Experience

7+ years

### Education

B.S Structural Engineering  
University of California, San Diego, 2006

### Licenses

Professional Structural Engineer, CA  
Professional Civil Engineer, CA

### Certifications

ICC Building Plans Examiner  
ICC Residential Plans Examiner  
State of California Post Disaster Safety  
Assessment Program #67993

### Experience Summary

Kelly is a Registered Professional Structural Engineer and Certified Plans Examiner through the International Code Council. Kelly has more than seven years of experience designing and analyzing new construction of commercial buildings and tenant improvement projects. For the past 18 months, Kelly worked with the City of Walnut Creek performing plan reviews of commercial and residential projects for code compliance with state building codes and design standards. Kelly is familiar with design and review of a diverse range of project types including hospitals, medical office buildings, senior care facilities, retail, education, single and multi-family residential housing, and commercial buildings.

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### Select Professional Experience

#### 4LEAF, Inc.

#### *Structural Engineer / Plans Examiner*

#### **2014 - Present**

Kelly recently joined 4LEAF in November of 2014 as a Structural Engineer and Plans Examiner in our Pleasanton office. Kelly is tasked with the performance of plan review for all of 4LEAF's plan review clientele and will assist in the development of 4LEAF's Structural Engineers and Non-structural review staff.

#### City of Walnut Creek, CA

#### *Structural Engineer / Plans Examiner*

#### **July 2013 – November, 2014**

Kelly worked for the City of Walnut Creek for approximately 18 months where she was responsible for reviewing drawings and documents submitted to obtaining building permits for conformance with the California Building Standards Code (Title 24 of the California Code of Regulations), structural design standards, and local municipal code. Kelly also reviewed life-safety, structural design, accessibility, energy standards, plumbing, electrical, mechanical, and green building. In addition, Kelly also worked the Public Counter performing reviews of tenant improvements and answering code-specific questions from architects, engineers, contractors, and homeowners.

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# Ana Akin, P.E.

## Senior Plans Examiner

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### Experience

30 years

### Education

B.S. Civil Engineering  
University of California, Berkeley  
1978  
Structural Drafting Diploma

### Certifications

California Civil Engineer/Land  
Surveyor No. 31399  
ICC Certified Plans Examiner  
ICC Certified Building Code  
Accessibility/Usability Specialist

### Experience Summary

Ana has more than 30 years of experience providing structural engineering services for a wide variety of residential and commercial projects. A California registered civil engineer and land surveyor, Anna has coordinated all phases of assigned projects from preliminary design to construction. Ana is an ICC Certified Plans Examiner and Building Code Accessibility/Usability Specialist. Her extensive experience has included managing the plan review and permit counter services for several California municipalities.

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### Select Professional Experience

#### City of Palo Alto

#### *Senior Plan Check Engineer*

Ana is currently performing the role of Senior Plan Check Engineer under the supervision of the Chief Building Official and Deputy Building Official. The scope of in-house plan review includes the review of residential and commercial plans for structural, life-safety, plumbing, mechanical and electrical, T-24 Energy and ADA compliance. In addition, Ana is able to assist applicants with plan review questions at the Permit Counter. Ana has provided several plan check services for the following commercial projects at the City of Palo Alto:

- **Ann Taylor Tenant Improvement(TI)**  
Ana reviewed the plans for the \$375 thousand remodel of 6,800 Ft<sup>2</sup>, including a remodeled mezzanine, new accessible restrooms, new partitions & ceilings, relocation of electrical panels, and new storefront.
- **Skype Tenant Improvement - \$1.1M**  
Ana reviewed phase 2 of Skype's \$1.1 Million tenant improvement for 21,000 Ft<sup>2</sup> of use and occupancy.
- **Stanford University Medical Center**  
Ana reviewed the plans for the 300 SF office conversions to a medical exam room. Improvements included adding an additional electrical outlet and ADA upgraded bathroom.

In addition to the City of Palo Alto, Ana Has also provided Senior Plan Check Engineering Services for the following Cities:

- **City of Belmont**
- **City of Burlingame**
- **City of Daly City**

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# Stefanie Hionis, P.E.

## Plans Review Engineer/Civil Engineer

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### Experience

9 years

### Education

Bachelor of Science in Architectural Engineering, 2002

California Polytechnic State University, San Luis Obispo

### Registrations

State of California Licensed Professional Engineer, Civil, #70789

### Certifications

LEED Accredited Professional

### Professional Affiliations

California Office of Emergency Services, Safety Assessment Program, DSW-Volunteer

Structural Engineers Association of Central California, Young Members Forum

### Software Proficiency

AutoCAD (v.97- v.2008), Revit 2009, SAP2000, Eneccalc, TJBear, RAMSteel, RAM Advanse, Microsoft Office Suite

### Experience Summary

Stefanie is a California registered Civil Engineer with over 9 years of experience providing plan review and engineering services on numerous projects. Stefanie is a LEED Accredited Professional and a member of the Structural Engineers Association of Central California Young Members Forum.

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### Select Professional Experience

#### **4LEAF, Inc.**

#### ***Plans Examiner***

Stefanie's responsibilities include reviewing initial and subsequent submittals of structural and non-structural building plans for conformance of residential, commercial and essential service projects to the California Building Code (CBC) applicable at the time of submittal; composing plan check comment letters for projects, and performing independent calculations to verify project calculations.

#### **Board for Professional Engineers and Land Surveyors**

#### ***Subject Matter Expert***

Serving as subject matter expert, Stefanie reviewed and approved applications for the Civil Professional Engineers Exam, coordinated with Senior Registrars to address unique applicant questions and applications, communicated with applicants and guided their efforts to finalize incomplete applications, and implemented process improvements in written communication methods to applicants.

### **Buehler and Buehler Structural Engineers, Inc.**

#### ***Project Engineer***

As a project engineer, Stefanie designed essential service, educational, commercial (entertainment, office and retail) and multi-family residential buildings. She is experienced with timber, concrete, CMU and steel (including light gage) construction utilizing the 2001 and 2007 CBC, specialized computer programs, in-house design tools and hand calculations. She performed construction administration, including addendum drawings, RFI's / SSK's and structural observations. She coordinated structural support of equipment for Tenant Improvements (TI's), school modernizations and medical equipment upgrades in hospitals and medical office buildings.



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# Aleck Cheney, P.E., PLS

Civil Review Engineer

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## Experience

30+ years

## Education

B.S. Civil and Environmental Engineering,  
University of Wisconsin

## Registrations

Professional Engineer,  
State of California, No. C44299  
Professional Land Surveyor,  
State of California, No. L7862  
Professional Engineer, State of Hawaii  
Professional Land Surveyor,  
State of Colorado, No. 32834  
Professional Engineer,  
State of Colorado, No. 32834  
Professional Land Surveyor,  
State of Wisconsin, No. S1964  
Professional Engineer,  
State of Wisconsin, No. E22675  
Professional Land Surveyor,  
State of North Dakota, No. 8644  
Professional Engineer,  
State of North Dakota, No. 8644

## Affiliations

California Land Surveyors Association  
President of Los Angeles Chapter  
2006 and 2007 – received  
Chapter of the Year award.

## Experience Summary

Aleck is a Civil Engineer with more than 30 years of experience working closely with municipalities and developers on publicly funded projects.

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## Select Project Experience

### *Project Management*

Responsible for coordination of site development, subdivision, and public improvement projects with developers, municipal agencies, architects, land planners, and engineers. Prepared and negotiated civil engineering design and construction management contracts for projects in both the public and private sectors. Responsible for all civil and land surveying related aspects of the design and construction management process, including design and preparation of construction plans, platting and easements, specifications and bidding documents, material submittal review, progress tracking, payment processing, change order negotiation, and construction dispute analysis.

### *Land Development Engineering*

Experienced in a wide range of land development projects, working closely with land planners, soils scientists, landscape architects, developers and municipalities with the common goal of best use in each project. Responsible for civil engineering and land surveying in all phases of residential and commercial land developments from the initial planning stages through construction. Experienced in the preparation of preliminary and final plats, design of public utilities including sanitary sewer, water distribution, and storm drainage. Also experienced in road design including route selection, asphalt and concrete pavements, curb and gutter, and pedestrian pathways. During the various phases of each project, Mr. Cheney has obtained extensive experience in the approval processes, presenting and negotiating projects with jurisdictional bodies including local utility districts, planning commissions and town boards, as well as federal agencies including the US Army Corps of Engineers.

### *Capital Improvement Projects*

Extensive experience in publicly funded civil engineering projects for municipalities and military installations in Colorado, California and

Alaska. Design experience includes major urban roadway projects encompassing right of way acquisition, sanitary sewer, water, and storm drainage improvements. Responsible for the production of complete construction plans, specifications, and bidding documents and managing the public bidding process as well as performing construction phase engineering design and value engineering analysis. As an Associate City Engineer for a California city, performed design and constructability reviews for capital improvement projects prepared by outside consultants to the City and served as both Resident Engineer and Construction Manager for all ongoing capital improvement projects.

***Construction Contract Documents***

Thoroughly familiar and experienced in the preparation and use of bidding and contract documents for publicly funded projects. Particularly involved with the widely accepted Engineers Joint Contract Documents Committee documents.

***Los Angeles Area Construction Phase Services***

Mr. Cheney was responsible for field engineering and construction layout of a school auditorium, three new schools, an olympic pool facility, the UCLA police station, a major university childcare center, and four Los Angeles County fire stations.

***West Edwards Bike Path, Edwards, Colorado***

Mr. Cheney was responsible for topographic surveys, preparation of easements through private lands, development of bidding documents and specifications, and coordination with private utilities with respect to relocations along the trail corridors in the design phase of the project. He was also responsible for construction phase field staking.

***Mt. Sopris Tree Farm, El Jebel, Colorado***

Responsible for boundary and topographic surveys for this Eagle County Facilities Management project.

***Southern Wisconsin Subdivisions***

As President of Cheney Engineering, Inc., Mr. Cheney was responsible for platting, complete civil design, agency permitting, construction layout and management for several residential and commercial developments within southern Wisconsin municipalities. Aleck provided engineering and surveying services for over 350 residential and commercial lots.

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# Mike James Anderson, P.E., CASp

Plan Review Engineer

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## Experience

25 years

## Education

BS, Civil Engineering,  
California State University,  
Sacramento

## Registration

CA Registered Civil Engineer

## Certification

ICC Certified Professional Plans  
Examiner

CASp – Certification No 328

## Experience Summary

Mike Anderson has over 25 years of extensive plan review experience. He has provided architectural and structural plan review services on numerous moderate and complex projects for various jurisdictions and clients in California. His architectural review experience includes both reviewing new construction plans for code compliance and analyzing existing buildings for potential occupants and building owners. This architectural review covers aspects of the California Building Code including occupancy type, rated construction, exiting and accessibility. Mike is not only a professional engineer but also a Certified Access Specialist. Mike is currently responsible for providing architectural and accessibility plan review and office staff oversight for a variety of commercial, industrial, and multi-family residential projects throughout the western U.S. Through many years of project experience and personal contacts in the code industry, he maintains a strong connection with and understanding of the California Building Code. Mike has extensive experience reviewing high-rise and mid-rise projects for the City of Sacramento for conformance with the local building codes and ordinances. He has reviewed apartments, commercial buildings, OSHPD 3 Facilities and assembly occupancy facilities.

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## Select Professional Experience

### Plaza Lofts Seven Story Building

#### City of Sacramento, CA

High-Rise with complex rated construction details and Ch.11A accessibility including parking garage, ramps, etc.

### Marriott Hotel – Fifteen Story Hotel & Condominium Building

#### City of Sacramento, CA

High-Rise with both CBC Ch. 11A & B accessibility provisions.

### RT Metro Repair Facility

#### City of Sacramento, CA

Industrial structure with multiple other uses including assembly and office.

### Carefree Natomas Apartments, Sacramento, CA

Three-story multi-family with clubhouse – 20 building site including full accessibility site analysis.

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# Melissa Dubovik, P.E.

## Plans Review Engineer/Coordinator

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### Experience

7 years

### Education

Bachelor of Science in Architectural Engineering, 2005  
California Polytechnic State University,  
San Luis Obispo

### Registrations

State of California Licensed Professional Engineer, Civil, #73241

### Certifications

LEED Accredited Professional

### Software Proficiency

AutoCAD (v.97- v.2008), Revit 2009, SAP2000, Enercalc, TJBear, RAMSteel, RAM Advanse, Microsoft Office Suite

### Experience Summary

Melissa is a California registered Civil Engineer with more than five years of experience providing plan review and engineering services on numerous projects. Melissa currently assists 4LEAF in the management of plan review efforts including distribution to our Fire Review, Structural Review, and Non Structural Review personnel.

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### Select Professional Experience

#### **4LEAF, Inc.**

#### ***Plans Examiner***

#### ***2012 - Present***

Melissa is responsible for coordinating all plan reviews from 4LEAF's clientele and distributing to the appropriate plan review personnel. Melissa's responsibilities include reviewing initial and subsequent submittals of structural and non-structural building plans for conformance of residential, commercial and essential service projects to the California Building Code (CBC) applicable at the time of submittal; composing plan check comment letters for projects, and performing independent calculations to verify project calculations.

#### **Buehler and Buehler Structural Engineers, Inc.**

#### ***Project Engineer***

#### ***2005-2011***

As a project engineer, Melissa designed essential service, educational, commercial (entertainment, office and retail) and multi-family residential buildings. She is experienced with Seismic design experience with codes: 2009 IBC, 2010 CBC, ASCE 7-05, ACI 381-05, AISC 341. Melissa has the ability to complete her own construction documents in AutoCAD or Revit Structural Ability to adapt to clients needs. Melissa's design experience includes:

- Little Saigon Plaza, Sacramento, CA
- Sutter Memorial Hospital Catheterization lab # 3, Sacramento, CA
- Lincoln Square Plaza, Lincoln, CA
- Offices at Cameron Park, Cameron Park, CA



## 2016-17 FEE SCHEDULE & BASIS OF CHARGES

For the City of San Leandro

### Plan Check Services\*

Staff Augmentation	\$ 130 per hour
Fire Review	\$ 150 per hour
Outside Services	70% City fees

### Inspection Services\*

As-Needed Building Inspection Services (residential)	\$ 80 per hour
As-Needed Combination Inspection Services (includes commercial)	\$ 95 per hour
Construction and/or Public Works Inspector	\$ 125 per hour
Lead Project Inspector	\$ 125 per hour
Project Inspector	\$ 105 per hour
Specialty Inspections (ADA, CASp etc.)	\$ 175 per hour

### Construction Management Services\*

Construction Manager	\$ 140 per hour
Project Manager	\$ 250 per hour
Principal	\$ 250 per hour

### Engineering Services\*

Structural Engineer	\$ 195 per hour
Geotechnical Engineer	\$ 195 per hour
Civil Engineer	\$ 175 per hour
Surveyor	\$ 175 per hour
Office Engineer	\$ 155 per hour
Field Engineer	\$ 140 per hour
Expert Witness	\$ 500 per hour

### Administrative Services\*

On-Site Project Administrator	\$ 65 per hour
Permit Technician	\$ 50 – \$57.50 per hour

### Headhunter Services\*

3 month Salary\*\*  
\*\*Min \$10,000

**\*All Fees Subject to Basis of Charges**

### BASIS OF CHARGES

- All invoicing will be submitted monthly.
- Work is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments
- Overtime and Premium time will be charged as follows:
 

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Night Time (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8 hour M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 <sup>st</sup> 8 hour Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate
- Overtime will only be billed with prior authorization of the Chief Building Official, Public Works Director, or other responsible designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- All billable expenses will be charged at cost plus 20%.



**4LEAF, INC.**

ENGINEERING • CONSTRUCTION MANAGEMENT • INSPECTION • PLANCHER

- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.



## **Section E: Plan Check Turn-Around Times**

### **Turn-Around Times**

4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF’s plan review team is often recognized for our quick turn-around times and prompt service. We have provided some elaborate project examples - please read through our examples and contact our references to learn about our abilities and commitments to our clients. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs. 4LEAF also provides **Fire Plan Review Services** and **Expedited or “Fast Track” Plan Reviews** will take place upon a written request (email) by the client.

<b>Type of Plans</b>	<b>Transportation</b>	<b>Initial Review</b>	<b>Subsequent Review</b>	<b>Expedited Service</b>
Single Family Dwellings	<24 Hours (pick up & delivery by 4LEAF staff)	<10 Days	<5 Days	No Additional Charge (when staff available)
Multi-Family Dwellings	<24 Hours (pick up & delivery by 4LEAF staff)	<10 Days	<5 Days	No Additional Charge (when staff available)
Tenant Improvements	<24 Hours (pick up & delivery by 4LEAF staff)	<10 Days	<5 Days	No Additional Charge (when staff available)
Commercial / Industrial	<24 Hours (pick up & delivery by 4LEAF staff)	<10 Days	<5 Days	No Additional Charge (when staff available)
Projects >15,000 Sq. Ft.	<24 Hours (pick up & delivery by 4LEAF staff)	Negotiable	Negotiable	No Additional Charge (when staff available)
Fire Review	<24 Hours (pick up & delivery by 4LEAF staff)	<15 Days	<5 Days	Negotiable

***Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing when applicable.***



## Section F: References

### City of Palo Alto

*Building Inspection, Permit Technician, Plan Review*

#### Miscellaneous jurisdictional inspection assignments

Since 2007, 4LEAF has provided several combination inspectors to assist the City staff with routine daily inspections for commercial and residential properties located throughout Palo Alto. Our inspection services vary from full-time to temporary part-time staff to help augment vacation or extended absences to due illness and/or market demand.



#### On-Site Plans Examiners and Off-Site Review

Since 2010, 4LEAF has provided on-site plans examiners for the City of Palo Alto. All Plans Examiners are registered Engineers in the State of California and are responsible for reviewing larger projects between \$100,000 to \$50,000,000 under the direction of the Chief Building Official. In addition, they will also assist the Permit Counter with over-the-counter plan reviews and general questions from the public. Some of the most recently reviewed projects include Skype, Stanford Medical Center, Technology Credit Union, and VM Ware.

#### Inspection Services (Project Specific)

4LEAF is also providing the Project Inspector on the City of Palo Alto new **Mitchell Park Library and Community Center** under Turner Construction Management. 4LEAF is responsible for performing combination inspections and the project is on track for LEED Gold Certification. The project consists of a new 56,000 square foot joint facility that will replace the two former facilities. The new Mitchell Park Library and Community Center is a highly sustainable joint-use facility that will be a vibrant destination for civic, cultural, social, educational, and recreational activities.



4LEAF provided the building inspection services on the **Taube-Koret Campus for Jewish Living**. This project replaced the old Sun Microsystems space and made way for a 8.6 acre and **\$350 Million** mixed used facility which included Senior Housing, Gymnasium, in-door and outdoor swimming pools, parking structure, theatre, school, etc. This project won several awards and was a huge benefit to the community.



4LEAF is providing two full-time inspectors to the VMware campus. This project is a **\$1.3 Billion** expansion project at the Stanford Research Park. This project includes construction of an extensive expansion and renovation of the current corporate office campus totaling approximately 800,000 SF and three (3) parking garage structures for approximately 2,900 stalls. This project is pending LEED Certification.



#### Annual Contract Value: \$2,100,000

Client Name:	City of Palo Alto
Client Contact:	Peter Pirnejad, P.E., Director of Development Services
Client Telephone:	Office: (650) 329-2550
Client Address:	285 Hamilton Ave. Palo Alto, CA 94301
Email:	<a href="mailto:Peter.Pirnejad@CityofPaloAlto.org">Peter.Pirnejad@CityofPaloAlto.org</a>
Services:	Plan Review Engineering, Counter Technicians, Green Building Consulting, Project Management, Building Inspection, and Project Inspection Services.
Dates of Service:	2007 - Present





4LEAF is responsible for performing on-call building inspection, plan review, and fire plan review services for the City of Cupertino. 4LEAF has completed numerous residential and commercial plan reviews on behalf of the City. 4LEAF has recently reviewed a 17.4 acre Downtown Cupertino project that includes 130,000 sq. ft. of retail space, 100,000 sq. ft. of office space, and 160 units of high-end senior Housing. 4LEAF was also recently ca building inspection contract for a very large office complex and parking structure.



4LEAF is has performed a review on the Main Street Cupertino Project which includes:



**Site Description / Master Plan**

- Main Street Cupertino Encompasses 17.4 Acres
- 130,000 Square Feet of Retail
- 120-unit market rate apartments (four stories with two levels of underground parking)
- 100,000 Square Feet of Class-A Office
- 160+ Units of High-end Senior Housing
- 180-room hotel (five stories)
- Located on Stevens Creek Blvd between Finch Avenue and Tantau Avenue
- 1.55 acres of town square and park area
- Five-story, above-ground parking garage with two underground levels
- Exceptional Visibility via I-280, Two Interchanges of Wolfe Road Lawrence Expressway

**Annual Contract Value: \$5,000,000**

Agency Name: City of Cupertino  
 Contact Name: Albert Salvador, P.E., C.B.O., Building Official  
 Contact Telephone: Office: (408) 777-3328  
 Contact Email: [AlbertS@Cupertino.org](mailto:AlbertS@Cupertino.org)  
 Population: 59,200  
 Employees: Currently approximately twelve (12) 4LEAF employees  
 Services: Plan Review and Building and Public Works Inspection Services  
 Date of Service: 2010 - Present



**City of Dublin, CA**

*On-Call Plan Review, Code Enforcement, and Inspection Services*

4LEAF has an on-call contract with the City of Dublin Building Department to provide third party plan review, code enforcement, and inspection services. 4LEAF is responsible for work being performed within the City’s jurisdiction on projects ranging from major new development areas to capital improvement projects and infill development. 4LEAF has supplied as many as **14 continuous staff to the City of Dublin** over the course of this ongoing contract.



4LEAF inspection staff members have provided combination building inspection and plan review services for some of the City’s most important *commercial projects including shopping centers, parking garages, big-box retail stores, medical centers, libraries, and countless capital improvement projects.* 4LEAF inspection staff members have also provided combination building inspection services on numerous *high-density residential projects* which routinely required Type V 1 hour inspections.

**Project Highlights**

4LEAF inspection staff have provided combination building inspection services for some of the City’s most important commercial projects including shopping centers, parking garages, big-box retail stores, medical centers, libraries, and countless capital improvement projects, these include:

- Ulfert’s Center
- Grafton Station
- Gateway Medical Center
- Tassajara Ranch
- Emerald Place
- City of Dublin Library



4LEAF inspection staff has provided combination building inspection services on numerous high-density residential projects which routinely required Type V 1 hour inspections. These include:

- Avalon Bay
- Sorrento
- Schaffer Ranch
- Dublin Ranch
- Tralee



**Annual Contract Value: \$1,200,000**

Agency Name:	City of Dublin
Contact Name:	Gregory Shreeve, C.B.O., Chief Building Official
Contact Telephone:	Office: (925) 833-6620
Contact Email:	<a href="mailto:Gregory.Shreeve@ci.dublin.ca.us">Gregory.Shreeve@ci.dublin.ca.us</a>
Population:	46,600
Employees:	Currently approximately ten (10) 4LEAF employees
Services:	Plan Review, Counter Technicians, Code Enforcement, Waste Management, Capital Projects, and Building Inspection
Date of Service:	2002 - Present

## **Section G: Statement**

4LEAF has reviewed the City's Standard Consulting Services Agreement, attached as Exhibit A, and is able to meet the agreement requirements, including insurance requirements so long as the agreement follows California Case Law.

## EXHIBIT B

### COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

## 2016-17 FEE SCHEDULE & BASIS OF CHARGES

#### Plan Check Services\*

Staff Augmentation hour	\$ 130 per
Fire Review hour	\$ 150 per
Outside Services fees	70% City

#### Inspection Services\*

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125 per hour Lead Project Inspector	\$ 125 per hour Project Inspector
\$ 105 per hour Specialty Inspections (ADA, CASp etc.)	\$ 175 per hour

#### Construction Management Services\*

Construction Manager hour Project Manager	\$ 140 per \$
250 per hour Principal	\$
250 per hour	

#### Engineering Services\*

Structural Engineer hour Geotechnical Engineer	\$ 195 per \$
195 per hour Civil Engineer	\$ 175 per hour Surveyor
\$ 175 per hour Office Engineer	\$ 155 per hour Field Engineer
\$ 140 per hour Expert	\$ 500 per hour Witness

#### Administrative Services\*

On-Site Project Administrator hour	\$ 65 per
Permit Technician hour	\$ 50 – \$57.50 per

#### Headhunter Services\*

3 month Salary\*\*  
\*\*Min \$10,000

*\*All Fees Subject to Basis of Charges*

## **BASIS OF CHARGES**

All invoicing will be submitted monthly.

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  - *Overtime (over 8 hours Sat or 1<sup>st</sup> 8 hour Sun)* *2 x hourly rate*
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- Overtime will only be billed with prior authorization of the Chief Building Official, Public Works Director, or other responsible designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- All billable expenses will be charged at cost plus 20%

## 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.

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.