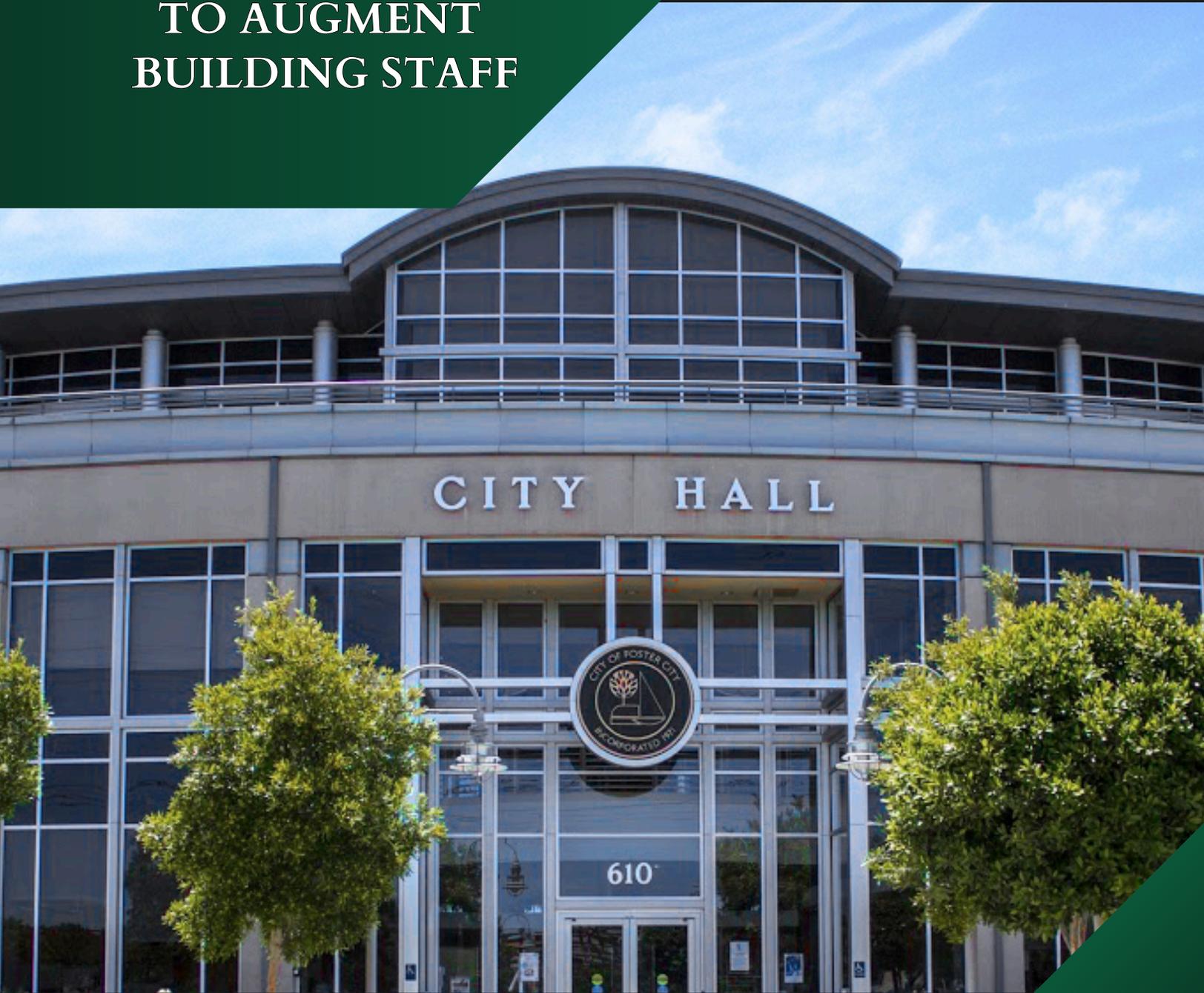


PROPOSAL TO PROVIDE
ON-CALL PROFESSIONAL
CONSULTANT SERVICES
TO AUGMENT
BUILDING STAFF

TO THE
CITY OF
FOSTER CITY



4LEAF, INC.
2126 RHEEM DRIVE
PLEASANTON, CA 94588
(925) 468-5959

JUNE 11, 2024

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4LEAF, INC.

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PROPOSAL TO PROVIDE
ON-CALL PROFESSIONAL CONSULTANT
SERVICES TO AUGMENT BUILDING STAFF
FOR THE
CITY OF FOSTER CITY

CITY HALL
SECTION 1
LETTER OF INTEREST



4LEAF, INC.



City of Foster City
Community Development Department
610 Foster City Boulevard
Foster City, CA 94404
Attn: Sofia Mangalam, Community Development Director

June 11, 2024

RE: RFP: On-Call Professional Consultant Services to Augment Building Staff for the City of Foster City

Dear Ms. Mangalam,

4LEAF, Inc. (4LEAF) is pleased to present our proposal to provide On-Call Professional Consultant Services to Augment Building Staff for the City of Foster City (City). 4LEAF has provided professional consulting services to approximately 500 clients throughout the country for more than 23 years and we feel we are the ideal candidate for the following reasons:

Familiar Consultant/Local Presence

4LEAF has extensive experience working with the City of Foster City, as we've provided the City with services such as Building Official, Inspection, Code Enforcement, Permitting, and Planning since 2021. We take pride in our commitment to maintaining relationships with local communities and providing personalized, responsive services. Additionally, we have provided services similar to those listed within the City's RFP to numerous municipalities in San Mateo County and surrounding areas. Our firm has the staff necessary to address any needs the City may have in an on-site or remote capacity. We have experience or are currently performing services for the following clients:

- City of Burlingame
- City of San Bruno
- City of Redwood City
- City of Cupertino
- City of Daly City
- City of South San Francisco
- City of Menlo Park
- City of Half Moon Bay
- City of Palo Alto
- City of Union City
- County of San Mateo
- County of Santa Clara

Full-Service Firm

As a full-service firm, 4LEAF can provide Professional Consulting services to aid with high project workloads that require additional staff assistance. We provide municipalities with Plan Review, Inspection, Permitting, Planning, Code Enforcement, and more. We have qualified staff available to serve the City with remote, on-site, part-time, or full-time project needs. Regarding the City's needs, our services include:

- **Plan Review:** 4LEAF is an industry leader in Plan Review services and has a team of Structural Engineers, Accessibility Specialists, and Mechanical/Electrical/Plumbing/Fire Plans Examiners available to work on the City's projects. We provide courier services that guarantee less than 24-hour pickup and delivery of all plan reviews performed off-site. We also offer electronic and expedited plan review services upon request.
- **Inspection:** We have over 200 inspectors on staff who specialize in Residential, Commercial, Industrial, Energy, Fire, ADA, Solar, and Public Works projects. We have a track record of providing inspectors as-needed for long- or short-term projects, including one day assignments to cover staff training, sick days, vacation days, or spikes in permit activity.

- **Permitting:** 4LEAF's pool of talented professionals includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if needed.
- **Additional Services:** 4LEAF is capable of completing any special project assigned by the City. This includes tasks such as implementing program development initiatives, developing documentation for the City's Building Division, and any other work involving special projects the City may have.

☑ **Flexible Staffing Model**

4LEAF is renowned for our accommodation and history of providing flexible-staffing options to our clients. By having seven (7) California offices and over 500 employees, 4LEAF has the dedicated staff and resources to provide the appropriate levels of staffing to the task/work orders issued by the City. This will allow our firm to provide a cost-efficient business model that will allow our team to be budget conscious while simultaneously serving each assignment.

☑ **Qualified Personnel**

Craig Tole: With nearly 20 years of experience at 4LEAF, Craig manages as-needed personnel requests including inspections, code enforcement, building officials, and permit technicians. 4LEAF can provide personnel as early as the same day for emergency requests and deliver any level of inspector (i.e. I, II, III) including project specific Inspectors of Record.

Mike Loomis, SE, CBO, CASp: Mike serves as 4LEAF's Director of Structural Engineering. He is responsible for managing 4LEAF's Plan Review clientele. He will be responsible for all expedited requests, quality control, and performance of critical plan reviews assigned by the City.

Vanessa Morales: As Plan Review Coordinator Manager, Vanessa supervises the internal routing and completion of plan reviews. Additionally, she is responsible for the training of 4LEAF's permit technician staff to ensure everyone is prepared to fit the needs of the municipality they are assigned.

Steven Arnold, CBO, CASp: Steven, who has over 25 years of industry expertise, is currently serving as the Building Official for the City of Foster City. This allows for a seamless transition of work as we are already exceptionally familiar with the City's staff and procedures.

Peter Lim, CBO: Peter is an experienced Building Official with 26 years of experience working within municipal building departments. Currently, Peter assists the City of Foster City by providing Building Official services as needed.

☑ **Project Manager**

Craig Tole will be the City's designated main point of contact. Should you have any questions or concerns, please contact Craig through his cell at **(925) 580-4055** or through email at CTole@4leafinc.com.

We appreciate the opportunity to present the City with our qualifications. Should you have any questions, please do not hesitate to reach out using the contact information provided.

Respectfully submitted,


Kevin J. Duggan
President


Craig Tole,
Project Manager / VP, Community Development

PROPOSAL TO PROVIDE
ON-CALL PROFESSIONAL CONSULTANT
SERVICES TO AUGMENT BUILDING STAFF
FOR THE
CITY OF FOSTER CITY

CITY HALL
SECTION 2

EXPERIENCE &
QUALIFICATIONS



4LEAF, INC.



SECTION 2: EXPERIENCE & QUALIFICATIONS

4LEAF, Inc. (4LEAF) is a California “C” Corporation that was established in 1999 and incorporated in 2001. Our extensive team of engineers and managers are fully equipped with training and experience to provide complete services including Plan Review, Inspection, CASp, Code Enforcement, Permit Technician assistance, and other related professional and technical services to the City. Our goal is to set the industry standard for excellent customer service, and we have grown to more than 500 personnel throughout California, Arizona, Hawaii, Washington, Nevada, and New England, and we are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

Firm Management

President: Kevin J. Duggan
Phone: (925) 462-5959
Email: KDuggan@4leafinc.com

Director of Structural Engineering: Michael Loomis, S.E.
Phone: (831) 620-2305
Email: MLoomis@4leafinc.com

PM/Director of Development Services: Craig Tole
Phone: (925) 580-4055
Email: CTole@4leafinc.com

Plan Review Coordinator Manager: Vanessa Morales
Phone: (925) 789-9917
Email: VMorales@4leafinc.com

Office Locations

Pleasanton (HQ)

2126 Rheem Drive
Pleasanton, CA 94588

San Bernardino

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

Arizona

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

Monterey

409 Washington Steet, #100
Monterey, CA 93940

San Diego

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

4LEAF Consulting, LLC

157 E. Warm Springs Rd.
Las Vegas, NV 89119

Newport Beach

4440 Von Karman, Suite 300
Newport Beach, CA 92660

Sacramento

8896 N. Winding Way
Fair Oaks, CA 95628

New England

132 Central St., Suite 210
Foxboro, MA 02035

Professionals

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	55+	ICC Certified Inspectors & IORs	200+
ICC Permit Technicians	45+	Registered Engineers (PE, SE)	20+
Registered Architects	5	ICC Certified Building Officials	30+
Code Enforcement Staff (PC832)	85+	CASp	14
Construction Managers/Inspectors	40+	Fire Plans Examiners & Inspectors	30+



MISSION

4LEAF strives to be the best firm by providing our clients with outstanding customer service and first-rate services. We put our philosophy into action by building client relationships and prioritizing the needs of our clients—this has led us to become an industry leader in providing Building & Fire Life Safety Services to both public and private clients. We have worked with municipal departments in the construction, rehabilitation, and repair of public and private buildings and have partnered with design review and preservation boards to determine building improvement criteria and associated project requirements. We have a depth of experience in working with all types of building structures and have performed Inspection and Plan Review services on more than \$50 billion dollars in construction throughout the past 23 years.

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

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

4LEAF’s Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and work toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes (including weed and community preservation, unpermitted construction, unsafe property conditions, hazards to public health, and zoning) is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

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

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

Mixed-Use Experience

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





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



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

Snapshot of Services

Plan Review / Inspection	Permitting	Code Enforcement
<ul style="list-style-type: none"> • LEED Accredited Professionals • Inspectors of Record • Program Analysis & Studies • Correcting Code Deficiencies • Investigating Complaints • Violation Issuance • Jurisdictional Inspectors • ICC-certified Plan Reviewers • Certified Accessibility Specialists • ICC-certified Building Officials • Building Dept. Services • Expedited Plan Reviews • On- and Off-Site Plan Review • Property Condition Surveys • Industrial, Energy, & Solar 	<ul style="list-style-type: none"> • Over-the-counter reviews • Intake of plans • Routing for plan review • Assignment management • Hosting page turn sessions • Virtual permit technician services • Prepare approval packages • Inspection scheduling • Application Processing • Developing Submittal Forms • Solar Permitting • Property Research • Public interface • Special events permits 	<ul style="list-style-type: none"> • Staff Augmentation Services • Department Assessments • Vendor Enforcement • Blight Enforcement • Substandard Housing • Lead Paint • Tobacco Enforcement • Short Term Rentals • RRP Training • ICC & CACEO Trainings • Rental Housing Programs • Cannabis Enforcement • Business License Enforcement • Parking Enforcement • Zoning



References

City of Vallejo

On-Call Building Plan Review Inspection, Building Official, Permit Support, Planning, Code Enforcement

4LEAF is providing On-Call full Building & Community Development Department services for the City. We are providing on- and off-site plan review for all building codes, including architectural, structural, plumbing, mechanical, and electrical plan check. We currently staff positions including Permit Technicians, Inspectors, Plans Examiners, Planners, and Code Enforcement Officers, ensuring that all project deadlines are delivered as per the City’s contract.



Scope of work includes:

- Providing on-call personnel to the Building Department including construction inspectors, building inspectors, building officials, permit technicians, on-site plans examiners/engineers, civil engineers, and code enforcement personnel.
- Providing Building and Civil Plan Review as needed.
- Provide on-call personnel to the Planning Department including Assistant Planners, Planning Technicians, Associate Planners, Senior Planners, Planning Managers, and Planning Directors.
- Reviewing plans and supporting documents submitted for projects.
- Checking for compliance with all applicable codes adopted by the City, including, but not limited to California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Solar Energy Code, and any applicable adopted local amendments, State of California codes or regulations.
- Confirming building use, occupancy, and type of construction, and reviewing construction of buildings and structures to determine satisfaction of safety requirements.
- Coordinating building permit requirements and interfacing with City Departments and other agencies, including but not limited to the Public Works Department and Planning Division.
- Enforcing conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
- Providing special inspections by qualified inspectors and conducting investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
- Preparing inspection logs, notice of violations and other documents of building and safety code violation cases for submittal to the City Attorney’s office when prosecution action is necessary to obtain compliance with the above codes and regulations.
- Receiving, processing, and issuing building permits and coordinating the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications. Input information into the City’s computer tracking system.



Client Name: City of Vallejo
Client Contact: Sergio Caldera, Building Inspection Manager
Client Address: 555 Santa Clara Street, #3, Vallejo, CA 94590
Client Telephone: (707) 648-4383
Contact Email: Sergio.Caldera@cityofvallejo.net
Project Dates: 2021 – Present



City of Palo Alto

Plan Review, Permit Technician, Building Official, and Building Inspection Services

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.



Since 2010, 4LEAF has provided on-site plans examiners for the City of Palo Alto. Our Plans Examiners are registered Engineers in the State of California and ICC Certified, who are responsible for reviewing larger projects ranging between \$100,000 to \$100,000,000 under the direction of the Chief Building Official. Some reviewed and inspected projects include Skype, Stanford Medical Center, Technology Credit Union, and VMware. 4LEAF is currently reviewing and inspecting the following projects:

Public Safety Building, \$84 Million (Essential Services Facility)

New three-story, 136,873 SF City of Palo Alto Public Safety Building will have 2 levels of underground parking and will house the Police Department, 911 Emergency Dispatch Center, the Emergency Operations Center, the Office of Emergency Services, and the administration needs of the Fire Department.



Stanford Biomedical Innovation Building, \$126 Million

New research laboratory building for Stanford University School of Medicine. Four-story above garage and one below grade for a total of 216,647 SF. Wet-bench research laboratories and associate support spaces, faculty offices and open office spaces workstations, conference rooms and staff amenity spaces.



744 San Antonio Rd., \$42 Million

Courtyard by Marriott and an AC Hotel by Marriott. Two, five-story hotels (164,764 SF) hotels offering a combined 294 rooms with surface and underground parking.



ISO 1 Rating

With approximately 13 full-time personnel working in the City, 4LEAF was instrumental in the implementation of the ISO Program achieving the ISO 1 Rating. In March of 2015, Palo Alto became the 8th City in the Country out of 14,000 Building Departments to achieve this status.



Agency Name: City of Palo Alto
Client Contact: George Hoyt, CBO, Chief Building Official
Client Address: 285 Hamilton Ave. Palo Alto, CA 94301
Client Telephone: (650) 329-2368
Contact Email: George.Hoyt@CityofPaloAlto.org
Project Dates: 2007 – Present



Project Development Unit (PDU) – County of San Mateo

Building and Fire Plan Check, Fire Inspection, and Inspector of Record Services

4LEAF is currently performing Plan Check and Inspector of Record services for multiple projects on behalf of the County of San Mateo’s Project Development Unit. This \$1.2 billion program consists of up to 18 projects over the course of more than five years. 4LEAF is responsible for the combination building inspections, fire inspections, fire plan check and inspection reports related to all projects including:



County Office Building III – LEED Platinum

The 208,000-square-foot County Office Building III consists of a unique mass timber structure, glulam columns/beams and CLT flooring. The 5-story low-rise building provides business office workspace with exceptional access to daylight, for a variety of county departments including the Board of Supervisors. In addition, there will be assembly spaces on Level One for the Board of Supervisors Chambers and support program associated, press room, conference center, as well as a gym and café.



Regional Operations Center

The new 37,000-square-foot, two-story Regional Operations Center (ROC) will be located on the County Center campus where the motor pool was once located. The Center will house 911 Public Safety Dispatchers, an Emergency Operations Center, and the Office of Emergency Services. The ROC will serve as a hub for public safety responders during major catastrophic events. The building will achieve LEED Silver certification from the U.S. Green Building Council and is the largest project funded to date by Measure K.



Skylonda Fire Station #58

This project consists of a barracks/office building consolidating the functions and operations of two existing structures into a single structure. The building will contain administrative offices and related support spaces, conference and training rooms, a kitchen and dining room, dayroom, dorm rooms, fitness rooms, showers, and restrooms. A new primary vehicular access connection shall be to facilitate improved traffic sightlines and vehicle turning radiuses.



Additional Projects

- Animal Shelter
- Cordilleras
- South San Francisco Health Center
- Parking Structure #2
- San Mateo Medical Center
- La Honda Fire Station
- Portola House
- Pescadero Fire Station
- Pine Street Project

Agency Name: County of San Mateo, PDU
Client Contact: Adam Ely, Deputy County Executive
Client Address: 455 County Center, Redwood City, CA 94063
Client Telephone: (650) 363-4123
Client Email: AEly@SMCgov.org
Project Dates: 2017 – Present



City of Cupertino

On-Call Building Inspection and Plan Review Services

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



Apple Park

4LEAF provided the Building, Fire, and Public Works Department Inspection services on the largest private commercial construction project in the Country. 4LEAF was tasked with mobilizing a **project team of more than 20** Building, Fire, and Public Works Inspectors, Project Administration Staff, and Engineering team for this more than **\$8 Billion project**. 4LEAF was responsible for coordinating the inspections in relation to the City’s permits and ultimately packaging milestones of the project for occupancy approval from the City’s Chief Building Official.

- **Main Building** – The Main Building accommodates up to 12,000 employees and comprises approximately 2.8 million square feet.
- **Corporate Fitness Center** – Comprising approximately 100,000 square ft.
- **Corporate Auditorium** – Comprising approximately 120,000 square feet and will hold up to 1,000 people.
- **North and South Parking Structures** – Two above-grade parking structures of approximately 6,000 spaces.
- **Central Utility Plant** – Integrated parking structure and serves all buildings on the Main Building site.
- **Phase 2 Research and Development Buildings** – 600,000 square feet of office, research, and development and two separate above ground parking garages.

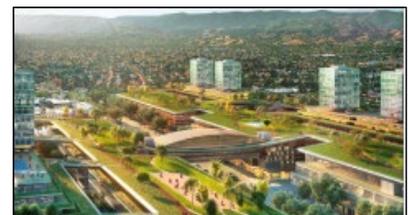


Plan Review Services

North and South Parking Structures – 4LEAF reviewed the above grade Parking Garages (2) for Apple Park. The 4LEAF team performed Structural, Architectural, Fire-Life-Safety, Mechanical, Electrical, and Plumbing. The garages included two – 3 story and 300,000 Sq. Ft. structures which included Photovoltaic Array on the rooftops. Both garages will be connected by bridges and spine ramp.



4LEAF was selected to perform inspections for the \$2.2 Billion Vallco project. The Vallco project will provide approximately 430,939 square feet of new retail along with 2,402 residential units and 1,981,447 square feet of office with eleven (11) 22-story mixed-use high-rise buildings connected by a 30-acre green roof spanning the majority of the Vallco property.



Agency Name: City of Cupertino
Client Contact: Sean Hatch, CBO, Chief Building Official
Client Address: 10300 Torre Ave, Cupertino, CA 95014
Client Telephone: (408) 777-3231 IOR
Contact Email: SeanH@Cupertino.org
Project Dates: 2010 – Present

PROPOSAL TO PROVIDE
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FOR THE
CITY OF FOSTER CITY

CITY HALL
SECTION 3

KEY PERSONNEL



4LEAF, INC.



SECTION 3: KEY PERSONNEL

As your consultant, 4LEAF understands that our role is to advocate on behalf of the City of Foster City and represent the City’s best interests. 4LEAF’s team will function as an extension of your staff, seamlessly integrating with the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF can offer. Our goal, which we have successfully accomplished on previous clients’ projects, is to integrate our staff with yours and be accepted as an essential part of the City. Our team includes:

Management Team

Craig Tole – Project Manager / Vice President, Community Development

Craig has been the VP of the Development Services team for the past 19 years under the supervision of the company President. Among Craig’s responsibilities include the day-to-day contact with many of 4LEAF’s clients in the Building & Safety, Engineering, and Construction Management industries. Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion. Craig also manages numerous County IOR programs including San Mateo County PDU, Santa Clara County FAF, Alameda County GSA, and Santa Cruz County GSD.



Office - (925) 462-5959 | Cell - (925) 580-4055 | Email - CTole@4leafinc.com

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

With more than 27 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing systems. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp). Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside. Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience.



Office - (925) 462-5959 | Cell - (831) 620-2305 | Email - MLoomis@4leafinc.com

Vanessa Morales – Plan Review Coordinator Manager

Vanessa serves as 4LEAF’s Plan Review Coordinator Manager and has years of professional experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public’s needs at the Building Department counter, and her excellent interpersonal skills heightened her capacity to build rapport with clients. Vanessa is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely.



Office - (925) 462-5959 | Cell - (925) 789-9917 | Email - VMorales@4leafinc.com



Contract Building Officials Serving the City

Steven Arnold, CBO, CASp – Building Official

Steven is an experienced Building Official with 25 plus years of expertise in the industry and currently **provides the City of Foster City with Building Official Services**. He has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Steven has experience managing the continuous operations of a Building Department. Steven is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience. Steven has maintained many professional relationships with his staff and members of the public, by being available and having a plan.



Peter Lim, CBO – Building Official

Peter is a highly experienced Building Inspector and ICC Certified Building Official with over 23 years of experience working in multiple different Building and Safety Departments. In addition, **Peter currently provides the City of Foster City with Building Official Services as needed**. He has broad experience in the Building Department day-to-day operations, and in-depth knowledge of Building Codes, making him an asset to any Building and Safety Department he serves. Peter has great communications skills and the unique ability to defuse any situation that may arise.



Additional Supporting Staff

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

Scott has more than 23 years of engineering experience and has performed a multitude of plan reviews for many different project types including commercial structures, residential structures, schools, hospitals, and various municipal reviews for clients throughout the country. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.



Beng Low, MS, SE – Senior Plan Review Engineer

Beng is a registered Structural and Civil Engineer with 32+ years of experience in the analysis and design of multi-story buildings including commercial, industrial, and residential. He has experience in response spectra dynamic analysis, seismic design, and seismic retrofit design. Beng is proficient in design requirements of concrete, steel, masonry, concrete tilt-up, cold-formed steel, and wood structures with up-to-date working knowledge of many design codes.



Melissa Mennucci, SE – Structural Plan Review Engineer

Melissa is a Registered Structural Engineer with more than 16 years of industry experience including more than 10 years of design experience. Melissa is currently managing all plan reviews from our UC Davis client as well as performing Structural Plan Reviews as required. She also provides technical guidance to plan reviews and is experienced with a wide array of project and construction types.





Ali Hekmat, SE, PE – Structural Plan Review Engineer

Ali is a tremendously talented and experienced Plan Check Engineer with over four decades of expertise in the industry. Ali is highly skilled in a wide variety of engineering and design software and has proven to be an asset to multiple companies and departments. Ali is a quick-adjusting hard worker who has performed many challenging and complex structural plan reviews, earning him timely promotions to senior leadership positions throughout his professional career.



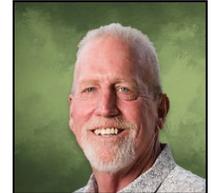
Kono Soong, CBO – Senior Combination Building Inspector / Inspector of Record

Kono is a Certified Building Official and Combination Residential and Commercial Inspector with over 25 years of jurisdictional experience and **has experience performing inspection services for the City of Foster City**. Kono is experienced with residential, commercial, and industrial construction and has acted as Lead Inspector of Record at the Jackson Rancheria Hotel & Casino.



Howard Conroy, CBO, CASp – Senior Building Inspector / Inspector of Record

Howie has 20+ years of experience as a Senior Combination Building Inspector and Building Official. Howie has served 4LEAF at such jurisdictions as the **City of Foster City**, County of San Luis Obispo, and Cal Poly University. Howie has taken on many assignments including Inspector of Record and Senior Building Inspections. He has also helped train various inspectors prior to placement to ensure they understand the complexities of the California Building Code.



Brent Hipsher, CBO, CASp – Senior Building Inspector / Inspector of Record

Brent is a certified Senior Combination Inspector and Inspector of Record with 27+ years of construction related experience. Brent has worked with jurisdictions such as the Town of Portola Valley, City of Milpitas, City of Dublin, and the City of Palo Alto where he served as the Inspector of Record and Building Official. Brent is currently working in the County of San Mateo on the \$37 million Regional Operations Center.



Danielle Hendricks – Senior Permit Technician

Danielle is an exceptional team member who takes initiative in any project/task she is assigned. She is skilled in office management duties including front desk operations and communicating with building management, outside services, the general public, and vendors. Danielle is punctual, self-motivated, has strong organizational skills, and the ability to multitask in a fast-paced and demanding environment.



Shayne Prudente – Permit Technician

Shayne is an exceptional team member who takes initiative in any project/task she is assigned and has over 6 years of customer service experience. She is skilled in office management duties including front desk operations and communicating with multiple department managers, outside services, vendors, and customers. Shayne is punctual, self-motivated, has strong organizational skills, and has the ability to multitask in a fast-paced and demanding environment due to her previous work experience.



Resumes for the Management Team and Additional Supporting Staff may be found in the Appendix.

PROPOSAL TO PROVIDE
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SERVICES TO AUGMENT BUILDING STAFF
FOR THE
CITY OF FOSTER CITY

CITY HALL
SECTION 4
UNDERSTANDING &
APPROACH



4LEAF, INC.



SECTION 4: UNDERSTANDING & APPROACH

Plan Review Services

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

Approach

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

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

On- and Off-Site Review

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

4LEAF’s EZPlan Review

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

Project ID	Project Name	Project Address	Project Name	Description	Expire	Date	Due Date	EPC	PCPA	Status	Est. Retired	Est.
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	
18876113	18876113	10000 1st St	20250000000000000000	20250000000000000000	Y	10/20/2025	10/20/2025	Y	3	CAV	18876113	



QA/AC Review Process

Task 1 – Project Tracking Set-up

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

Task 2 - Complete Submittal Review

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

Task 3 - Plan Review Assignment

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

Task 4 - Plan Review

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

Task 5 - Quality Control

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

Task 6 - Plan Review Rechecks

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

Task 7 - Project Approval

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



Turn-Around Times

4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF’s plan review team is widely recognized for quick turn-around times and prompt service. 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.

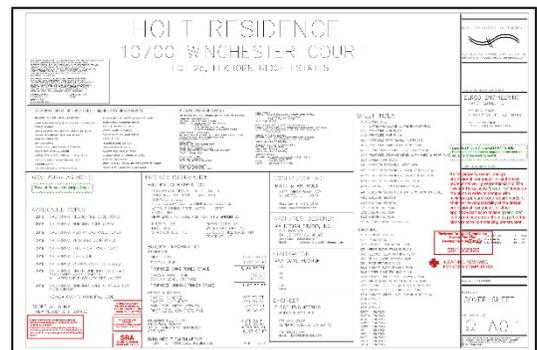
Type of Plans	Transportation	Initial Review	Resubmittal Review	Resubmittal Review #2	Expedited Review	Expedited Resubmittal
*Residential	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
**Multi-Family	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
***Large Commercial > 15,000 s.f.	< 24 Hours (pick up & delivery)	Negotiable	Negotiable	Negotiable	Negotiable	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.**

Pick-up of all plans will be performed by 4LEAF staff within 24 hours of the City’s phone call or e-mail. 4LEAF prefers to pick-up and deliver the plans in person to communicate information that may be pertinent to the project and maintain consistent communication. At no additional cost, 4LEAF staff will transport the plans to and from the City upon a phone call to the 4LEAF office or simply e-mail pickup@4leafinc.com.

Document Control

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



Plans then get distributed for review to a 4LEAF team consisting of Plan Review Engineers, Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs his or her function of analyzing the plans and documentation for effective conformance to the state codes, referenced construction standards, and City amendments. 4LEAF’s code review methodology is “The Effective Use of the



Codes” reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the client’s pre-designated contacts.

Off-Site Electronic Plan Review

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

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF’s



offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.

Additional Technologies

Having served more than 400 jurisdictions, 4LEAF and our staff are knowledgeable and have experience working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF’s experience with tracking technologies includes, but is not limited to:



Permit Technician Services

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

Our staff encompasses the right combination of experience, education, and certifications. 4LEAF prides itself on providing experienced and dedicated professionals to work with the City and serve the public at the Building Division counter.

Understanding

4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Planning and Building Department counter. 4LEAF has numerous Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools,





and training required to perform the job, including software applications such as Accela, Bluebeam, etc.. Typical Permit Technician duties include:

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

Public Assistance

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



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

Placement Schedule

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

Process Mapping

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



Solar Permitting

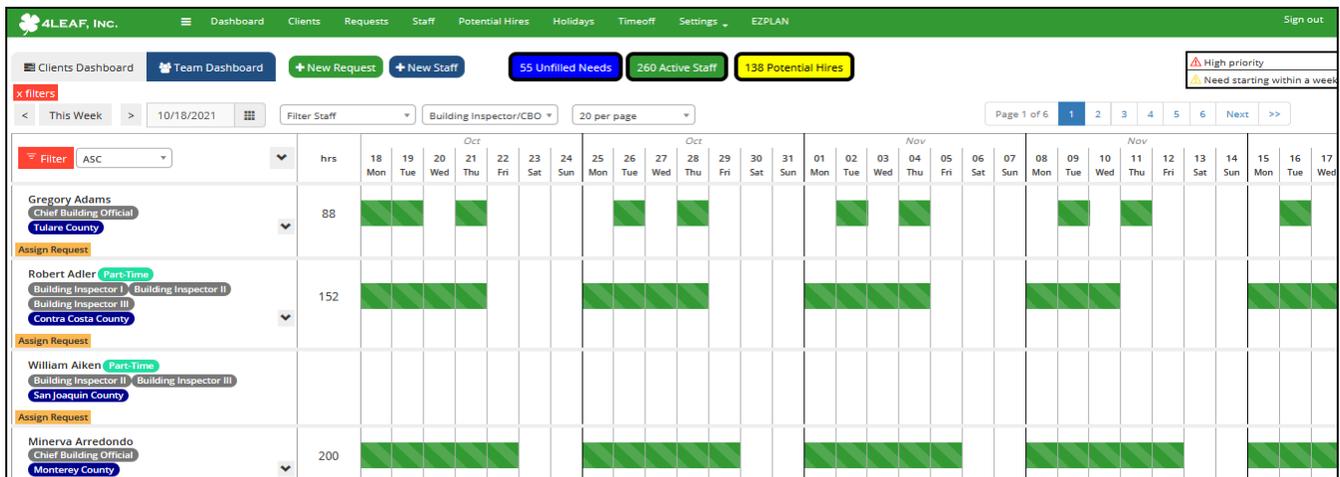
4LEAF can provide experienced permitting and plan review services for all residential and commercial solar projects, ensuring expedited turnaround times are met as required by the state. We boast a team of skilled technicians, many of whom are currently providing assistance in Building and Community Development Departments across the state. Each technician is equipped with the necessary materials, resources, tools, and training to excel in their role. 4LEAF currently provides the City of El Cerrito with all of their Solar Permitting needs. Typical duties include, but are not limited to:

- Working with the public and external agencies to ensure expedited permitting.
- Assessing fees and invoicing on behalf of the City.
- Ensuring all issued permits are available to internal staff by uploading to their permitting software.
- Running weekly basis reports to ensure all solar permits are routed to the designated officials.

Inspection Services

4LEAF has a team of more than 200 ICC Certified Building Inspectors, OSHPD/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to work throughout California who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful.

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



Periodic Inspection Services → Available Next Day

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



Part-Time Inspection Services → Available Next Day

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

Full-Time Inspection Services → Available Two Days or Less

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

Project Specific Inspection Services → Available Two Days or Less

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

Inspection Reporting Technology

4LEAF has extensive experience working with various inspection reporting technologies, including GoFormz, which 4LEAF used for all scopes the following projects; Apple 2 Campus (~\$6 Billion), Wynn Casino (~\$2.6 Billion), San Mateo County Project Development Unit (~\$1 Billion), and San Jose State University (~\$600 Million).



GoFormz allows every piece of information collected on a project to be accessible by all staff as every inspection report is stored securely and safely in the cloud. The information can be accessed through a user’s web account where any inspection report can be viewed, and reports can be ran using stored project data. With GoFormz, 4LEAF inspectors are able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to reports to show the items inspected. By means of an iPad, inspectors sign reports using a mobile signature block and attached pictures of the item inspected that were taken using the iPad.

GoFormz allows every piece of information collected on a project to be accessible by all staff as every form is stored securely and safely in the cloud. The information can be accessed through a user’s web account where they can view any inspection report and run reports on project data.



PROPOSAL TO PROVIDE
ON-CALL PROFESSIONAL CONSULTANT
SERVICES TO AUGMENT BUILDING STAFF
FOR THE
CITY OF FOSTER CITY

CITY HALL
SECTION 5
ACKNOWLEDGEMENT OF
SERVICE AGREEMENT



4LEAF, INC.



SECTION 5: ACKNOWLEDGEMENT OF SERVICE AGREEMENT

- 4LEAF has reviewed the Sample Professional Services Agreement and agrees to execute and comply with an agreement in the form of the template provided within the RFP.
- 4LEAF will be able to meet the insurance requirements mentioned within the sample Agreement.
- 4LEAF does not wish to make any changes or alterations to the sample Agreement.

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CITY HALL
SECTION 6

FEE PROPOSAL



4LEAF, INC.



SECTION 6: FEE PROPOSAL

FY2024-2025 FEE SCHEDULE & BASIS OF CHARGES FOR THE CITY OF FOSTER CITY

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Plan Review Percentage: 65% Structural Only Review Percentage: 35% <i>(Inclusive of all disciplines except Fire and Civil which are billed on an hourly basis)</i> Hourly Plan Review: \$145 Non-Structural Review \$165 Structural Review	Fee includes: <ul style="list-style-type: none"> ➤ Initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks. ➤ Shipping, courier, and electronic service.

Building

Chief Building Official	\$190/hour
Structural Plan Review Engineer	\$165/hour
Non-Structural Plans Examiner	\$145/hour
Certified Access Specialist (CASp) Inspector	\$165/hour
Certified Access Specialist (CASp) Plans Examiner	\$165/hour
Supervising Combination Building Inspector (Building Inspector III)	\$175/hour
Senior Combination Building Inspector (Building Inspector III)	\$165/hour
Commercial Building Inspector (Building Inspector II)	\$125/hour
Residential Building Inspector (Building Inspector I).....	\$115/hour
Permit Manager.....	\$110/hour
Senior Permit Technician.....	\$99/hour
Permit Technician.....	\$85/hour
Clerk/Administrator.....	\$75/hour
Civil Plan Review (Grading, Improvement Plans)	\$175/hour
Inspector of Record	\$160/hour
DSA Class 1 / OSHPD A Inspector	\$185/hour
DSA Class 2 / OSHPD B Inspector	\$160/hour
DSA Class 3 / OSHPD C Inspector.....	\$110/hour
GoFormz Software.....	\$50/user monthly

Project Management

Project Manager	\$190/hour
Principal-in-Charge	\$245/hour



Code Enforcement

Code Enforcement Director.....	\$185/hour
Code Enforcement Manager	\$145/hour
Senior Code Enforcement Officer.....	\$120/hour
Code Enforcement Officer.....	\$110/hour

Fire

Fire Protection Engineer (FPE).....	\$185/hour
Fire Prevention Officer	\$155/hour
Fire Plans Examiner	\$160/hour
Fire Inspector II.....	\$125/hour
Fire Inspector I.....	\$115/hour

Planning

Housing Policy Director	\$210/hour
Planning Director.....	\$190/hour
Principal/Planning Manager	\$170/hour
Senior Planner	\$160/hour
Associate Planner	\$140/hour
Assistant Planner	\$115/hour
Planning Technician.....	\$100/hour

BASIS OF CHARGES

Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services will be subject to a \$310.00 minimum fee if percentage-based fee or 2-hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing.
- All plan review services will be subject to 2-hour minimum fee.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
 - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
 - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.



- 4LEAF assumes that these rates reflect the FY2024-2025 contract period. There will be a 3% escalation for FY2025-2026, FY2026-2027.
- Overtime and Premium time will be charged as follows:
 - *Regular time (work begun after 5AM or before 4PM)* *1 x hourly rate*
 - *Nighttime (work begun after 4PM or before 5AM)* *1.125 x hourly rate*
 - *Overtime (over 8-hour M-F or Saturdays)* *1.5 x hourly rate*
 - *Overtime (over 8 hours Sat or 1st 8-hour Sun)* *2 x hourly rate*
 - *Overtime (over 8 hours Sun or Holidays)* *3 x hourly rate*
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

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CITY HALL
APPENDIX
RESUMES



4LEAF, INC.

Craig Tole

Project Manager / Vice President, Community Development

Experience

19+ years

Education

Bachelor of Science, Economics, 2000
Sonoma State University

Industry Affiliations

International Code Council (ICC)
CALBO
CBOAC
APWA

Experience Summary

Craig has been the Director of the 4LEAF's Development Services team for the past 19 years. Among Craig's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Fire Life Safety, Engineering, Construction Management, and Plan Check industries. **Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion.** Craig also manages numerous Building, Fire, and Code Enforcement clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

Select Project Experience

4LEAF, Inc. – Apple Campus 2 Project

Executive Project Manager

City of Cupertino, CA

Craig was responsible for consultant building department services to the City of Cupertino Building Department on behalf of 4LEAF. Services include on-site plan review engineering, permitting, plan review, and project inspection services. Craig is the Consultant Project Manager for the **\$6 Billion Apple Campus 2**. Craig was responsible for hiring, placement, and supervision of



a project team that will reach more than 20 personnel. This project construction spanned nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus will include a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings.

4LEAF, Inc. – Encore Boston Harbor Project

Inspection Services Project Manager

City of Everett, MA

Craig was the Inspection Services Project Manager for the new \$2.4 Billion Wynn Casino Development in Everett, Massachusetts. The project highlights include:

- **Luxury Hotel (629 Rooms)**
- **Gaming Area**
- **Retail Space, Gym/Spa**
- **Food & Beverage Outlets**
- **Convention & Meeting Space**
- **Parking Garage**



4LEAF, Inc. – County of San Mateo’s Project Development Unit (PDU)

Executive Project Manager

Redwood City, CA

Craig is responsible for this \$1.2 billion program consisting of up to 18 projects over the course of more than five years. 4LEAF is responsible for the combination building inspections, fire inspections, fire plan check, and inspection reports related to all projects. 4LEAF is currently performing Plan Check and Inspector of Record services for multiple projects on behalf of the County of San Mateo’s Project Development Unit, including the new **\$150 Million County Office Building III**, and the **\$128 Million Cordilleras Health Campus**.



4LEAF, Inc. – Building Department Management / Inspection Services

Project Manager

Pleasanton, CA

Craig is currently the Building Department and Code Enforcement Manager on behalf of 4LEAF. Craig is responsible for all staff augmentation assignments performed for clientele including building official, building inspection, permit technicians/counter services, code enforcement, etc. Craig is responsible for recruiting and placing all building department staff as well as the pick-up and delivery and assignment of plan reviews to appropriate engineers and certified staff. Craig manages including:

- ◆ City of Cupertino Building Department
- ◆ City of Palo Alto Building Department
- ◆ City of Saratoga Building Department
- ◆ City of Sunnyvale Building Department
- ◆ City of Seaside Building Department
- ◆ City of Hollister Building Department
- ◆ City of Dublin Building Department
- ◆ County of Santa Clara Building Department
- ◆ County of Santa Clara, Facilities & Fleet
- ◆ County of Monterey Building Department
- ◆ County of San Benito Building Department
- ◆ County of Alameda, Capital Projects

4LEAF, Inc. – Various Universities and Community College Districts

Project Manager

Craig has managed multiple consultant agreements with the California State School System, University of California, and Community College Districts. These contracts include Construction Management and Inspector of Record services for both On-Call agreements and project specific assignments. Our University clientele includes:

- San Jose State University
- Cal Poly San Luis Obispo
- California State University, Dominguez Hills
- California State University, Stanislaus
- University of California, Merced
- University of California , Santa Barbara
- University of California , San Francisco
- University of California, Davis
- Stanford University School of Medicine
- Stanford University Facilities Department

Michael Loomis, SE, CBO, CASp, PMP

Director of Structural Engineering

Experience

27+ years

Education

MS, Structural Engineering, Santa Clara University, 2022

BS, Civil Engineering, Santa Clara University, 2022

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

Registrations

CA & NV Registered Professional Structural Engineer

CA, TX & FL Registered Professional Civil Engineer

Certifications

ICC Certified Building Official

ICC California Building Plans Examiner

ICC CALGreen Plans Examiner

ICC Accessibility Inspector/Plans Examiner

ICC California Residential Building Inspector

ICC California Commercial Building Inspector

ICC Building Inspector

ICC Plumbing Inspector

ICC CA Residential Plumbing Inspector

ICC CA Commercial Plumbing Inspector

Certified Access Specialist, CASp

SAP Evaluator (CalOES)

Teaching and Accomplishments

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

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

Instructor (various topics) CALBO & ICC
2010 - 2021

Experience Summary

With more than 27 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp).

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

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

Select Professional Experience

4LEAF, Inc.

Director of Structural Engineering

2024 – Present

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

ABS Consulting, Houston, Texas

Director of Engineering, Natural Hazards

2023

- Oversaw technical staff evaluating, monitoring, and mitigating risk from natural hazard events. Staff included engineers, meteorologists, computer programmers and support staff.
- Managed budget for approximately \$3.5 million service line. Reduced operating expenses by approximately 10% in the first 12 months.
- Business development and marketing, including developing new service offerings through collaboration with other departments.
- Changed leadership during reorganization. Mentorship of emerging leaders.
- Collaborated with other directors on resource allocation, development of fees and cross-promoting services.
- Hired, trained, reassigned, and address redundancies among staff as needed based on team requirements and market conditions.

CSG Consultants, Inc., Foster City, California

Building Services Manager, Building Official, Senior Principal Structural Engineer

2008 – 2023

- Chief Building Official, City of Salinas, City of Gonzales, Town of Woodside. Designate building official as needed for multiple additional jurisdictions.
- Assist jurisdictions on interpreting and implementing laws and code changes.
- Act as owner's representative and subject matter expert for design-build and design-bid-build projects at public agencies. Code analysis and interpretation, value engineering, technical peer review of complex, multi-phase projects.
- Oversee building plan review services for Northern California Region. Annual department revenue of approximately \$6 million and processing almost 2000 submittals per month. Manage multidisciplinary team of over 25 staff with 6 direct reports located in 4 regional offices as well as remote workers.
- Set quality standards and ensure accuracy of code and legal interpretations company wide.
- Interface with other internal departments regarding resource allocation, proposal writing, marketing.
- Respond to RFPs and RFQs. Set project budgets and identify project team. Attend interviews for potential jobs.
- Program manager and project manager over dozens of contracts. Manage cross-disciplinary contracts. Ensure project delivery from each service line. Negotiate budgets and schedules across services lines.
- Work closely with public agencies to study and resolve complex code issues related to structural design, disabled access, egress, and other critical building systems.
- Multi-discipline plan review for thousands of projects located throughout California.
- Perform site inspections to verify compliance with approved design. Work with design team and contractors to develop solutions to field conditions.

GPLA, Inc, Santa Clara, California

Associate/Production Manager

2008-2023

- Coordinate workload throughout the organization to meet client expectations.
- Manage a growing team of engineers and technical staff on a wide variety of projects in almost

every region of the country.

- Hire and train new staff, develop client relationships, issue proposals, and maintain budgets.
- Travel throughout the county representing the company at project sites, client offices and at public agencies.
- Work with the federal government on designs incorporating anti-terrorism and progressive collapse requirements.
- Performed structural design and drafting.

Peoples Associates Structural Engineers, Milpitas, California

Project Engineer

1997 – 2004

- Responsible for the design of hundreds of projects in Northern California.
- Specializing in multi-family light-frame construction, seismic retrofit/rehabilitation, and industrial projects.
- Develop project budgets and schedules. Issue proposals.
- Work with AHJ, architects and contractors to drive project success.
- Manage assistant engineers and drafters.
- Address field issues and change orders from active construction sites.

Vanessa Morales

Plan Review Coordinator Manager

Experience

9+ Years

Skills

Data Entry
Quickbooks
Microsoft Office
Inventory Management

Education

AA Business Administration
Las Positas College

Experience Summary

Vanessa is a highly organized Plan Review Coordinator Manager with years of experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public's needs at the Building Department counter, and her excellent interpersonal skills heighten her capacity to build rapport with clients. Vanessa is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely. Vanessa has a remarkable drive to excel, and she routinely offers motivation and support to colleagues who need extra encouragement.

Select Professional Experience

4LEAF Inc.

Plan Review Coordinator Manager

2021 – Present

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

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

The North Face - CA

Stock Supervisor

2019 - 2021

- Achieved store sales goals by ensuring associates delivered brand standards, exceptional customer service, and utilized their selling model.
- Provided administrative support and participated in business operations.
- Collaborated with the management team to compose forecasts of sales goals and subsequent courses of action.
- Assessed payroll and made necessary budgeting adjustments.

The North Face - CA

Sales Supervisor

2017 - 2019

- Contributed to the achievement of target shrink percentage.
- Audited business operations according to company standards and devised methods to improve company productivity.
- Implemented training and accountability tools to better support brand standards.
- Followed process protocols, investigated in-transit units to verify receipt and tracked and reported missing units.

V & D Jewelry - CA

Bookkeeper

2016 - 2018

- Recorded transactions and transferred translated data into Quickbooks.
- Provided financial statements upon request and/or regularly scheduled posts.
- Tracked fixed and current expenses and maintained daily records.
- Restructured inventory processes, subsequently improving overall business performance.
- Monitored inventory levels and ensured that the needs of the business were satisfied.

Scott Martin, P. E.

Quality Control Manager / Senior Plan Review Engineer

Experience

26+ years

Education

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

Certifications

CA Registered Civil Engineer
License # 59091

NV Registered Civil Engineer
License # 019922

ICC, Building Plans Examiner

Professional Affiliations

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

Experience Summary

Scott has more than 26 years of engineering experience and has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

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

Select Professional Experience

4LEAF, Inc.

Quality Control Manager / Senior Plan Review Engineer

2014 - Present

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

4LEAF, Inc. (City of Palo Alto)

Structural Plan Check Engineer

2012 - 2013

Starting in December of 2013, Scott 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 plan review engineer and was tasked to the City of Palo Alto where he was often assigned 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:

- Workday Campus (6 Stories) - \$50 Million
- Stanford Medical Center (6 Stories) - \$32 Million
- VMWare HTE Tenant Improvement - \$25 Million
- Hilton Hotel and Underground Parking - \$18 Million
- VMWare 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
- VMWare Parking Structure (4 Levels) - \$6.8 Million
- 4-Story Tenant Improvement for Survey Monkey - \$6.1 Million

Willdan Engineering – Fresno, CA

Structural Plan Check Engineer

2007 - 2010

Scott performed structural plan reviews on behalf of Willdan 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

Beng H. Low, MS, SE

Senior Plan Review Engineer

Experience

30+ years

Education

M.S., Structural Engineering
Ohio State University

B.S., Civil Engineering
University of Roorkee (India)

Certifications

ICC Building Plans Examiner

Registrations

State of California Licensed
Professional Engineer, C48412

State of California Licensed Structural
Engineer, S4973

Experience Summary

Beng is a registered Structural and Civil Engineer with more than 30 years of experience in the analysis and design of multi-story buildings including schools, commercial, industrial, and residential. His experience in the design of various structural systems includes special reinforced concrete shear walls, steel special moment frames, steel special concentrically braced frames, steel buckling-restrained braced frames, and wood-frame shear walls.

He has extensive experience in response spectra dynamic analysis, seismic design, and seismic retrofit design and is proficient in the latest design requirements of concrete, steel, masonry, concrete tilt-up, cold-formed steel, and wood structures with up-to-date working knowledge of many design codes. He is familiar with analysis and design software such as ETABS, SAFE, SAP2000, RISA-3D, RAM, STAADPro, and Enercalc and is skilled in AutoCAD, Bluebeam Studio, and REVIT.

Select Project Experience

4LEAF, Inc. – Pleasanton, CA

Senior Plan Review Engineer

2021 - Present

Beng has joined 4LEAF as a Senior Structural Plan Review Engineer and is responsible for the review of commercial and residential structures as well as Quality Control of 4LEAF Plan Review personnel. Beng currently works on behalf of 4LEAF with the City of Oakland to perform structural calculations, developing plans, and engineering estimates and specifications for the construction of 5G towers.

SOHA Engineers – San Francisco, CA

Senior Structural Plan Review Engineer

2017 - 2021

Some of Beng's projects with SOHA Engineers included:

- *Fourth and Folsom Transit Oriented Development, 266 Fourth Street San Francisco, California*
 - Performed 3-D ETABS analysis, design calculations, and prepared schematic design drawings and specifications for 8-story family housing project. The structural system for the upper story consists of steel special concentric braced frame structure (SCBF) supported by a single story prestressed concrete podium with a combinations of concrete shear walls and SCBF.

- *San Francisco International Airport Terminal 3 West Modernization Project*
 - Performed 3-D ETABS analysis and prepared schematic design drawings for Federal Inspection Service (FIS) Connector Bridge from Terminal 3W to International Terminal Building (ITB)
- *San Mateo County Community College District Skyline College Performing Arts Center*
 - Performed 3-D ETABS structural analysis, prepared design calculations and a full-set of design development drawings for 2 blocks of 4-story 128,000 square feet performing arts center at San Mateo Community College with proscenium theater, recital hall, and band room using steel buckling-restrained braced frames (BRBF) and special reinforced concrete shear walls.

Kinnoe Structural Engineers – Dublin, CA

Senior Structural Plan Review Engineer

2015 - 2017

Some of Beng's projects with Kinnoe Structural Engineers included:

- *Madison Park Business & Art Academy, Oakland, California*
 - Performed 3-D ETABS analysis and prepared structural design calculations for 4 blocks of 2-story buildings. The building's structural system includes precast concrete tilt-up panel and structural steel framing with composite steel deck. Steel moment and braced frames were used for canopies and elevator tower. Beng also prepared a full set of construction documents and specifications.
- *North East Medical Services Addition, San Francisco, California*
 - Provided a 3-D ETABS analysis and prepared structural design calculations for a voluntary seismic strengthening of an existing 6-story healthcare facility. Steel special concentrically braced frames were adopted.
- *Kaiser Fremont Hospital Addition, Fremont, California*
 - Provided structural drawings and calculations for a single-story addition to an existing facility. Cold-formed steel framing and metal sheet shear wall system were used.

IDA Structural Engineers – Oakland, CA

Structural Plan Review Engineer

2014 - 2015

Some of Beng's projects with IDA Structural Engineers included:

- *Lesley Towers, San Mateo, California*
 - Performed 3-D ETABS analysis and prepared structural design calculations for the retrofit of a 12-story concrete 1960's building. Shotcrete shear walls were used. Beng also prepared a full set of construction documents and specifications.
- *Hayward Library, Hayward, California*
 - Provided 3-D ETABS analysis and prepared structural design calculations for a new 3-story 58,000 square-footing building. The structural system includes steel framing with composite deck and concrete shear wall. Beng also prepared a full set of construction documents and specifications.
- *Hismen-Hin Nu, Oakland, California*
 - Provided 3-D ETABS analysis and prepared structural design calculations for the retrofit an existing single-story concrete podium structure. The podium structural system

includes post-tensioned slab, concrete wall, and CMU walls. The podium supports several 2 to 3-story wood-framed apartment buildings.

Structus, Inc. – San Francisco, CA

Structural Plan Review Engineer

2010 - 2013

Some of Beng's projects with Structus included:

- *Marine Emergency Response Facility, San Francisco International Airport*
 - Performed 3-D ETABS analysis and prepared structural design calculations for a new 4,500-square-foot single-story marine facility and a 100-foot-long concrete causeway. The design for this deep-pile foundation structure is based on ASCE-41 performance-based non-linear step by step push-over analysis.
- *SFMTA Central Subway, San Francisco, California*
 - Participated in the design of this \$1.2 billion SFMTA's Central Subway Project (Design Packages 3). Performed structural design calculations for the following: design of a new surface station at 4th and Brannan; design of structural concrete inverts and walkways for the 2.5 miles of TBM subway tunnels; design of seismic bracing of jet fans, electronic signs, and equipment; tenant improvement of Operation Control Center. Beng prepared a full set of construction documents and specifications.
- *AC Transit Transportation Building and Bus Maintenance Facility, Emeryville, California.*
 - Provided seismic evaluation based on ASCE31 procedure for this maintenance facility. The Transportation Building is a 2-story 16,000 square-foot pentagon-shaped structure which serves as an administrative building and break room. The Bus Maintenance Facility consists of 3 separate structures with a total area of 46,000 square foot. The buildings were constructed of CMU walls, concrete moment frames, and concrete Precast-T roof.

Kinnoe Structural Engineers – Dublin, CA

Structural Plan Review Engineer

2005 - 2010

Some of Beng's projects with Kinnoe Structural Engineers included:

- *UC Santa Cruz Cooling Tower Building*
 - Provided structural engineering for a 2-story tower with structural steel moment frames and steel braced frames. The tower is to house the cooling tower and associated equipment and utilities. Beng prepared a full set of construction documents and specifications.
- *Fresh & Easy Supermarket, Hayward, California*
 - Provided structural engineering and drawings to seismic upgrade of a masonry building with wood diaphragm. The upgrade includes a new steel platform with concrete deck, a new entrance steel canopy, and foundation works for equipment deck and freezer.
- *Orange County Sanitation District, Odor Control Facilities, Fountain Valley, CA*
 - Provided structural engineering and drawings for 2 steel platforms for scrubbers, moment frame pipe supports, and 3 chemical area foundations.

Melissa Mennucci, S.E.

Structural Plan Review Engineer

Experience

16 + years

Education

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

M.S., Civil & Environmental Engin.
University of California, Davis

Registrations

CA Licensed Professional Engineer,
Structural (#5677)

CA Licensed Professional Engineer,
Civil (#72245)

Computer Applications

ETABS
SAP
SAFE
RAM
Revit
Bluebeam
Adobe
Excel

Experience Summary

Melissa is a Registered Structural Engineer in the State of California with more than 16 years of industry experience including more than 10 years of design experience. Melissa is currently managing all plan reviews from our UC Davis client as well as performing Structural Plan Reviews from 4LEAF's Fair Oaks office. She also provides technical guidance to the plan reviews and is experienced with a wide array of project and construction types.

Select Professional Experience

4LEAF, Inc.

Structural Plan Review Engineer

8/2016 - Present

Melissa is responsible for coordinating and managing all plan reviews from 4LEAF for the client UC Davis, including meeting with key personal when needed. She is also performing Structural Plan Reviews in 4LEAF's Fair Oaks office for various clientele including such cities as Sacramento, Rocklin, Folsom, Roseville, Stockton, and numerous private clients as assigned. Her most recent assignment is providing Structural Plan Review services for Stanford Linear Accelerator (SLAC).

Buehler & Buehler Structural Engineers

Project Engineer

3/2005 - 7/2016

For more than 10 years, Melissa worked as a Project Engineer with this prestigious Design Firm located in Sacramento, CA. She was responsible for managing and designing structural projects using all building materials (steel, concrete, masonry, and wood) and evaluating and retrofitting existing buildings. Melissa routinely collaborated with AMEP consultants on DBB and DB projects using BIM. She also practiced LEAN construction techniques that included pull planning and ISD. In addition, she performed construction administration tasks that include submittal review, RFI response, site visits, field reports, record drawings, etc. as well as managed the new employee training program. Melissa's projects included Commercial, Residential, Schools, Hospitals, and Government Facilities

Ali Hekmat SE, PE

Structural Plan Review Engineer

Experience

42+ years

Education

California State Polytech University
MS. Civil/Structural Engineering
BS. Civil/Structural Engineering

Registrations/Certifications

CA Licensed Professional Engineer
AZ Licensed Professional Engineer
I.C.B.O. Certified Plan Examiner
Plan Check Engineer

Software Skills

Engineering International Design
Primavera Scheduling
Enercalc Design
S-T Risk

Experience Summary

Ali is a tremendously talented and experienced Plan Check Engineer with over four decades of expertise in the industry. Ali is a California registered Professional Civil and Structural Engineer as well as a registered Professional Structural Engineer in Arizona. He is highly skilled in a wide variety of engineering and design software and has proven to be an asset to multiple companies and departments.

Ali is a quick-adjusting hard worker who has performed many challenging and complex structural plan reviews, earning him timely promotions to senior and leadership positions throughout his professional career. Having worked as a supervisor in multiple departments, Ali is a responsible leader who can be relied on to get the job done, and to the greatest of his ability.

Select Professional Experience

4LEAF, Inc.

Plan Check Engineer

2021 - Present

Ali joined 4LEAF as a Plan Check Engineer and is responsible for planning, coordinating, supervising, and participating in the review of construction project plans and structural calculations. Additionally, he participates in the review of commercial and residential structures.

Bureau Veritas Inc. – Santa Ana, CA

Plan Check Engineer

2018 - 2021

- Performed architectural and structural plan checks for residential and commercial buildings to achieve compliance with jurisdictional codes.
- Reviewed construction documents for structural integrity and compliance to latest additions to electrical, mechanical, plumbing, Title 24 Energy, and California Building Codes.
- Residential and commercial planning, architectural, structural design involving steel, concrete, masonry, wood construction.

GHD Engineering Inc. – Irvine, CA

Plan Check Engineer

2016 - 2018

- Worked in the County of Orange as a consultant for plan checking projects. Ensured all projects achieved compliance with code requirements and structural integrity.
- Performed front counter duties where he assisted customers in the Building Department.

VCA Consultant – Orange, CA

Plan Check Engineer

2013 - 2016

- Plan checked and reviewed grading plans of various building projects in the City of Newport Beach to ensure all codes and requirements for structural and non-structural elements were met.
- Performed front counter duties where he assisted customers in the Building Department.

+A Engineering – Fullerton, CA

Project Engineer

1998 - 2013

- Performed planning, architectural, and structural design of residential and commercial projects which included steel, concrete, masonry, and wood construction.
- Engaged in field inspections to assess projects for structural integrity and compliance with building codes and specification.
- Performed engineering evaluations of existing buildings where he checked for construction defects resulting from poor workmanship and/or damage caused by natural disasters, then prepared reports of any observed damages along with repair recommendations. When necessary, he testified as an expert professional in court and arbitration.
- Conducted an engineering evaluation amidst a lawsuit involving a 4-story hospital in San Bernadino where he inspected and reported construction defects and safety issues resulting from poor contractor workmanship and the improper use of material.

City of Pomona Public Works' Building and Safety Division – Pomona, CA

Project Engineer

1995 - 1998

- Plan checked commercial and residential projects for structural integrity and code compliance.
- Performed field inspections of projects under construction for compliance with approved plan and specifications.
- Assisted building inspectors with structural related issues and aided the public and professionals with project approval and permits.

Riverside County Transportation and Land Management Agency – Riverside, CA

Agency Program Supervisor, Field Inspection Supervisor, Senior Plans Examiner

1984 - 1995

- As an Assistant Engineer in the grading division, Ali:

- Performed plan checks and field inspections of residential and commercial projects concerning drainage, subdivision, site improvement, and quality control of concrete delivered by batch plants.
 - Performed front counter duties relating to permits and illegal grading complaints.
- As a Senior Plan Check Engineer, Ali:
 - Plan checked for a variety of commercial and residential projects, including a 6-story jail with an in-house hospital on the top floor.
 - Managed the Riverside district branch office of Building and Safety.
- As the Agency Program Supervisor, Ali:
 - Tracked projects from initial design stage through final construction while preparing monthly reports of project(s) status and scheduling transportation of small in-house projects.
 - Assisted the Project Engineer in the construction management of a freeway interchange in the county desert area and participated in field observation during bridge construction.

James Persing and Associates – Yuma, AZ

Structural Design Engineer

1983 - 1984

- Conducted structural calculations and construction details for a variety of commercial and residential projects that involved wood, steel, concrete, and masonry construction.
- Participated in the field observation of a 5-story jail with in-house hospital on the fourth floor.
- Worked on a school, medical clinic, and other government buildings.

Wheeler and Grey – Los Angeles, CA

Junior Structural Design Engineer

1980 - 1983

- Performed structural calculations and drafting for small residential and commercial buildings.
- Assisted the project engineer in the structural design and shop drawings review for the concrete support structure for the tramway rails at the Disney World facility and a pedestrian bridge in Los Angeles.

Kono Soong, CBO

Senior Combination Building Inspector / Inspector of Record

Experience

25+ years

Education

General Education
Sacramento State University
General Education
University of Hawaii

Certifications

ICC Certified Building Official
ICC Residential Building Inspector
ICC Residential Electrical Inspector
ICC Residential Plumbing Inspector
ICC Residential Mechanical Inspector
ICC Combination Dwelling Inspector
ICC Combination Inspector
ICC Commercial Electrical Inspector
ICC Commercial Plumbing Inspector
ICC Commercial Mechanical Inspector
Building Inspector CSC
Building Inspector UBC
Uniform Codes and California Code
CAL GREEN Inspector
CAL GREEN Plans Examiner
Fire Marshall Fire Inspector 1A
Fire Marshall Fire Inspector 1B
Fire Marshall Fire Inspector 1C
Fire Marshall Fire Inspector 1D

Experience Summary

Kono is a Certified Building Official and Combination Residential and Commercial Inspector with over 25 years of jurisdictional experience, and more than 7 years of field supervisor experience. He has performed many duties within building departments including inspection, plan check and lead Code Enforcement. Kono is experienced with residential, commercial, and industrial construction and has also acted in the capacity as a Lead Inspector of Record at the Jackson Rancheria Hotel & Casino.

Select Professional Experience

4LEAF, Inc.

Senior Combination Building Inspector / Inspector of Record

2023 – Present

Kono has recently rejoined 4LEAF as our Senior Combination Building Inspector and Inspector of Record. Kono will work with various Community Development Departments and Universities on project specific inspection assignments (IOR).

City of Fremont

Building Inspector Supervisor

2016 – 2023

Kono served seven years working as the Building Inspector Supervisor for the City of Fremont. During that time, Kono showed that he can plan, organize and supervise section activities; develop and maintain cooperative working relationships with individuals from diverse cultural and socio-economic backgrounds; resolve disputes concerning code requirements and effecting voluntary compliance; review construction plans and conduct field inspections of buildings including structure and electrical, plumbing, heating, air conditioning, and ventilation systems. His responsibilities included:

- Supervise 16 building inspectors; provide the inspectors with technical expertise, supervise field and office work necessary to conduct the City's building inspection program. Route and assign inspections to the inspectors.

- Respond to queries and resolve problems raised by staff, contractors, engineers, and architects.
- Establish policies, rules and/or regulations, establish and implement policies and procedures, review, and revise inter- and intra- divisional operations processes and procedures.
- Participated in employee selection, evaluations, training of new and seasoned inspectors, and, address performance issues with staff.
- Utilize the computer for tracking projects, writing, and general reports.
- Provide information to any interested party on the City's building inspection and code enforcement program including code provisions, procedures, required submittal and plan processing, and inspection schedules.
- Participate in meetings with architects, engineers, property owners, developers, contractors, City staff members, and others to discuss issues involving activities of the Building Inspection section. Coordinate activities with other divisions, departments, and outside agencies.
- Extensive knowledge of building, plumbing, electrical, mechanical, and related codes and regulations and the methods, materials, techniques, and practices employed in building design, construction, and inspection; the principles of supervision; civil engineering principles as they pertain to building construction; forms, permits, plans, and specifications used in a building inspection and code enforcement program; zoning code and sign ordinance and report writing.

City of Fremont**Building Inspector/Specialist****2013 – 2016**

- Perform inspections, plan checks, and related duties in a specialized field of building inspection such as structural, mechanical, plumbing, electrical and fire.
- Provide guidance in new electrical codes, specifications related to new products and reviewed electrical plans.
- Investigate unlisted equipment and suspect substandard installations to determine product equivalency.
- Resolve disputes over interpretation and application of building codes.
- Meet with City officials, business representatives, and the general public to discuss specialized facets of inspection, including procedures and problems. Represents the City at meetings and conferences.
- Establish and perform the Solar Express Plan Review. Reviews and approve building permits.
- Train staff in assigned building inspection specialty.
- Perform combination building inspection duties.
- Maintain building inspection records. Utilize computer for tracking projects, writing and generating reports, and prepare correspondence and reports.

Nevada County**Sr. Combination Building Inspector II****2009 –2013**

- Apply a broad and comprehensive scope of knowledge in the independent performance of a wide range of building inspection related activities involving multiple residences and commercial and industrial construction.

- Perform field inspections of new building construction, alterations, additions, and mobile home permits for compliance with applicable codes, regulations and approved plans.
- Prepare correction letters and inspection reports. Consult with contractors, architects and engineers regarding structural safety requirements or building design. Coordinate inspection activities with other departments and agencies.
- Review a wide variety of residential, commercial, and industrial construction plans and documents. Prepare and maintain a variety of records, correspondence, and reports related to inspection activities.

CSG Consultants, Inc., Sacramento, CA

Sr. Combination Building Inspector/Lead Inspector of Record

April 2008 - March 2009

- Assigned to Jackson Rancheria Casino & Hotel Campus \$250 million dollar renovation and reconstruction, acting in the capacity as a Building Inspector as well as an Inspector of Record. Responsible for inspecting all phases of new construction and remodel. Six-story parking garage, hotel, and casino.
- Make field inspections of industrial, commercial, and Public Works projects during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies.
- Inspect a variety of electrical installations and other complex and routine electrical system elements. Assure proper and safe installations of routine and complex electrical systems.
- Responsible for finding and reporting construction defects for the current campus. Plans review and attendance of daily meetings with Project Development Supervisor regarding status of production for construction and forensic findings. Also, involved in fire design meetings for the remodeling of the hotel.

City of Folsom, Folsom

Building Inspector II

September 2007 – April 2008

- Primary inspector for a \$200 million dollar nineteen building, two-story parking structure shopping mall, head inspector on \$20 million dollar four-story hotel.
- Assist in the checking of building plans relative to electrical systems. Conferring with developers, contractors, architects, engineers and the general public in the field and office. Instrumental in implementing new policy's and weekly meetings.
- Research and contract new services for the Community Development. In charge of heading up the building safety week for the ICC in the City of Folsom. Route, quick plan checks, ability to help over the counter plan check.

City of Citrus Heights,

Building Inspector I

August 2006 – September 2007

- Application of building codes for inspections on residential dwellings and commercial buildings; explain and interpret requirements and restrictions.
- Complete and maintain a variety of records, reports, documents, and correspondence relating to field inspections.

Howard W. Conroy, CBO, CASp

Senior Building Inspector / Inspector of Record

Experience

30+ years

Education

B.S. Botany/Zoology, Northern Arizona University, AZ, 1976

Certifications

Certified Access Specialist, Department of The State Architect, CASp #429
ICC Certified Building Official
ICC Certified Building Code Official
ICC Building Plans Examiner
ICC Combination Inspector
ICC Building Inspector (UBC)
ICC Mechanical Inspector (UMC)
ICC Plumbing Inspector (UPC)
ICC Commercial Electrical Inspector
ICC Residential Electrical Inspector
Licensed Contractor, CSLB, B, C61, D12, #777274

Experience Summary

Howard has more than 30 years of experience in the construction industry. Howard has worked as a Building Inspector, Planning Commissioner, General and Specialty Contractor, Building Official, and Project Manager. Howard's diverse background and extensive experience makes him an ideal fit for various types of projects. Howard has a proven track history of ensuring projects are compliant with current codes with a high quality of workmanship.

In addition to his experience, Howard has also served as the President, Education Chairman, and Coordinator for the Central Coast Chapter of ICC and on the Board of Directors for California Building Officials Training Institute (CBOTI).

Select Professional Experience

4LEAF, Inc.

Senior Building Inspector / Inspector of Record

2023 – Present

Howie serves as a Senior Building Inspector and Inspector of Record for 4LEAF. Howie is currently providing Inspector of Record services for the County of San Luis Obispo's new Co-located Dispatch Facility for operation by the County Sheriff and County/Cal-Fire. The new facility will replace two antiquated and overcrowded dispatch centers with an efficient, state-of-the-art facility that will be able to meet Cal Fire/SLO County and the Sheriff Dispatch's emergency service response needs into the future.



Cal Poly San Luis Obispo

Inspector or Record

2020 – 2023

Howie spent three years working directly for Cal Poly San Luis Obispo with the last 18 months as the Acting Senior Inspector. Howie provided inspection services on approximately \$400 million of university projects, including the Spanos Stadium Turf Project, the Fremont Dorm Rehabilitation (Resulting from Landslide) and the Chumash Auditorium.



Cal Poly San Luis Obispo (4LEAF)

Inspector or Record

2017 – 2019

Student Housing South

Howard is one of 4LEAF’s Inspectors of Record on the Student Housing South now named YakPityutyu after the Northern Chumash Tribe. The project ranges over 12 acres and will have 696 residence rooms and a parking structure totaling more than 425,000 Sq Ft. This project included construction of seven, four-five story residential buildings consisting of the



addition of 1,475 beds, 29 resident advisor spaces and (2) two-bedroom apartments for professional staff, totaling 383,000 square feet. **Rory inspected underground conduit and 12,000 volt medium voltage cable.** This project also includes a campus welcome center and 483 parking spaces totaling 154,000 square feet. The project also includes site development, site utilities, parking, ramps, sidewalks and curb cuts, landscaping, site lighting, and signage. The project valuation was **\$198 Million** and achieved **LEED Gold**.

Vista Grande Dining Facility Replacement Project

Howie performed the Inspector of Record Services for this facility that seats nearly 500 people on two floors while the third floor is dedicated to office space all housed in 35,000 square feet. The project also included site development, site utilities, ramps, sidewalks and curb cuts, landscaping, site lighting, and signage. The University delivered this project under the traditional Design-Bid-Build method. The project valuation was \$39 Million and achieved **LEED Gold**.



County of San Luis Obispo Juvenile Hall Project (4LEAF)

Inspector Record

2014 – 2016

Howard was 4LEAF’s Inspector of Record on a 30-bed detention housing facility with support spaces to the existing 45-bed juvenile hall facility three new buildings and an exterior covered walkway. This project will provide approximately 22,800 square feet of additional new housing, recreation yard, classrooms, mental health treatment rooms and offices, training/conference rooms, indoor



multi-purpose/recreation, and administrative/teachers office space. The new maximum-security housing facility is a single-story building with approximately 7,920 square feet of living space, with 20 single occupancy sleeping rooms. This new housing wing will also include a large day room to be used for eating meals and activities, and (2) Counseling Interview Rooms.

San Benito County

Building Official

2013 – 2014

Howard served as the Building Official for San Benito County for approximately one year. Howie was responsible for managing building inspection, plan review, code enforcement, and counter administration. In addition, Howie routinely performed plan review and inspections on projects throughout the County and attended Board meetings as the representative of the Building Division.

City of Santa Maria

Building Inspector II

2008 – 2013

As a Building Inspector for the City of Santa Maria, Howard was responsible for residential and commercial building inspections and plans examining. Howard worked on various projects throughout the City including a Mobile Home Park Inspection Program as the Lead Inspector and a Neighborhood Stabilization Program as the Construction Coordinator.

JAS Pacific

Building Inspector/Code Enforcement Officer

2007 – 2008

Howard worked as a building inspector and code enforcement officer for several projects for the company including the Cities of Grover Beach, Guadalupe, Huron, Pismo Beach, and Arroyo Grande. Howard conducted both residential and commercial building inspections as well as plans examining and code enforcement.

City of Atascadero

Building Inspector

2006 – 2007

Howard conducted both residential and commercial building inspections. He also, trained and developed other Department inspection personnel.

City of Grover Beach

Planning Commissioner

2002 – 2004

General and Specialty Contractor

Owner

1998 – 2006

As the owner of this Company, Howard was responsible for the supervision of employees and sub-contractors. His duties included project management and coordination and ensuring code compliance.

County of San Luis Obispo

Property Appraiser

1990 – 1998

Howard served as the Construction Expert and Property Appraiser for the County of San Luis Obispo. He was also responsible for the training of new employees.

Brent Hipsher, CBO, CASp

Senior Building Inspector / Inspector of Record

Experience

27 years

Certifications

DSA CASp # 422

ICC Certified Combination Building Inspector

ICC Certified Building Official

ICC Certified Combination Inspector

ICC Certified Electrical Inspector

ICC Certified Mechanical Inspector

ICC Certified Plumbing Inspector

Fire Inspector 1A-1D & 2A-2D

Education

California State University, San Jose
Building Inspection Certificate

College of San Mateo

A.S. Degree Inspection Certificate

A.A. Degree Inspection Certificate

Professional Affiliations

International Code Council

ICC Peninsula Chapter – Past President

IAPMO Current Chair

IAPMO Research and Testing
Committee

IAPMO Answers and Analysis

CALBO California Certification
Committee

Experience Summary

Brent is a certified Building Official with more than 27 years of construction related experience; ICC Certified Combination Building Inspector, has two college Building Inspection Certificates in Building Inspection and is a Certified Access Specialist (CASp #422). Brent has worked with a number of different jurisdictions including the Town of Portola Valley, City of Milpitas, City of Dublin, and the City of Palo Alto where he has served in positions as Building Official, Plans Examiner, Combination Building Inspector, and Inspector of Record.

Select Experience

4LEAF, Inc.

Senior Building Inspector / Inspector of Record

2016 - Present

Brent is a key member of 4LEAF's Inspection team as he serves in a number of different capacities including Combination Building Inspector, Certified Access Specialist, Inspector of Record, and as-needed Building Official. Brent has worked with numerous 4LEAF clientele including the cities of Newark, Hollister, Pleasanton, Fremont to assist with any as-needed building inspections ranging from residential to commercial for all trades. **Brent also performed IOR services at San Jose State University on 23 different miscellaneous campus projects.** Recently Brent was assigned to be the Interim Chief Building Official for the County of San Benito. For the County, Brent supervised the Building Division staff which included Building Inspectors, Code Enforcement, and front counter staff as well as the \$1 Billion Panoche Solar Farm Project.

Regional Operations Center (County of San Mateo)

Inspector of Record

Currently Brent is working on behalf of 4LEAF at the County of San Mateo's Regional Operations Center as the Inspector of Record. This \$37 Million project is set to establish the County with one of the top 911 Emergency Dispatch Centers in the Nation.



The project includes a new 9-1-1 dispatch center, which will be housed on the second floor. The call center is currently housed in the county's jury room, which can hold no more than 100 people. The new call center will be roughly double that size, accommodate up to 350 employees and contain nine additional workstations. Brent's other Inspector of Record projects for the PDU include the Navigation Center (Homeless Shelter), Cordilleras, County Office Building 3 (COB3), South San Francisco project

City of San Mateo

Deputy Building Official/Fire Inspector

2014 - 2016

For approximately one year, Brent worked at the City of San Mateo in the Building Services division as a Deputy Building Official and Counter Manager where he managed the inspection, plan check, and front counter personnel. Brent also spent several months working with San Mateo Fire as a City Fire Inspector.

Kutzmann and Associates – City of Palo Alto

Building Inspector/Plans Examiner

2007 -2014

For approximately seven years Brent worked with the City of Palo Alto as a consultant inspector and plans examiner. Initially, Brent worked in the office as a plans examiner and facilitated customer service related to code questions and over-the-counter plan checks at the Building Counter. Previously, Brent has served the City on a number of residential and commercial inspection projects including:

- HP Executive Center
- Tesla
- Arbor Real (250-unit multi-family)

College of San Mateo

Associate Professor

Brent has been a Professor at the College of San Mateo for the past ten years where he has taught various courses in plan reading, construction practices, and building codes. Brent's current curriculum includes the California Residential Code and nonstructural provisions of the Building Codes.

City of Dublin

Contract Building Inspector

Brent served the City of Dublin on behalf of 4LEAF for about one year as a contract building inspector. Brent inspected multi-family and commercial projects in conformance with the current California Building Codes and adopted Dublin Municipal Code. At the time, Dublin was one of the fastest growing Cities in the Country and a multitude of construction projects.

City of Milpitas, Building and Safety Division

Plans Examiner

2005-2006

Town of Portola Valley

Building Official

1999-2005

Danielle Hendricks

Senior Permit Technician

Experience

11+ years

Skills

Microsoft Office
10 Key Data Entry
CA Building Permit issuance
CA Building/Housing Code
Read Construction Plans

Experience Summary

Danielle is an exceptional team member who takes initiative in any project/task she is assigned. She is skilled in office management duties including front desk operations and communicating with building management, outside services, the general public, and vendors. Danielle is punctual, self-motivated, has strong organizational skills, and the ability to multitask in a fast-paced and demanding environment.

Select Professional Experience

4LEAF Inc. – Bay Area, CA

Senior Permit Technician

2021 - Present

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

- Issuing and tracking permits throughout the course of the permitting process.
- Managing incoming and outgoing calls and obtaining appropriate permits for construction a variety of construction projects.
- Assisting applicants throughout the permit application process by answering questions, addressing concerns, and providing guidance.
- Coordinating and scheduling appointments for project inspections.
- Filing blueprints, permits, drawings, and other physical documents in addition to managing, retrieving, organizing, recording, and preserving data electronically.
- Collaborating with designers to develop handouts and other informational material for clients.
- Examining plans, blueprints, and other documents to verify accuracy and completeness according to the build code and assisting building inspectors.
- Serving as a liaison between the public and community development.
- Creating permit files and distributing applications for review, updating, and maintaining permitting records, tracking, and reporting on permit activity, and determining and collecting permit fees.
- Maintaining and applying knowledge of county policies and procedures to various projects.

SunRun Installation Services – Novato, CA

Branch Operations Coordinator

2019 - 2021

- Prepared, submitted, and retrieved permit packages in compliance with AHJ requirements.
- Communicated with jurisdictions, the construction supervisor, and design engineering team members to resolve construction drawing redline issues.
- Met with homeowners to obtain signatures, payment collection, and discuss project details.
- Supervised and trained new branch operations coordinators with permit practices.
- Assisted branch with ad-hoc tasks.

City of Novato – Novato, CA

Permit Technician

2017 - 2018

- Served as liaison between building permit applicants, departments, and outside agencies.
- Assisted in resolving problems related to the permit review and issuance process.
- Issued building permits and collected fees.
- Reviewed commercial and residential plans and permit applications for pre-plan check approval.
- Conducted quality assurance checks for business and contractor's licenses.
- Performed minor plan reviews for solar.
- Accessed, entered, and updated computerized plan check data and tracking information.
- Advised homeowners, contractors, architects, builders, engineers, and developers of project status, permits, and associated fees.
- Scheduled and cancelled inspections.

City of San Francisco Department of Building Inspection

Permit Technician I

2015 - 2017

- Performed complex, high level clerical work and answered multi-phone lines.
- Received and reviewed permit applications for completeness.
- Interacted directly with homeowners, permit expeditors, contractors, general public, and other departments relative to the building inspection process, complaints, code violations, abatements, fees, and other departmental services.
- Researched documents in accordance with building code.
- Scheduled weekly Director's hearings and managed the San Francisco vacant building/commercial programs.
- Closed abated cases and assisted City Attorney's and Mayor's office with records request and reports.

City of San Francisco Department of Building Inspection

Senior Clerk

2013 - 2015

- Assigned clerical work to subordinate office personnel and interns.
- Reviewed permit applications for completeness.
- Provided information over the counter and over the phone to the general public, homeowners, architects, contractors, permit expeditors, and realtors regarding code enforcement cases, vacant building laws, policies, procedures, director's hearing, violations/liens, and abatement appeals.
- Collected fees and processed payments as well as performed high level clerical work.

Shayne Prudente

Permit Technician

Experience

6+ years

Education

A.A. – Psychology
Las Positas College – Livermore, CA

Skills

Microsoft Office
Microsoft Excel
Data Analyst
Inventory Management
POS Transactions

Experience Summary

Shayne is an exceptional team member who takes initiative in any project/task she is assigned and has over 6 years of customer service experience. She is skilled in office management duties including front desk operations and communicating with multiple department managers, outside services, vendors, and customers. Shayne is punctual, self-motivated, has strong organizational skills, and has the ability to multitask in a fast-paced and demanding environment due to her previous work experience. Her professionalism, organizational skills, and quality work ethic makes her a great asset to any department.

Select Professional Experience

4LEAF Inc.

Permit Technician

2022 - Present

Shayne is responsible for serving the public at the Building Department counter. Some of her duties include accepting plans for plan check, verifying accuracy and completeness of information, calculating permit fees, filing, and acting as support staff to others in the department. She is very proficient in explaining procedures to homeowners, contractors, developers, architects, and the general public. She operates the Building Department's computerized information system inputting a variety of information. Shayne excels at providing excellent customer service delivery to all her contacts.

Tommy Hilfiger Kids – Livermore, CA

Assistant Manager

2016 - 2021

- Created Excel spreadsheets that summarized our sales.
- Participated in weekly conference calls and presentations and created relationships with managers from other stores.
- Delegated tasks to team of 25 employees to ensure store maintained a fresh look and correlated with season to meet consumer needs.
- Hired and trained new employees.
- Utilized critical thinking into solving daily office, POS, and customer issues.
- Efficient with POS transactions/maintaining cash drawer flow.
- Problem solving and creating weekly shift schedules.
- Delegated tasks and answered inquiries within the store.

Steven Arnold, CBO, CASp

Building Official

Experience

25+ years

Education

Chabot College – Building Inspector
- Plumbing/Electrical/Mechanical Inspections

Certifications

ICC Certified Building Official
ICC Plumbing Inspector UPC
ICC Mechanical Inspector UMC
ICC Combination Inspector - Legacy
ICC Building Plans Examiner
ICC Building Inspector
ICC Building Code Specialist
ICC Commercial Combination Inspector
ICC Combination Inspector
ICC Electrical Inspector
ICC Mechanical Inspector
ICC Plumbing Inspector
Certified Access Specialist

Experience Summary

Steven is an experienced Building Official with 25 plus years of expertise in the industry. He has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Steven is extremely committed and has shown dedication by obtaining certifications through the International Code Council (ICC). Steven has experience managing and overseeing the continual operations of the Building Department. Recently he served as the Building Official for the City of Vallejo. Steven is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience. He prides himself on his ability to problem solve and react well under pressure, while maintaining the effectiveness of his team. Steven has maintained many professional relationships with his staff and members of the public, by being available and having a plan.

Select Professional Experience

4LEAF, Inc.

Building Official

2024 – Present

Steven is an experienced Building Official, currently prepared for fulfilling available part-time and full-time building official roles. His duties include the proficient management of inspections, evaluations, construction of structural systems, and overseeing effective implementation of accessibility requirements. Additionally, he oversees many different capacities including Building Inspections, Plans Examination, Permitting, and more. Steven consistently utilizes his effective communication skills and impressive history of coordinating large teams.

City of Vallejo, CA

Chief Building Official

2018 - 2024

Steven was the sole mentor for City staff to provide plancheck, building permit and inspection services for all work requiring permits per California Code of Regulations, Title 24. His duties included:

- Provided record request responses
- Provided training to staff and the public on Code updates

- Performed CASp plan review and inspection services
- Responded to Code Compliance and work without permit complaints
- Managed staff and budget for the department
- Inspections for residential, commercial, and industrial construction projects including accessibility
- Provided support services for Departments including Public Works, Planning, Code Enforcement, Recycling, Water, Sanitation, and the County Health Department.

City of Walnut Creek, CA

Building Inspector

2007 – 2018

Steven was a Building Inspector at the City of Walnut Creek where he was responsible for conducting all trades inspections for single family residential, multi-family residential, and light commercial. Steven often worked with the other inspection staff to provide trainings and prides himself on his customer service delivery.

Contra Costa County, CA

Building Inspector

1999 – 2007

Steven performed residential, commercial, and industrial inspections for Contra Costa County. With this experience Steven received a better understanding of the limitations of the Building Department's ability to enforce Federal Laws (ABA, UFAS, ADA). Steven was tasked with making sure all construction complied with CBC.

Alameda County, CA

Building Inspector

1997 – 1999

Steven was responsible for performing combination building inspections throughout the County which includes many high-end residential neighborhoods. Steven performed residential and light commercial inspections and became proficient in the Energov Software. He reviewed plans to ensure they were in compliance with the building codes, zoning regulations, and local ordinances. Steven also developed schedules and performed effective route planning, maintained inspection records, and collaborated with other Departments

Peter Lim, CBO

Building Official

Experience

23+ years

Certifications

ICC Certified Building Official

ICC Certified Building Plan Examiner

ICC Certified Building Core Specialist

ICC Certified Building Inspector

ICC Certified Combination Dwelling Inspector

Experience Summary

Peter is a highly experienced ICC Certified Building Official with over 23 years of experience working in the Building and Safety Department. He has a broad experience in Building Department day-to-day operations, and in-depth knowledge of Building Code, making him an asset to any Building and Safety Department. Peter utilizes excellent communication skills and has the unique ability to defuse any situation that may arise.

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

Select Professional Experience

4LEAF, Inc.

Building Official

2021 - Present

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

Transtech Engineering, Inc. – Various locations, Southern California

Building Official/Plan Checker

11/2020 - 2021

Responsible for day-to-day operations for the City of Alhambra and plan check. Supervised and manage Building Inspectors and Permit Technicians. Implemented protocols for electronic plan check submittal and electronic plan check.

J Lee Engineering, Inc.

Building Official/Manager

1/2019 – 8/2020

Managed daily activities and training of the Building Department personnel. Supervised plan checker(s), permit technicians and building inspectors. Prepared staff reports to be presented to Department director

and council meetings at municipalities. Prepared code adoptions to be presented to Council. Performed digital, paper and counter plan review. Managed Building Depart budget for Municipalities.

CSG Consultant, Inc.

Building Official/Manager

8/2017 – 12/2018

Supervised plan checker, permit technicians and building Inspectors. Provided over the counter plan check. Implemented policies and procedures. Managed and trained building Inspectors, permit technician and code enforcement officers and provided back-up inspections when inspectors are on vacation. Manage 36 Plan Checkers, Building Inspectors, Permit Technicians and Code Enforcement Officers.

Willdan Engineering

Building Official

1/2013 – 8/2017

Managed daily activities of the Building Department. Prepared and present staff reports to be presented to City Council City Manager. Developed of the department's annual budget. Researched and examined supporting data and make decisions or recommendations on proposed alternate materials or methods of design and construction. Coordinated various agencies or departments in the permit application process.

City of Monterey Park

Interim Building Official

2/2003 – 12/2012

Responsible for combination inspection of two-multi-family complexes. Oversaw daily building division activities. Provided code interpretations and technical assistance to the public and the design construction professionals. Prepared and managed the annual budget for the Division.

City of Baldwin Park

Senior Building Inspector

8/2001 – 2/2003

Involved in residential, commercial, and industrial combination inspections. Oversaw daily inspections and two building inspectors. Oversaw daily building division activities. Issued permits and plan check.

Charles Abbott and Associates

Building Inspector I

6/1998 – 8/2001

Involved in residential, commercial, and Industrial combination inspections, and plan check. Inspected Mission Viejo Mall expansion of 500,000 sq. ft., addition to mall Sax Fifth Avenue, Robinson-May, and Nordstrom's, and tenant improvement to Mission Viejo.