

PROPOSAL TO PROVIDE

TO THE

CITY OF FONTANA

PLAN REVIEW AND
INSPECTION
SERVICES



4LEAF, INC.

424 E. VANDERBILT WAY, SUITE A
SAN BERNARDINO, CA 92408

(909) 453-6582

AUGUST 17, 2023

TABLE OF CONTENTS

PAGE

SECTION

1 - 15

A. INTRODUCTION

16 - 24

B. QUALIFICATIONS

25 - 47

C. PERSONNEL

48

D. REFERENCES

49

E. AUTHORIZATION

50

F. INSURANCE

51 - 52

G. PROFESSIONAL FEE



4LEAF, INC.

PROPOSAL TO PROVIDE
PLAN REVIEW AND INSPECTION SERVICES,
RFP BS-24-05-SP
TO THE
CITY OF FONTANA

SECTION A

INTRODUCTION



4LEAF, INC.



SECTION A: INTRODUCTION

City of Fontana
Purchasing Office
8353 Sierra Ave.
Fontana, CA 92335
Attn: Steve McGuffey

August 17, 2023

RE: Proposal to Provide Plan Review and Inspection Services to the City of Fontana.

Dear Mr. McGuffey,

4LEAF, Inc. (4LEAF), a California “C” Corporation, is pleased to present our proposal to provide Plan Review and Inspection Services to the City of Fontana (City). 4LEAF has been providing these services to approximately 400 clients throughout the country for more than 22 years and is looking forward to the opportunity of providing services to the City.

Office Locations

We work with many local municipalities providing the requested services and have a regional office in the City of San Bernardino with the local personnel available to service the City’s project and staffing needs. Additionally, we are providing services to many agencies throughout Southern California and the United States from each of our regional offices; 4LEAF values providing localized and uniquely adjusted services to each of our clients.

San Bernardino

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

Newport Beach

5140 Birch Street, 2nd Floor
Newport Beach, CA 92660

San Diego

402 West Broadway, Suite 400
San Diego, CA 92101

Pleasanton (Headquarters)

2126 Rheem Drive
Pleasanton, CA 94588

Sacramento

8896 North Winding Way
Fair Oaks, CA 95628

Santa Cruz

701 Ocean Street
Santa Cruz, CA 95060

Washington

1201 Pacific Avenue, Suite 600
Tacoma, WA 98402

4LEAF Consulting, LLC

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

New England

132 Central St. Suite 210
Foxboro, MA

Full-Service Firm

As a full-service firm, 4LEAF can provide departmental services to aid with high project workloads that require additional staff assistance. We provide jurisdictions with Plan Review, Inspection, and more. 4LEAF has the qualified staff available to serve the City with remote, on-site, part-time, or full-time project needs:

- **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. We provide courier services that guarantee less than 24-hour pickup and delivery of all plan reviews performed off-site, and 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.

- **Code Enforcement:** 4LEAF staff have the experience working with property owners and other responsible parties to bring properties and conditions into compliance. Our Code Enforcement team is skilled in using processes including issuing administrative citations to establish whether violations of law exist on a property and ensuring compliance.

Project Team

As your consultant, we understand that our role is to be an advocate on behalf of the City of Fontana and represent the City's best interests. 4LEAF's team will function as an extension of City staff, seamlessly integrating with the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF can offer. We have carefully selected the optimal team to ensure the City receives the highest quality of services. Each member of our management team has a distinct set of project responsibilities, yet the flexibility to adapt to any of the City's current or upcoming needs. 4LEAF supporting staff are specifically chosen for their vast experience, diligent work ethic, and ability to meaningfully contribute to project goals. We provide only the most qualified and robust staff available.

Management Team

Marcus Johnson: PM/Director of SoCal Operations

- Contractual needs

Peter Lim, CBO: Inspection Services Manager

- Inspection staffing

Davison Chanda: Supervising Plan Review Engineer

- Plan Review staffing

Support Staff

Chris Garramone: Senior Building Inspector

Steven Raney: CBO, CASp Senior Building Inspector

Steven Martinez: Building Inspector

Jay Shih PE, CBO Plan Review Engineer

Ali Hekmat, SE, PE: Plans Check Engineer

Jerome Hoberg: Architect

Contact

Project Manager/ Director of SoCal Operations	President	4LEAF Local Office
Marcus Johnson Office: (909) 453-6582 Mobile: (925) 785-3315 Email: MJohnson@4leafinc.com	Kevin J. Duggan Office: (909) 453-6582 Mobile: (925) 250-7602 Email: KDuggan@4leafinc.com	424 E. Vanderbilt, Ste. A San Bernardino, CA 92408 Office: (909) 453-6582 Fax: (925) 462-5958

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

Respectfully,

Marcus Johnson

Project Manager / Director of Southern California Operations



Methodology

4LEAF, Inc. (4LEAF) is one of California's largest providers of Building Department Services. 4LEAF has more than 300 employees, most of which work within our Building Department Services Division. Our proposal is written to outline 4LEAF's experience and skill providing these services.

4LEAF guarantees:

- Availability for phone calls or meetings to confer with applicant and/or City to review issues.
- Consistent, timely turnaround of projects on schedule as agreed upon between consultant and City.
- Written certification to City at completion of each review indicating plans are approved and in compliance with all applicable codes, standards, and regulations.
- Experienced certified building inspectors for on-call inspection support to supplement City Staff and to accommodate peak demand, or temporary staff replacement.

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 as per the applicable laws;
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations; and masonry;
- Providing additional plan review services as requested by the City;
- Conducting all plan review at the City Department or 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.



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 to each 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 of Fontana with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

Task 5 - Quality Control

Prior to submitting the plan review correction list to the City, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City of Fontana 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 of Fontana 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. 4LEAF also provides Fire Plan Review services.

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 pickupsocal@4leafinc.com.

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.

660-Sonoma County Fire Recovery									
Project ID	Project Name	Project Address	Description	Expedite	Start Date	Due Date	IPC	Status	Date Returned
660-19-001	BL-019-001	9508 Forest Valley Blvd.	2017 COMPLEX FIRE REC.	Y	10-02-2019	10-02-2019	Y	CAN	
660-19-002	BL-019-002	91201 Viewed Rd.	2017 COMPLEX FIRE REC.	Y	05-19-2019	05-22-2019	Y	CAN	05-23-2019
660-19-003	BL-019-003	2808 Randy Rd.	2017 COMPLEX FIRE REC.	Y	05-25-2019	05-13-2019	Y	CAN	05-07-2019
660-19-004	BL-019-004	4305 Parker Rd.	2017 COMPLEX FIRE REC.	Y	05-25-2019	05-25-2019	Y	CAN	05-25-2019
660-19-005	BL-019-005	3444 CROCKFORD RD.	2017 COMPLEX FIRE REC.	Y	05-29-2019	04-12-2019	Y	CAN	
660-19-006	BL-019-006	9616 Capital Ct. East.	2017 COMPLEX FIRE REC.	Y	04-18-2019	04-22-2019	Y	CAN	04-21-2019
660-19-007	BL-019-007	1471 Markey Rd.	2017 COMPLEX FIRE REC.	Y	04-15-2019	04-25-2019	Y	CAN	04-23-2019
660-19-008	BL-019-008	4225 Pineside Rd.	2017 COMPLEX FIRE REC.	Y	04-19-2019	04-24-2019	Y	CAN	04-24-2019
660-19-009	BL-019-009	4225 Pineside Rd.	2017 COMPLEX FIRE REC.	Y	04-19-2019	05-03-2019	Y	CAN	
660-19-010	BL-019-010	9616 Capital Ct. East.	2017 COMPLEX FIRE REC.	Y	05-19-2019	05-19-2019	Y	CAN	
660-19-011	BL-019-011	4000 Cottage Ln.	2017 COMPLEX FIRE REC.	Y	06-27-2019	06-29-2019	Y	CAN	06-29-2019



Document Control

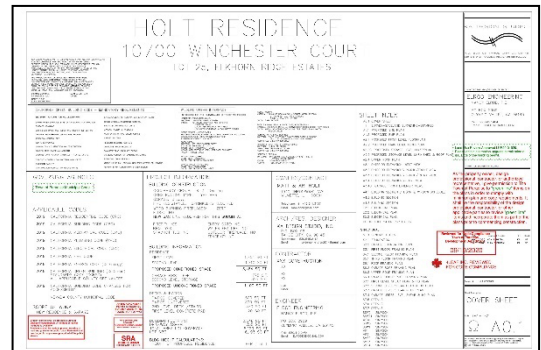
When plans and documents are received for review, 4LEAF's Plan Review Manager and Document Control Technician analyze the project, creates a job number, and completes a Job Setup Sheet. This form highlights both the jurisdiction, applicable contact information, and all project specific design criteria 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:





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 Next Day

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 County of Los Angeles, County of San Mateo, County of San Luis Obispo, etc. These projects are developer funded into a separate 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). Giovanni

GOFORMZ

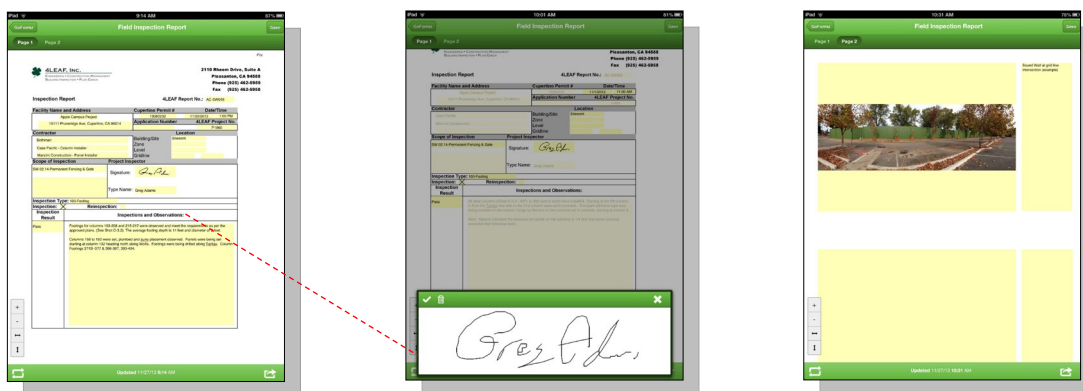
4LEAF will implement the GoFormz software for inspection requests. With licenses owned by the City, 4LEAF's Administration team will prepare inspection requests and inspection results documenting construction activity. In addition, 4LEAF will be able to extract information and provide detailed monthly reports detailing the construction activity. The reports will be detailed to identify contractors, subcontractors, work progress, pictures, and a detailed explanation of the field activities.



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. The information can be accessed through a user's web account where they can view any inspection report and run reports on project data.



The inspector will be able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to the report to show the item inspected. The inspector will also be able to sign the report by hand on the iPad through the mobile signature block and pictures taken from the iPad are stored on the inspection document.





CODE ENFORCEMENT SERVICES

Our Code Enforcement personnel are certified through the **International Code Council, CACEO, and various training programs offered through accredited institutions**. In addition, most of our personnel holds a PC832, ICC Property Maintenance and Housing Inspector, and/or CACEO certification.

4LEAF staff have the experience in working with property owners and other responsible parties to bring properties and/or conditions into compliance with applicable bodies of law. Our team will be able to determine when voluntary compliance is not forthcoming from property owners or responsible parties. 4LEAF staff has experience in investigative practices that aid in substantiating the validity of a complaint-on a property and in turn addressing verified violations through proper due process noticing.



4LEAF Code Enforcement Officers have experience in writing criminal citations and in working with legal counsel to assist in the successful prosecution of Code Enforcement cases either in criminal or civil court when necessary. We focus on nearly every area of Code Enforcement including, but not limited to, the following categories detailed below.

Blight Enforcement

Our team works to identify and enforce state and local laws pertaining to the maintenance of private property. Through field contact with tenants and property owners, our team works efficiently in providing guidance to address blighted conditions such as overgrown weeds, trash, debris, and graffiti.

Business License Enforcement

4LEAF is trained to identify businesses that operate without a required business license, making them non-compliant with municipal code requirements.

Classroom Training with CEUs

You can often find members of 4LEAF training nationally for organizations such as the International Code Council (ICC), American Association of Code Enforcement (AACE), California Association of Code Enforcement Officers (CACEO), and other nationally recognized affiliations of these chapters. 4LEAF's training leads include Cecilia Muela, Pete Roque, Nick Henderson, CBO, and Anthony Mullins. Our instructors are nationally accredited and offer Continuing Education Credits (CEUs).





Our trainers currently cover topics such as:

- 10 Most Common Complaints
- Accessible Parking
- ADU Legislation
- Agency Promotion Community Relations
- Banner and Sign Enforcement
- Basic Ethics
- Basic Ethics and Inspections
- Basic Ethics, Authority, and Inspections
- Basic Inspection Protocol
- Basic Report Writing
- Basic Residential Construction
- Blueprint Reading
- Building And Safety Presentation
- Building Blocks for Code Enforcement Officer Success
- Building Code
- Building Inspections and Code Enforcement – A Powerful Duo
- Case Documentation
- Case Management from Start to Finish
- Code Enforcement 101
- Code Enforcement Culture
- Courtroom Testimony and Demeanor
- Dealing With Difficult People
- Effective Communications – Bridging the Gap with External and Internal Customers
- Ensuring Short-Term Rental Reg. Compliance
- Essentials for Short-Term Rental Enforcement
- Establishing Code Enforcement Culture
- Ethics
- Hoarding
- Individual Awareness and Preparation
- Inspection Protocol
- Interior Inspections
- Intermediate Communications
- Interview And Interrogation
- Interview And Report Writing
- Investigative Report Writing
- IPMC 2021 or 2018 Exam Prep
- IPMC 2021 Overview
- Landlord Tenant Disputes
- Legal Aspects
- Marketing Your Code Enforcement
- Mobile Vending
- Mold, Lead, Asbestos, & Vectors Enforcement
- Multi-Agency Task Forces
- Officer Safety – Drug Awareness for the Code Enforcement Officer
- Officer Safety – Encountering Mental Illness in the field of Code Enforcement (Self-Care)
- Officer Safety – Field Inspection Protocols for the Code Enforcement Officer
- Officer Safety – Gang Awareness for the Code Enforcement Officer
- Officer Safety – Hazardous Building Safety for the Code Enforcement Officer
- Planning And Zoning Basics
- Property Maintenance
- Public Nuisance Abatement
- Public Outreach Changing Public Perception
- Rental Property
- Report Writing Revised
- Right Of Entry and Inspection Warrants
- RRP Code Enforcement
- Safe And Proper Procedures on Contacts
- Simplifying Your Presentation
- Spanish Communication
- Substandard Housing
- Task Forces
- Teamwork And Task Forces
- Topics
- Vector Control
- Vehicle Abatement
- Vendor Enforcement
- West Nile Virus



Community Outreach

4LEAF will review current outreach and engagement initiatives and make appropriate recommendations to the City. Items typically reviewed include:

- Opportunities for involvement in community events
- Creation of pamphlets and marketing material
- ✚ Social media engagement
- News media outlets
- Municipal Code Enforcement web page
- Review of frequently asked questions



Department Assessments

4LEAF is working with many Community Development Departments to provide assessments of their code units reviewing closely staffing levels, Standard Operating Procedures (including branding/rebranding, target issues, prioritization of existing Code Enforcement cases, community engagement strategies, written materials such as compliance notices, postings and door hangers, data entry, inspection response time management, and training programs. Additionally, 4LEAF provides in-house assessments and regular meetings with directors and municipal stakeholders for plan implementation and execution.

Hearing Officers

4LEAF has Hearing Officers available for contracted municipalities. Our seasoned officers are trained to understand the existing Municipal Code as well as other adopted codes and make a knowledgeable determination regarding the validity of a violation. Results may include the issuance of fines or granting additional time for compliance for respondents with unusual hardships.

Inspections

4LEAF can provide certified and qualified staff to perform inspections in a lawful manner that respects the reasonable expectations of privacy and security of residents and their properties. Inspections conducted will determine if conditions on the properties are compliant with applicable sections of the current editions of the International Property Maintenance Code (IPMC), Municipal Code, Zoning Code, California Health and Safety Codes, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Building, CA Residential Code, CA Building Code, and trade codes. Upon assignment, 4LEAF's Code Enforcement staff will be ready to respond and provide compliance solutions to code cases, new and existing, with minimal impact to current processes.



4LEAF Code Enforcement Inspectors are qualified to do the following:

- Perform inspections for violations of Building Codes and Ordinances as adopted by the municipality.
- Research properties for prior approvals, permits, and general information relating to violations.
- Investigate and take necessary action when a violation of municipal codes exists
- Consult with the City Council as required, when requested by the Code Enforcement Manager/Director, and when escalated enforcement may be required.



- Comply with the City's procedures for reporting inspection results and deficiencies.
- Use City inspection correction forms.
- Complete necessary digital entries that capture site inspection results, case status communications and any documentation of notices provided to responsible parties and stakeholders.
- Conduct follow-up inspections as needed.
- Notify the responsible parties of other agency approvals prior to closing a Code Enforcement action.
- Maintain records as needed for the efficient and effective operation of the City.
- Meet with members of the general public and municipal staff on a daily basis as needed.

Lead Abatement

Although lead-based legislation has been around since the 1950s, nationwide regulation was not enforced until 1971 with the introduced of the Lead-Based Paint Poisoning Prevention Act (LBPAPA), which prohibited the use of lead-based paint in residential structures constructed or rehabilitated by the Federal government or with Federal assistance. In 1973, an amendment to the LBPAPA stated that lead-based paint should be removed from pre-1950 housing and structures. Our Code Enforcement team follows the requirements set forth by the State of California to ensure proper lead safe practices are taking place in removal of lead-based paint to protect citizens from exposure.



Additionally, our team participated at the National Healthy Homes Conference in 2022 in Baltimore, MD, where we spoke on the importance of Code Enforcement for Lead Paint Abatement Programs to safeguard communities.

Massage Parlor Enforcement

This scope can often be utilized for undercover stings with partnering agencies for businesses that not only violate criminal laws but also building code violations, licensing requirements, and potential massage parlor ordinances in the City. Early detection is vital in these cases and steps include background checks and other reasonable means of identification and clearances. Our team has championed programs specializing in identifying and mitigating illegal actions in massage parlors.

Parking Enforcement

4LEAF has the capabilities of providing parking enforcement. This includes:

- Enforcement of state and municipal parking regulations.
- Removal of abandoned and nuisance vehicles from the public right-of-way.
- Issuance of parking citations and review of contested citations.

Policy Review

4LEAF shall review and read current policies and procedures and define policy clearly to set the tone for your municipality's Code Enforcement Program. A clear policy communicates defined expectations to stakeholders whether it's how they handle complaints, how Code Enforcement Officers conduct compliance reviews, or any



other aspect that the municipality needs to have communicated and consistently followed. 4LEAF will develop a well-defined user-friendly format.

Program Analysis

4LEAF understands that Code Enforcement is an essential part of a community's public health and safety, providing a regulatory mechanism to ensure the public's overall wellbeing. Addressing the community's concerns in a timely and efficient manner is paramount to a successful Code Enforcement Program. 4LEAF personnel will perform the following:

- Conduct investigative inspections of unpermitted activities.
- Create standard operating procedures, if required.
- Conduct review of all administrative/misdemeanor citations.
- Provide guidance for resolution of high case load along commercial corridors.
- Assist with complex code enforcement cases.
- Provide guidance for resolution of existing cases.
- Provide in-house and/or field training of traditional Code Enforcement protocols.
- Create an outreach plan to address and deter unpermitted vending/commercial corridor violations.

Program Development

4LEAF project managers have the experience in working collaboratively with clients to further develop and enhance their Code Enforcement Program when requested. Our project managers are currently working with local jurisdictions to revise and strengthen Code Enforcement Programs to gain voluntary compliance, provide resident education, and effectively communicate with the public. 4LEAF staff takes an approach in recommending, implementing, and executing program assessments, creation of policies and procedures, creation of training manuals for new hires, providing educational materials for the public, providing staff with up-to-date training, teaching current Code Enforcement staff options for compliance using adopted ordinances, and providing recommendations to cases that may require specialized expertise that may be sensitive in nature. 4LEAF staff also has designated staff tracking recent legislation to ensure the municipality follows state regulations and clients are aware of upcoming legislation that may affect their Code Enforcement Program.

Project-Specific Assignments

Our Code Enforcement Directors are often brought on board by municipalities to provide consulting for long-standing cases that need a fresh set of eyes and assessment. The Code Enforcement team at 4LEAF will lend their considerable expertise in bringing those difficult cases into compliance. We will review your most challenging cases, assess the work done to date, confer with the Municipal Code and your department's Standard Operating Procedures. Once our analysis is complete, 4LEAF will provide you with a detailed report of our findings and specific, step-by-step strategies to get those cases off the active roster. 4LEAF personnel will be available to speak with stakeholders such as Department Heads, Council, and other elected officials. If necessary, we can also provide Expert Witness Testimony.



Rental Housing Enforcement

Our team will assist with the inspection of residential rental properties on a routine and comprehensive basis to assure the overall quality of the unit meets the requirements of the Health and Safety Code and property maintenance guidelines. This includes educating property owners, property managers, and tenants about those requirements.



Review and Develop SOPs

4LEAF routinely works with Code Enforcement Divisions to review the current Standard Operating Procedures and provide suggestions for enhancing SOPs. Our staff can also help implement and train the existing municipal personnel in these changes. Currently, we are providing these services for California municipalities such as the cities of Napa, Lathrop, and Artesia.

Staff Augmentation

4LEAF specializes in providing personnel to municipalities on a part-time or full-time basis. At your request, our staff arrives at your door with training opportunities, study materials, company phones, and energy- saving fleet vehicles. 4LEAF's Code Enforcement Staff Augmentation personnel categories include:

- Department Director
- Department Manager
- Code Enforcement Manager and Training Officer
- Senior Code Enforcement Officer
- Code Enforcement Officer I & II
- Code Enforcement Coordinator/Technician
- Hearing Officer



Short-Term Rental Programs

One of the fastest growing programs within Code Enforcement Divisions is short-term rentals. 4LEAF assists with compliance with municipal short-term rental ordinances that require property owners to adhere to several rules including limiting the number of daytime and overnight guests, prohibiting events and amplified sound, and posting specific rules and emergency information, among others.

Stormwater Enforcement

4LEAF provides Stormwater Enforcement. This includes the visual inspection of infrastructure dedicated to the management of rainwater. Violations would include having inadequate erosion/sediment controls for property, failing to conduct/document inspections, illegal dumping, overgrowth of vegetation, and flooding.

Substandard Housing

One of the major areas of code enforcement throughout the U.S. is the inspection of Substandard Housing. 4LEAF Code Enforcement Officers routinely inspect and report any violations to housing codes including substandard and uninhabitable conditions, un-permitted construction, unlawfully created units





or spaces, inadequate or non-existent heating, accumulated trash and debris, lack of utilities, property maintenance, mold, and rodent/insect infestations.

Tobacco Enforcement

These programs ensure that retailers are properly licensed/permitted for the sale of tobacco and such establishments are posting proper notification such as STAKE Act stickers at each point of sale. In addition, we can assist in compliance with work-place smoking and vaping prohibitions.

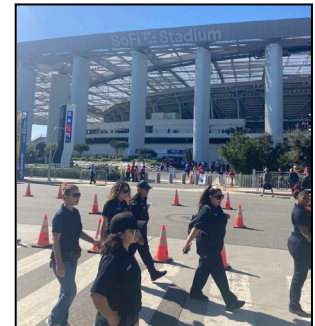


Field Staff Training

Aside from the classroom training, 4LEAF personnel are also available to conduct field training. This includes ride-alongs with municipal personnel. This hands-on approach is often effective for training in communication, technical training, and enforcement of municipal codes.

Vendor Enforcement

4LEAF personnel are trained to enforce State and Local laws regarding unpermitted vending activity, issue Administrative Citations to vendors, generate inspection reports, testify at hearings, and provide strategic planning for large scale vending activities associated with entertainment venues. Specifically, 4LEAF staff are trained in enforcement of unpermitted vending ordinances on municipality-owned or controlled property such as parks, public rights of way (sidewalks) and areas outside the permitted vending spaces.



Zoning

It is imperative that approved Zoning Plans result in development and construction that is fully aligned with such approved Plans. 4LEAF staff will work with Departments to verify such alignment. Examples include:

- Construction of a building that is not allowed in a particular zoning designation.
- Building a structure (or an addition to a structure) that is too tall or that obstructs another person's view or access to light/air space.
- Conducting various operations in non-designated areas, including manufacturing, packaging, selling, growing, labeling, and other business/industrial activities.
- Living in spaces that are not designated as residential areas.
- Creating amounts of pollution or noise that exceed local limits.
- Adherence to set back and lot coverage requirements.

PROPOSAL TO PROVIDE
PLAN REVIEW AND INSPECTION SERVICES,
RFP BS-24-05-SP
TO THE
CITY OF FONTANA

SECTION B

QUALIFICATIONS



4LEAF, INC.



SECTION B: QUALIFICATIONS

Firm History

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 code enforcement, plan check, CASp, inspection, permit technician assistance, professional development training, and other related professional and technical services to the City’s Code Compliance Department. Our goal is to set the industry standard for excellent customer service, and we have grown to more than 400 personnel throughout California, 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.

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 22 years. We have been aggressively expanding our Code Enforcement and Planning Divisions in recent years and have doubled our team of professionals in these areas to further strengthen our project endeavors.

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.

Firm Management Team

Director of SoCal Operations: Marcus

Johnson Phone: (925) 785-3315

Email: MJohnson@4leafinc.com**Director of Code Enforcement:** Pete Roque

Phone: (949) 230-4968

Email: PROque@4leafinc.com**Director of Planning:** Daniel Hortert

Phone: (925) 999-6184

Email: DHortert@4leafinc.com**Director of Fire Services:** Michael Renner, CBO

Phone: (925) 785-3581

Email: MRenner@4leafinc.com**Director of Development Services:** Craig Tole

Phone (925) 580-4055

Email: CTole@4leafinc.com**Director of Engineering Services:** Joe Nicholas

Phone: (916) 200-9959

Email: JNicholas@4leafinc.com



Project Team

For information regarding the individual qualifications, experience, and certifications of the proposed team, please see the attached resumes in Section C: Personnel.

Snapshot of Professionals

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	40+	ICC Certified Inspectors & IORs	200+
ICC Certified Building Officials	40+	Registered Architects	5
Registered Engineers (PE, SE)	20+	ICC Permit Technicians	60+
OSHPD	3	CASp	7
Construction Managers/Inspectors	40+	Fire Plans Examiners & Inspectors	30+
Code Enforcement Staff (PC832)	65+	Master Code Professional	1

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 \$2.6 billion Wynn Casino project on behalf of the City of Everett, MA where we comprised a team of Building Inspectors, Plans Examiners, and Permitting Specialists.



4LEAF also provided the Plan Review and Inspection services for the \$6 billion Apple Campus 2 Corporate Headquarters in the City of Cupertino, CA, Tiverton Casino Development located in the Town of Tiverton, RI and the South of Tioga project located in the City of Sand City, CA.



We have the resources to deploy staff to any state and as you can see in 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

Building/Code Enforcement	Fire	Permitting
<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• Complete Building Dept. Services• On- and Off-Site Plan Review• Property Condition Surveys• Industrial, Energy, & Solar Plan Review and Inspections	<ul style="list-style-type: none">• Compliance for Site Access Reqs.• Compliance for Fire Flow Reqs.• Review of Fire Prevention, Suppression, and Detection Systems• Code Compliance for Sprinkler, Standpipe, Alarm, Notification Systems, and Fire Pump• Hazardous Occupancies, High Piled Storage, and Smoke Control Systems• Review of Alternate Means• Review of Methods Requests• Annual Business Inspections• Complete Fire Prevention Services• Fire Alarm/Sprinkler Inspections• Hazardous Materials Inspections	<ul style="list-style-type: none">• Solar Permitting• Intake of plans• Routing for plan review• Assignment management• Hosting page turn sessions• Virtual permit technician services• Prepare approval packages• Inspection scheduling• Program management• Application Processing• Developing Submittal Forms• Property Research• Public interface• Special events permits• Over-the-counter reviews

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 |



Recent Related Experience

City of Rialto

Fire & Building Plan Review, Inspection, Permit Technician, Code Enforcement and Fire Prevention

4LEAF is currently providing On-Call Building and Fire Plan Check, Inspection, and related services, and has recently added Fire Prevention Services to our scope of work we are providing to the City. We are providing on- and off-site plan review for all building codes, including fire code plan checks, architectural, structural, plumbing, mechanical and electrical plan check. 4LEAF currently staffs six positions including three Permit Technicians, two Inspectors, and one part-time Plans Examiner and ensures that all project deadlines are delivered as per the City's contract.



Services include:

- 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 interface with City Departments and other agencies, including but not limited to the Public Works Department, Planning Division, the Rialto Fire Department and County of San Bernardino as needed.
- 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 conduct 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 coordinate 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.

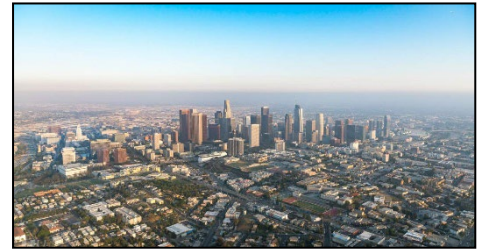


**County of Los Angeles***Building Inspection and On-Call Permit Technician Services*

4LEAF provides Los Angeles County (County), within 48 hours of notification, qualified personnel for on-call building and safety inspection, permit technician, and related services.



4LEAF provides the County with inspection services that consist of combination building inspection services, code enforcement/property rehabilitation services, and business license clearances. Combination building inspection services provided during the construction phase of various private and County improvement projects. Code enforcement/property rehabilitation services will be performed through inspection of properties, filing notices and complaints against violators of County building laws, documenting, and preparing violation cases for the District Attorney's office and/or County Counsel, testifying in court, and public nuisance abatement utilizing specified County procedures and policies. Business license clearances will be conducted on an on-call basis. Personnel may be required to inspect and report to sites located throughout Los Angeles County. Personnel will also be expected to review electronic/digital plans and documents as directed by the County.



4LEAF provides all labor, materials, transportation, and equipment necessary for personnel to perform these services throughout Los Angeles County. Equipment includes, but is not limited to: business cards, email-enabled smart phones or equivalent, digital cameras, and electronic portable devices such as notebook computers, tablets, or any other additional devices as determined by the County. The equipment shall be of a type acceptable by the County. Materials shall include, but are not limited to, all necessary code books and reference materials.

Staff Requested by the County Includes

- Permit Technican
- Building Inspector
- Building Inspector + CASp
- Building Inspector (prevailing wages)
- Senior Building Inspector
- Senior Building Inspector + CASp
- Senior Building Inspector (prevailing wages)
- Property Rehabilitation / Code Enforcement Inspector
- Document Control Specialist
- Mainframe Programmer



City of Indian Wells

Building Plan Review, Building Inspection Permit Services

4LEAF provides the City of Indian Wells third party plan check services, including electronic plan review, for the City's Building and Safety Division in the Community Development Department. 4LEAF works with the Building Official and staff to review plans and documents for code compliance.



4LEAF provides highly qualified plan check professionals who work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer (P.E.) to provide efficient, accurate and timely plan checks services with sufficient staffing to meet the City's needs. All 4LEAF staff have previous experience working for municipalities and have experience successfully managing multiple tasks, assignments, and responsibilities.



4LEAF performs review of structural, life safety, accessibility, plumbing, electrical, mechanical, energy compliance, and building code standards to ensure compliance with the adopted model codes as amended and municipal codes of the City of Indian Wells. All changes/corrections are identified, documented, and addressed prior to approval. Approved plans are stamped and signed as approved once they meet all requirements.

Services include:

- Provide highly qualified plan check professionals who will work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer.
- Provide efficient, accurate, and timely plan check services with sufficient staff to meet the City's needs.
- Provide staff with previous experience working for cities, be customer-service oriented, and have experience successfully managing multiple tasks, assignments, and responsibilities.
- Have the capability to conduct electronic plan review.
- Commercial and residential building plan checks will be performed by 4LEAF, as well as all plumbing, electrical, mechanical, and related plans submitted to the City by private developers or other applicable government agencies for construction and reconstruction projects.
- Check plans for compliance with California Building Codes and all applicable codes and statutes.
- All changes/corrections will be identified, documented, and addressed prior to approval.
- Stamp and sign approved plans once they meet all requirements.



4LEAF is currently administering a complete Fire Prevention Bureau. We are providing on- and off-site plan review, annual, sprinkler, OSHPD, alarm, and state mandated inspections. 4LEAF presently staffs five positions including Fire Inspectors and a Fire Marshal and ensures that all project deadlines are delivered as per the City's contract.

**Scopes of work include but are not limited to:**

- Provide a California certified Fire Marshal to perform fire investigations, public education and other Community Risk Reduction (CRR) programs.
- Provide a minimum of one (1) California certified Fire Prevention Officer at the City during regular business hours to meet with the public, review fire plans and conduct fire inspections.
- Plan review for compliance with the California Fire Code, as amended and adopted by the State of California (Title 24, Part 9 of the California Fire Code) and the City of Victorville requirements.
- Plan review for compliance with the National Fire Codes as published by the National Fire Protection Association (NFPA), as adopted and referenced by the State of California (Title 24, Part 2 of the California Building Code; Title 24, Part 9 of the California Fire Code) and the City of Victorville requirements.
- Plan review for compliance with applicable provisions relating to fire alarm systems of the National Electrical Code as published by the National Fire Protection Association (NFPA), as adopted and amended by the State of California (Title 24, Part 3 of the California Electrical Code.)
- Inspections of all new structures and modifications to existing structures for compliance with all State and Local requirements as prescribed by the California Building Code; California Fire Code; and City of Victorville requirements.
- Inspections of fixed fire suppression systems to confirm installation complies with the approved plans; State requirements; local requirements and manufacturer's specifications.
- Inspections of fire sprinkler systems to confirm installation complies with the approved plans; State requirements; local requirements and manufacturer's specifications.
- Inspections of fire alarm systems to confirm installation complies with the approved plans; State requirements; local requirements and manufacturer's specifications.
- Support office staff and provide counter service, respond to questions, return phone calls and emails, input correction notices and case-related comments into the City's permitting software system (EnerGov); file and/or scan documents following field inspections.

4LEAF continually communicates with the City and as a 24/7 operation, there is always someone available to address questions, needs, or provide staff with a quick turnaround.



4LEAF provided plan review, field inspection, and permit technician services on an on-call basis during peak workloads or from an unforeseen absence of City personnel to the City of Hemet's Department of Building and Safety. 4LEAF performed a review of submittal documents (plans, specifications, engineering calculations, soils, investigation reports, etc.) to assess compliance with the regulations contained in the various building code applicable to City facilities by policy and law. For each plan check review 4LEAF developed a comprehensive "Building Code Plan Check Report" of items found at variance with applicable codes. This report was presented in letter and electronic formats.

**Services included:**

- Providing electronic plan review, field inspection, and permit technician services on an on-call basis during peak workloads or from an unforeseen absence of City personnel.
- Performing plan check and inspection services in a diligent and professional manner in accordance with standard practice for such services.
- Performing plan check and inspection services at the Plan Checker's own office, at project sites, or in the City of Hemet offices as needed.
- Performing an independent evaluation of the applicant's estimate of value of construction project and immediately informing the Building Official or designee if there was a discrepancy between the applicant's estimate and the City's or industry standards and practices.
- Interfacing with permits applicants or their representatives to clarify plan check comments as required.
- Signing all approved plans as the "plans examiner of record" in accordance with standard Building Department practice.
- Meeting with City representatives and/or permit applicants or their representatives to review requirements of governing codes for projects in preliminary design or working drawing stages.
- Performing qualified building, combination, and other trade inspections on an as needed, assigned, or regular basis on residential, commercial, and industrial projects and performing permit counter work.
- Entering plan check comments and inspection results into the City's permitting software system.
- Providing all vehicles, fuel, maintenance, and other equipment.
- Providing fixture counts on a City of Hemet provided form for all electrical, mechanical, and plumbing fixtures and advising the City if subsequent plan reviews would substantially increase the fixture count.
- Pick-up and delivery of plans from the City of Hemet offices on all business days the City operates, not at an expense to the City of Hemet.



4LEAF, INC.

CONSTRUCTION MANAGEMENT • PLAN CHECK
INSPECTION • PLANNING • CODE ENFORCEMENT

County of San Mateo, CA

Program Management, Code Enforcement, Inspection, and Plan Review Services

4LEAF was selected to provide Program Management, Code Enforcement, Inspection, and Plan Review Services for County of San Mateo residents who have completed work without going through a formal permitting process. In July 2018, 4LEAF was awarded the contract for San Mateo County's Second-Unit Amnesty Program.



In a collaborative effort to balance safety with California's desperate need for additional housing, the County implemented the Amnesty Program, along with a financial loan program, to promote the legalization of unpermitted second units, bringing them up to the current codes to avoid life-safety construction hazards. Steps of the program include but are not limited to:

1. Performing the initial inspection and determining the required scope of work along with estimating the cost to legalize and submitting the findings to the applicant and County.
2. Determining if client wishes to proceed with the Amnesty Program based on findings of the inspection report and estimated cost conformance.
3. Providing a minimum of two contractor estimates from licensed contractors.
4. County sends 4LEAF the completed application, submitted plans, agreement of timeline, and scope of work.
5. Uploading the submitted plans and documents into 4LEAF's EZPlan Review and performing the plan review with a maximum 5-day turnaround.
6. Performing the requisite inspections after permit is issued from the County. Coordinating each inspection with the contractor and the applicant through 4LEAF's Program Manager.
7. Monitoring the progress throughout the project and provides the Program Manager with updates, correction notices, and approvals. This information is uploaded and tracked in EZPlan Review portal.
8. Upon completion of the work, 4LEAF sends a letter of recommendation to the County stating an Amnesty Compliance Certificate be issued to the Applicant.



4LEAF and the County work together to maintain a database of cases and track permitting progress on properties that need inspections to verify if the property meets current residential health and safety codes and the current adopted California Building Codes.



PROPOSAL TO PROVIDE
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RFP BS-24-05-SP
TO THE
CITY OF FONTANA

SECTION C

PERSONNEL



4LEAF, INC.



SECTION C: PERSONNEL

Management Team

Marcus Johnson – Local Principal & Director of SoCal Operations

Marcus is responsible for day-to-day contact with many of 4LEAF's Building & Safety, Engineering, and Construction Management contracts. He manages many of our clients and is responsible for recruiting, qualifying, and placing staff throughout the organization. His experience encompasses the more complex plan review and field inspections of building construction, plumbing, mechanical, and electrical installations in residential single, multi-family, commercial, and industrial construction. With more than 17 years of industry experience, Marcus is a knowledgeable project manager and inspector. Marcus will assist the City with addressing contractual details, project needs, and staff placements.

Office - (909) 453-6582 | Cell - (909) 916-0511 | Email - MJohnson@4leafinc.com



Peter Lim, CBO – Inspection Services Manager

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 maintain excellent relations with staff, property owners, and design professionals.

Office - (909) 453-6582 | Cell – (626) 344-5106 | Email - PLim@4leafinc.com



Davison Chanda, PE – Supervising Plan Review Engineer

David is a registered Structural Engineer with more than 9 years of structural design background with a focus on structural system analysis, design, and preparation of construction documents from inception to completion in accordance with overall project requirements. David is also experienced with field structural observation to ensure their compliance with approved drawings and is experienced with RFI's and solutions for field conditions.

Office - (909) 453-6582 | Cell - (949) 274-6966 | Email - DChanda@4leafinc.com





Support Staff

Jay Shih, PE, CAsp, CBO – Plan Review Engineer

Jay is a veteran Plan Review Engineer, Building Official, Accessibility Specialist, and Construction Manager with over 35 years of experience in the industry. Given his background in various specialties, Jay is an ideal team member who can adapt to any project, team, and municipality he is assigned.

Ali Hekmat, SE, PE – Plan Check Engineer

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.

Steve Raney, CAsp, CBO – Senior Building Inspector

Steven is an ICC Certified Building Official with more than 27 years of hands-on experience in facility construction and development, multidisciplinary industrial research, production, and management. He is equally adept as an individual contributor or in a team environment with senior managerial experience. Steven has acted as a project lead directly responsible for design, construction and commissioning of numerous capital improvement and build-out bio-tech projects. He has extensive hands-on research and production experience in all aspects of biotechnology science, process optimization, and implementation. His proven effective experience in working with local jurisdictions for project completions make Steven a vital asset to any team.

Ana Ortiz – Senior Permit Coordinator

Ana is a qualified Permit Technician with over seven years of experience in the building and safety industry. Her professionalism in her approach to conflict resolution and client communications also makes her an excellent candidate for any role involving customer service and public relations. Ana is especially helpful in this arena because of her proficiency in English as well as Spanish, both written and spoken language. Detail-oriented, Ana is highly organized and sets high personal standards for her own performance with each task she is assigned. This, paired with her dynamic talent and personal drive, renders her an asset to any team.

Chris Garamone – Building Inspector

With over 43 years of specialized electrical field experience in all aspects of commercial and industrial electrical inspection, Christopher Garramone exhibits a valuable skillset and is an asset to the projects he is assigned. Adept in management, design, installation, termination, and control as a Quality Assurance (QA) Manager, Quality Control (QC) Electrical Inspector, Consultant, Electrician, and Supervisor, Christopher's professional experience is practiced, successful, and ever-growing. He has been involved in several energy projects for the California Energy Commission ranging from the CPV Sentinel Project to the Ivanpah Project.



Steven Martinez – Building Inspector

Steven is a highly experienced professional with over 11 years of construction industry experience. His expertise in applying technical knowledge and following proper inspection techniques make him a dedicated team player with the multitasking skills needed to productively navigate between autonomous and collaborative assignments. In addition to his notable certifications, Steven has the work experience necessary to achieve project goals and a remarkable attention to detail when it comes to detecting deviations from plans, regulations, and standard construction practices.

Jerome Hoberg – Architect / Senior Plans Examiner

With a strong background of 40+ years, Jerome brings with him expert- level experience in managing, directing, and reviewing a wide range of construction projects. He is skilled in working in the capacity of a building official, senior inspector, and plan reviewer. Jerome is skilled at the application of building practices, evaluating plans, resolving unexpected site conditions, and regulatory compliance issues involving federal, state, and local requirements. He works effectively with developers, engineers, architects, contractors, building officials, and other industry professionals. Jerome provides results and the highest level of service to all clients as well as excellent leadership, communication, and relationship building skills. He is a certified CASp specialist and holds architectural licenses in both California and the State of Nevada.

Organizational Chart



Marcus Johnson, CBO

Inspector of Record / Building Official

Experience

18+ years

Education

AA, Architectural Technology

Certifications

ICC Certified Building Official

ICC Building Plans Examiner

ICC Permit Technician

ICC Accessibility Inspector/Plans Examiner

ICC Commercial Plumbing Inspector

ICC Residential Plumbing Inspector

ICC Plumbing Inspector

ICC Building Inspector

ICC CALGreen Inspector

SAP CA DSW Local Inspector

Professional Affiliations

California Building Officials

County Building Officials Assoc. of CA.

East Bay Chapter, ICC

Napa Solano Chapter, ICC

Sac. Valley Assoc. of Building Officials

Redwood Empire Chapter, ICC

Experience Summary

Marcus is responsible for day-to-day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Construction Management, and Plan Check industries. Marcus manages 4LEAF's Southern California offices including San Diego, Newport Beach, and San Bernardino.

Marcus carries comprehensive experience as an ICC certified senior level inspector, Inspector of Record, Building Official, and plans examiner. His experience encompasses the more complex plan review and field inspections of building construction, plumbing, mechanical and electrical installations in residential single, multi-family, commercial, and industrial construction. He is extremely knowledgeable of required compliance with applicable building, plumbing, electrical, energy, green, accessibility and mechanical codes along with applicable jurisdictional ordinances, state, and local statutes. His high-level of experience and invaluable personal skills allows him to quickly improve and acclimate to jurisdiction procedures. Marcus thoroughly understands the construction process and the need for speedy project completion in conjunction with accurate compliance and positive customer relations.

Select Professional Experience

4LEAF, Inc.

Director of Southern California Operations – Project Manager

2019 - Present

Marcus is 4LEAF's Director of Southern California Operations. Marcus's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Safety, Engineering, and Construction Management industries. Additional responsibilities:

- Recruiting and interviewing prospective employees.
- Mentoring and developing plan review, building inspectors, and permit staff.
- Managing the placement of inspection staff including the tracking of customer service delivery.
- Providing quality answers to code-related or situational questions from inspection staff or clientele.
- Project Inspections/Inspector of Record Services
- Performing plan reviews and Building Official Services on as-needed basis.



Town of Paradise, CA, Fire Recovery

Operations Manager

In 2018, the most destructive wildfire in California history began in Butte County, CA and quickly spread to the Town of Paradise, displacing over 10% of the County's population. Marcus oversees a staff of more than 15 that provides complete Community Development Services to the Town of Paradise. This four-year contract provides Permitting, Plan Review, Building Inspections, Public Works Inspections, Planning, Code Enforcement, Debris Removal Management, and Public Outreach for this **\$9.5 Billion rebuild**.



County of Sonoma, CA, Resiliency Permit Center (RPC)

Operations Manager

Marcus oversees all the daily operations including plan review and inspections. He ensures the staffing and training is completed for a skilled team to expedite the recovery process. Marcus ensures a cohesive partnership between the County of Sonoma and 4LEAF.



South Napa Earthquake Recovery – City of Napa, CA

Building Inspector

Marcus assisted the City of Napa during the South Napa Earthquake recovery. The earthquake caused close to \$1 billion in damage. Marcus's responsibilities included providing rapid assessment (RESA), processing FEMA valuation reports, providing inspections, and completing plan review to expedite the recovery process and ensure the safety of the community.



West Coast Code Consultants, Inc. – San Ramon, CA

Manager of Jurisdictional Services

Marcus provided client services for jurisdictional clients encompassing plan review and inspection services. He was responsible for coordination of all staff augmentation throughout the state of California. His experience included working in complex municipalities to provide permits processing, inspections, and plan review services.

City of Hesperia, CA

Building Inspector & Plans Examiner

Marcus reviewed plans and issued building permit applications for new construction, alterations, and remodeling of existing structures. He also verified compliance with applicable codes and ordinances and accepted construction practices and issued certificates of occupancy. Marcus provided technical information and professional advice to City staff, officials, and the public regarding city codes relating to construction, assisted project stakeholders in interpreting and meeting code requirements, and responded to/resolved inspection complaints.

JAS Pacific – Upland, CA

Permit Technician & Building Inspector

Marcus reviewed plans and building permit applications for new construction, alterations, and remodeling of existing structures, verified compliance with applicable codes and ordinances and accepted construction practices; and issued certificates of occupancy. He also acted as project coordinator for the routing of plans.

Peter Lim, CBO

Inspection Services Manager

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.

Davison “David” Chanda, P.E.

Supervising Plan Review Engineer

Experience

11 + years

Education

M.S. Civil Engineering (Structural)

CSU Long Beach, CA 2011

B.S. Civil Engineering (Minor in
Construction Management)

Cal State Fresno 2007

Licenses/Certifications

Professional Engineer – Civil #83946

ICC, Building Plans Examiner

Affiliations

American Society of Civil Engineers

Structural Engineers Association of

Northern California

International Code Council

Foothill Chapter

Experience Summary

David is a registered Structural Engineer with more than 9 years of structural design background with a focus on structural system analysis, design, and preparation of construction documents from inception to completion in accordance with overall project requirements. David is also experienced with field structural observation to ensure their compliance with approved drawings and is experienced with RFI's and solutions for field conditions.

David's strengths include seismic and wind design analysis, steel design, timber design, reinforced concrete design, prestressed concrete design, foundation design, structural analysis, design of masonry structures, architectural drafting, electrical, mechanical and plumbing systems, and soil dynamics.

Select Professional Experience

4LEAF, Inc. – Newport Beach, CA

Senior Structural Plan Review Engineer

2019 - Present

David 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 other 4LEAF Plan Review personnel. Some of his recent assignments include the counties of San Bernardino and Los Angeles, where he leads structural plan reviews and page-turning sessions.

VCA – Orange, CA

Senior Plan Check Engineer – Supervisor

6/2017 - 12/2019

- Assigned work to staff members and mentored junior plan checkers.
- Reviewed residential and commercial building plans for mechanical, plumbing, electrical, architectural structural and accessibility requirements (Chapter 11A and 11B) for conformance with the California title 2A.
- Researched into the intent of the code requirement to assist applicants, architects, and engineers to comply the code interpretation.
- Prepared clear and concise written plan review comments/corrections that are necessary to prepare plans for approval.



4LEAF, INC.

- Established and maintained effective working relations with engineers and architects to resolve problems regarding code interpretations.
- Attended meetings with applicants, engineers, and architects for clarification of review comments and verifications of corrections.
- Reviewed structural plans for wind and seismic requirements (ASCE/SI 7-10), including drag force shear wall design, diaphragm design and foundation design.

Bureau Veritas – Costa Mesa, CA

Plan Check Engineer

6/2015 - 6/2017

- Researched into the intent of the California building codes (Title 24) requirement to assist architects and engineers to comply the code interpretation.
- Prepared plan review comments/corrections that are necessary to prepare plans for approval.
- Established and maintained effective working relations with engineers and architects to resolve problems regarding code interpretations.
- Reviewed structure plans for wind and seismic requirements (ASCE/SE 7-10), including drag force, shear wall design, diaphragm design and foundation design.
- Worked at the public counter at the City of Corona to conduct over the counter plan review.

RADCO – Long Beach, CA

Plan Examiner

1/2015 - 6/2015

- Reviewed mobile homes and factory-built structures with respect to California title 25.
- Reviewed residential and commercial building plans for conformance with the California title 2A.
- Researched into the intent of the California building codes (Title 24) requirement to assist architects and engineers to comply the code interpretation.

K.B. Leung and Associates (Structural Engineers) – Alto Loma, CA

Staff Engineer

8/2014 - 11/2014

- Worked under the supervision of structural engineers to assess and analyze structures for seismic and wind analysis.
- Estimated the quantities of concrete, steel, wood, and masonry from structural drawings.
- Reviewed structural corrections/comments provided by plan checkers from the City and DSA (Division of state Architects office) for code compliance.

City of Rancho Cucamonga – Rancho Cucamonga, CA

Plans Examiner

12/2011 - 6/012

- Reviewed design-engineering calculations on proposed construction, alterations, or repair of buildings to ensure compliance with public safety standards.
- Reviewed residential, commercial, and industrial plans to determine compliance with relevant laws, regulations, and codes (AISC, ASCE/SEI, ACI, BCRMS and Title 24, etc.).

Jay Shih, PE, CASp, CBO

Plan Review Engineer / Accessibility Specialist

Experience

35+ years

Education

B.S., Geotechnical Engineering
University of Sao Paulo

B.S., Civil Engineering
University of Sao Paulo

M.S., Structural Engineering
California State, Los Angeles

Construction Management
UCLA Extension

Experience Summary

Jay is a veteran Plan Review Engineer, Building Official, Accessibility Specialist, and Construction Manager with over 35 years of experience in the industry. Given his background in various specialties, Jay is an ideal team member who can adapt to any project, team, and municipality he is assigned.

Licenses

CA Registered Civil Engineer

Certifications

ICC, Building Plans Examiner

ICC, Building Official

ICC, Fire Plans Examiner

ICC, Commercial Building Inspector

ICC, Fire Marshal

ICC, Residential Plans Examiner

ICC, Residential Building Inspector

ICC, Building Inspector

ICC, Building Code Specialist

CA State Certified Access Specialist

Certified Grading Deputy Inspector

Jay has spent the entirety of his professional career working for public agencies and consulting companies providing highly skilled design, plan check, and construction management for buildings, sewers, storm drains, streets, sidewalk, curb ramps, grading, SWPPP, and WQMPs.

Select Professional Experience

4LEAF, Inc. – Newport Beach, CA

Plan Review Engineer

11/2021 - Present

Jay is working on behalf of 4LEAF performing Plan Review services in multiple jurisdictions as needed. His most recent assignment is with the County of Los Angeles.

Infrastructure Engineers – City of Industry, CA

Director of Building & Safety / VP of Engineering

4/2018 - 11/2021

In his prior role, Jay checked building and civil engineering plan; reviewed hydrology, WQMP, LID, and geotechnical reports; performed CASp inspections; reviewed tentative, final maps, lot mergers, and lot line adjustments; provided building code training to staff; prepared proposals and managed the Building Department. Jay also acted as the Building Official for the City of Lynwood.

Bureau Veritas – City of Santa Ana, CA

Senior Plan Check Engineer

1/2018 - 6/2018

Jay's main responsibilities were checking building and fire sprinkler plans for the cities of Corona and Costa Mesa and the County of Los Angeles and helping the Regional Manager prepare proposals.

Willdan Engineering – City of Industry, CA
Senior Plan Check Engineer / Building Official
3/2016 - 3/2018

Checked building plans in the Crossroads Parkway office and acted as Building Official for the City of Rosemead.

JLee Engineering – City of Alhambra, CA
Senior Plan Check Engineer
3/2015 - 3/2016

Checked building plans in the office and at the County of San Bernardino.



Ali Hekmat SE, PE

Plan Check 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 Bernardino 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.

Steven Raney, CASp, CBO

Building Official

Experience

27+ years

Education

BS – Northern Arizona University
Pasadena Supervisory Academy

Certifications

Certified Access Specialist
(CASp) #519
Certified Building Official
ICC Certified Building Plans
Examiner
ICC Certified Building Code
Specialist
ICC Certified Commercial and
Residential Plumbing Inspector
ICC Certified Commercial and
Residential Electrical Inspector
ICC Certified Commercial and
Residential Mechanical
Inspector
ICC Certified Combination
Inspector
ICC Certified Structural Masonry
Special Inspector
ICC Certified Accessibility
Inspector/Plan Reviewer
Disaster Response
Inspector/Worker CA
Governor's OES (SAP)

Experience Summary

Steven is an ICC Certified Building Official with more than 27 years of hands-on experience in facility construction and development, multidisciplinary industrial research, production, and management. He is equally adept as an individual contributor or in a team environment with senior managerial experience. Steven has acted as a project lead directly responsible for design, construction and commissioning of numerous capital improvement and build-out bio-tech projects. He has extensive hands-on research and production experience in all aspects of biotechnology science, process optimization, and implementation. His proven effective experience in working with local jurisdictions for project completions make Steven a vital asset to any team.

Select Professional Experience

4LEAF, Inc.

Project Manager/Building Official

2021 - Present

Steven is proficient in providing inspections, evaluations, approving construction of structural systems, and overseeing effective implementation of accessibility requirements.

City of Palmdale – Palmdale, CA

Building Official

2021 – 2021

- Administrated of all functions of the Building & Safety Division including plan check, inspection, and permit issuance
- Prepared of yearly budget
- Participated in the Development Advisory Board representing Building & Safety to provide conditions of approval for proposed projects
- Prepared reports, ordinances, and memos for City Council
- Completed inspections and plan review for complicated projects

City of Big Bear Lake – Big Bear Lake, CA

Chief Building Official

2019 – 2021

- Supervised a staff of Building Inspectors, Plans Examiners, and Building Permit Technicians
- Resolved code interpretation issues for new and existing buildings for compliance with the adopted Plumbing, Mechanical, Building, Electrical, and City municipal Codes
- Adopted modifications to the State T-24 codes when necessary



4LEAF, INC.

CA Housing & Community Development (HCD) – Southern California Area

Codes & Standards Administrator

2019 – 2019

Directed, organized, scheduled, and monitored activities and inspections for the Mobile Home Parks program and staff in the Southern California Area offices. Enforced Title 24, 25, and HSC codes, installation and alteration of all manufactured, modular buildings, and mobile home parks.

City of Palmdale – Palmdale, CA

Supervising Building Inspector

2018 – 2019

Oversaw plans, supervision, coordination, and assignment of activities and operations of building inspection within the Building & Safety Division of the Development Services department. Performed sensitive and difficult inspections. Projects included multi-family, commercial, single family, and city capital improvement projects.

County of San Bernardino – Hesperia, CA

Regional Building Inspector Supervisor

2015 – 2018

Supervised 3 County Satellite offices including Inspection, Plan Check, Counter Duty, and Permit Technicians. Conducted CASp inspections throughout the county. Performed inspection of County capital improvement projects.

Right at Home Construction Services – El Cajon, CA

Building Inspector

2006 – 2015

Directly supervised the design, construction, and completion of a Clinical Manufacturing Facility (CMF – Inspection of new residential projects in single- and multi-family homes. Checked construction including MEP's, framing, lath and roofing, and all structural and life safety components to ensure code standard.

JAS Pacific – Barstow, CA

Building Inspector

2004 – 2006

Inspection of residential, commercial, and industrial projects throughout City.

Raney's Masonry – Hesperia, CA

Masonry Superintendent

1996 – 2004

Managed the daily operations of a masonry construction company.

Ana Ortiz

Senior Permit Technician

Experience

5+ years

Certifications

ICC Reinforced Concrete Special Inspector
ICC Structural Masonry Special Inspector
ICC Spray Applied Fire Proofing Inspector

Software

Microsoft Suite
Adobe Acrobat
GIS
Trak It
WordPerfect
Oracle 10 Key by Touch

Experience Summary

Ana is a qualified Permit Technician with over five years of experience in the building and safety industry. Her professionalism in her approach to conflict resolution and client communications also makes her an excellent candidate for any role involving customer service and public relations. Ana is especially helpful in this arena because of her proficiency in English as well as Spanish, both written and spoken language. Detail-oriented, Ana is highly organized and sets high personal standards for her own performance with each task she is assigned. This, paired with her dynamic talent and personal drive, renders her an asset to any team.

Select Professional Experience

4LEAF, Inc.

Senior Permit Technician

2021 - Present

Ana helps contribute to the productivity of 4LEAF's Building Department by executing lead, advanced, technical, and paraprofessional duties regarding the receipt, processing, and review of building permit applications in addition to other related applications for all phases of construction. Ana's duties include:

- Evaluating, processing, implementing, and explaining technical information involving plans, specifications, blueprints, and other documentation.
- Maintaining, reviewing, and interpreting laws, policies, procedures, regulations, specifications, maps, building plans, construction sites, graphs, and statistical data.
- Utilizing fee schedules and calculations including square footage to determine values, calculates and assess preliminary and final fees, and collects, records, and balances permit related monetary transactions.
- Managing plan review, reviewing plan checks for consistency and accuracy, and coordinating and examining project submittals.
- Performing all other related tasks as assigned.

VCA Code – City of Adelanto, CA

Permit Technician II

6/2019 - 5/2021

On a consistent basis, Ana exercised her knowledge of construction drawings and blueprint reading, building codes and ordinances, and office procedures and practices. These duties included:

- Grasping, explaining, and objectively applying policies, laws, codes, and regulations to projects.
- Examining building permit applications to verify correctness and completeness.
- Objectively and tactfully addressing the public's questions and complaints pertaining to the permit application process.
- Processing over-the-counter permits for electrical, repair, plumbing, and mechanical residential applications and verifying code compliance.



Bureau Veritas North America – City of Garden Grove, CA**Permit Technician****10/2018 - 6/2019**

- Reviewed and accepted planning and building applications, then calculated fees and inputted data into permitting software.
- Distributed plans and applications pursuant to internal procedures, scheduled inspection requests, and responded to public records requests.
- Responded to planning and building related inquiries, including making independent interpretations and application of pertinent.
- Reported project and permit status to architects, project managers, and department staff.
- Maintained responsibility over gas and electrical releases.
- Assisted with building abatement and code enforcement related issues.

Bureau Veritas North America – City of Corona, CA**Permit Technician****2/2018 - 10/2018**

- Performed routine, complex technical work at the public service counter.
- Interpreted policies and procedures and enforced Federal, State, and Local code requirements for projects throughout all phases of construction
- Reviewed and processed applications, issued permits, and calculated and collected fees.
- Permitted to train new staff on counter responsibilities, procedures, and processes.
- Verified contractor licenses, worker's compensation, and insurance requirements to be met.

Interwest Consulting Group – City of Rialto, CA**Permit Technician / Administrative Assistant****12/2015 - 2/2018**

- Reviewed permit applications, issued permits, and calculated a variety of fees in accordance with fee schedules.
- Received and processed requests for inspections and coordinated and distributed inspection schedules.
- Performed diverse clerical duties which included constructing forms and reports, and index scanning documents for building and code enforcement.
- Utilized Onbase, MS Word, Excel, and 10 key software to perform tasks on a daily basis.

ASRC Primus Inc. – CA**U.S. Citizenship and Immigration Services Office Admin****3/2012 - 12/2015**

Ana assisted the USCIS Adjudication functions by providing clerical and administrative support during the processing of Naturalization applications for citizenship as well as Adjustment of Status. Ana's duties included:

- Producing Naturalization certificates and reviewing products for any discrepancies post creation.
- Interfiling of documentation needed for the adjudication of applications and petitions, running daily script reports, and updating file information.
- Serving as a clerk for the United States Circuit Court.
- Utilizing her certifications for the National File Tracking System (NFTS) and Quality Control of Files and CIS System Inquiries.

Christopher L. Garramone

Building Inspector

Experience

43+ years

Registrations/Certifications

NFPA 70E Certified Electrical Safety
Compliance Professional (CESCP)
Licensed Electrical Contractor
ICC E-1 Residential Electrical Inspector
ICC E-2 Commercial Electrical Inspector
ICC Building Inspector
CAL EMA Safety Assessment Program
FHA 203K Consultant Certification
PVI – Boiler Technician Certification
Building Specs Inc., Pool, Spa, Pier &
Bulkhead Inspections Certification
Building Specs Inc., Home Inspection
Education Course Certification
Advanced Auto CAD 2000 Certification

Professional Affiliations

International Code Council
International Conf. of Building Officials
National Fire Protection Association
American Construction Inspectors Assoc.
Divers Alert Network

Experience Summary

With over 43 years of specialized electrical field experience in all aspects of commercial and industrial electrical inspection, Christopher Garramone exhibits a valuable skillset and is an asset to the projects he is assigned. Adept in management, design, installation, termination, and control as a Quality Assurance (QA) Manager, Quality Control (QC) Electrical Inspector, Consultant, Electrician, and Supervisor, Christopher's professional experience is practiced, successful, and ever-growing. He has been involved in several energy projects for the California Energy Commission ranging from the CPV Sentinel Project to the Ivanpah Project.

His proven track record of maintaining expert communication skills with clients, craftsmen, contractors, and government agencies help bring projects in on time, on budget, and to successful completion of project goals. He is skilled in his craft and has a wealth of energy experience that provides the needed time, effort, and quality to client projects.

Select Professional Experience

4LEAF, Inc.

Building Inspector

Christopher is our lead Inspector in energy-related projects that require an expert hand. He leads inspections and provides management for all teams involved to reach successful project completion.

West Coast Code Consultants

Lead Building Inspector

Pio Pico Energy Center

Lead Inspector for the Pio Pico Energy Center, 318 MW, LMS 100 power project, privately owned for the California Energy Commission, located on the Otay Mesa in San Diego County.

Carlsbad Energy Center

Commercial / Industrial Building Inspector

Carlsbad, CA

Building Inspector on staff for the 500+ MW, LMS 100 gas turbine power project Carlsbad Energy Center, Carlsbad, CA for NRG Energy.



Bureau Veritas, North America

Solar Electrical Inspector

County of Fresno (Various Projects)

Inspected multiple new solar installations for the County of Fresno including: Terranova Helms Solar, Helms, CA; FCP Solar Project, Kerman, CA; JSA Phelps/CalCom Solar, Coalinga, CA. Additionally, the Chevron Cogen Upgrade for Fresno County, Coalinga, CA was inspected.

Quality Assurance Inspector

Edgewater Project

Edgewater Unit 5 Air Quality Control System (AQCS)-Alliant Energy, Wisconsin Power and Light Company. Duties included field surveillance and reporting on construction activities to the Project Owners of the EPC and their subcontractors. Assisting the owner's engineering staff with Inspection Test Plan (ITP) review and verification. Field installation personnel utilized these ITP plans.

Electrical Inspector

Ivanpah Project

Ivanpah Solar Generating System- California Energy Commission / BrightSource Energy. Duties included providing support for the CBO and staff, including field inspections, and verifying test results. Ivanpah Solar Energy Generating System (ISEGS) is a 392 MW (gross) solar thermal power facility developed by BrightSource Energy. Utilizing BrightSource Energy efficient and environmentally responsible LPT 550 technology, the project combined innovative solar technology with conventional, off-the-shelf power components to produce clean, reliable power at scale.

Electrical Inspector

CPV Sentinel Project

California Energy Commission / Competitive Power Ventures. Duties included field inspections, documentation of inspections and support of the Senior On-Site Inspector. Project consisted of eight natural gas-fired, GE Energy LMS-100 Combustion Turbine Generators (CTGs) operating in simple cycle mode. Each exhaust stack being 13.5 feet in diameter and 90 feet tall. The station produces up to 850MW power in Desert Hot Springs, CA.

Steven Martinez

Building Inspector II

Experience

11+ years

Certifications

ICC Reinforced Concrete
ICC Structural Welding
ICC Structural Steel and Bolting
ICC Spray Applied Fireproofing
ICC Prestressed Concrete
ICC Structural Masonry
ICC Commercial Building Inspector
ACI Concrete Field-Testing Technician –
Grade I

Software

Microsoft Suite

Experience Summary

Steven is a highly experienced professional with over 11 years of construction industry experience. His expertise in applying technical knowledge and following proper inspection techniques make him a dedicated team player with the multitasking skills needed to productively navigate between autonomous and collaborative assignments. In addition to his notable certifications, Steven has the work experience necessary to achieve project goals and a remarkable attention to detail when it comes to detecting deviations from plans, regulations, and standard construction practices.

Steven's impressive work ethic, along with his ability for developing relationships with clients, architects, engineers, and colleagues, make him a valuable addition to any jurisdiction, team, or project he is assigned.

Select Professional Experience

4LEAF, Inc.

Building Inspector II

2023 – Present

Steven performs services in the capacity of a Building Inspector II throughout Southern California jurisdictions on behalf of 4LEAF. His inspection expertise includes building, mechanical, electrical, and plumbing, of which he performs quality inspections for commercial and residential projects, such as new dwellings, additions, and remodel work.

A-1 Inspections

Building Inspector

2013 – 2023

- Examined buildings and structures for adherence to codes, ordinances, and specifications.
- Oversaw alterations and repairs.
- Ensured construction within jurisdiction was compliant.
- Worked on various project types, including tenant improvement upgrades, tilt up warehouse (20,000 sq. ft. – 2,000,000 sq. ft.), border wall construction, and a variety of military bases.

Jerome Hoberg

Senior Plans Examiner / Architect

Experience

40+ years

Education

B.A. in Architecture
Cal State Poly – San Luis Obispo

Certifications

CASp-720
SAP-ID 78843 Cal OES CA DSW Local
Architectural License NV-5282
NCARB-59308
Architectural License CA-C21242

Skills

MS Office Suite
DigEplan Software
T-24 & California Green code
CASp
ARCE Structures

Experience Summary

With a strong background of 40+ years, Jerome brings with him expert- level experience in managing, directing, and reviewing a wide range of construction projects. He is skilled in working in the capacity of a building official, senior inspector, and plan reviewer. Jerome is skilled at the application of building practices, evaluating plans, resolving unexpected site conditions, and regulatory compliance issues involving federal, state, and local requirements. He works effectively with developers, engineers, architects, contractors, building officials, and other industry professionals. Jerome provides results and the highest level of service to all clients as well as excellent leadership, communication, and relationship building skills. He is a certified CASp specialist and holds architectural licenses in both California and the State of Nevada.

Select Professional Experience

4LEAF Inc.

Senior Plans Examiner

2022 – Present

Jerome performs plan reviews for residential and complex commercial project throughout Northern California on behalf of 4LEAF.

Napa County PBES (Building Division)

Plans and Permit Supervisor

March – July 2021

- Worked with report directly to the process improvement and code enforcement manager of PBES Napa County on matters related to problematic code enforcement cases including project field visits and resolutions, stakeholders stakeholder meetings, requested applicant meetings, alternative means applications, fee studies/construction valuation estimates prepared for FEMA grant requests, and related CALOES.
- Worked with policy and municipal code revisions for public works as well as aid surrounding jurisdictions.
- Worked as required on sensitive politically driven projects requiring resolutions.



- Supervised plans examiners and reviewed complex multi-occupancy projects including wineries combined with caves as well as processing and reviewing extensive numbers of 7-day expedited Fire Rebuild projects, and other project typologies.
- Reviewed grading permits for the applications.
- Supervised over the counter permitting, and quick permits while managing standard permits as well as all outside consultant assignments and fire rebuilds.

Napa County PBES (Building Division)

Plans Examiner

2015 – 2017

- Performed plan review on construction documents and specifications for buildings and structures proposed for construction including alterations and additions in accordance with the California series of building codes utilizing state and local ordinances.
- Prepared written comments relating required code compliance corrections, omissions, and lack of construction document coordination between drawings and specifications including structural calculations and drawings, architectural, mechanical, plumbing, electrical, T-24, and the California Green Code.
- Obtained CASp certification and reviewed submittals for accessibility compliance and would occasionally go into the field to perform accessibility inspections for compliance with applicable codes and construction documents.

El Dorado Savings Bank

Architect

1997 - 2021

- Provided architectural services such as design/construction documents, permit processing, construction administration, existing facilities for code and accessibility compliance.
- Designed/Prepared construction documents, processed permits as their agent, and provided construction administration for 8 new structures (banks and a warehouse operation building).
- Represented client on sensitive agricultural issues in development stages of many of their projects including wetlands mitigation banking and working with the army core of engineers for approval including administration of all required environmental studies associated with developing projects.

PROPOSAL TO PROVIDE
PLAN REVIEW AND INSPECTION SERVICES,
RFP BS-24-05-SP
TO THE
CITY OF FONTANA

SECTION D

REFERENCES



4LEAF, INC.



SECTION D: REFERENCES

Agency Name: City of Rialto
Contact Name: Jesse Sanchez, Building Official
Contact Telephone: (909) 820-2689
Contact Email: JSanchez@rialtoca.gov
Services: Fire & Building Plan Review, Inspection, and Permit Technician Services
Date of Service: 2021 - Present

Agency Name: City of Victorville
Contact Name: Joseph Sleghers, CBO, CFM, Building and Fire Official
Contact Telephone: (760) 662-3103
Contact Email: JSleghers@VictorvilleCA.gov
Services: Building Inspection and Fire Prevention Services
Date of Service: 2018 - Present

Agency Name: County of Los Angeles
Contact Name: Justin Soo Hoo, P.E.
Contact Telephone: (626) 485-5100
Contact Email: JsooHoo@DPW.LACounty.gov
Services: Building Inspection and On-Call Permit Technician Services
Date of Service: 2019 - Present

PROPOSAL TO PROVIDE
PLAN REVIEW AND INSPECTION SERVICES,
RFP BS-24-05-SP
TO THE
CITY OF FONTANA

SECTION E

AUTHORIZATION



4LEAF, INC.



SECTION E: AUTHORIZATION

I, **Kevin J. Duggan**, President, state that I am an official authorized to bind the firm. 4LEAF's proposal to provide Plan Review and Inspection Services for the City of Fontana shall remain effective for a minimum of ninety (90) days beyond the date of submittal.

Sincerely,
4LEAF, Inc.

Kevin J. Duggan
President

PROPOSAL TO PROVIDE
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CITY OF FONTANA

SECTION F

INSURANCE



4LEAF, INC.



SECTION F: INSURANCE

4LEAF has reviewed the Indemnification and Insurance requirements in the consultant services agreement. 4LEAF agrees to provide the required insurance coverage and understands that coverage is a prerequisite for entering into an agreement with the City. Please see attached proof of coverage specific to the City of Fontana.



4LEAINC-01

MINED1

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
8/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C41366 Granite Professional Insurance Brokerage, Inc. 360 Lindbergh Avenue Livermore, CA 94551	CONTACT NAME: PHONE (A/C, No, Ext): (925) 462-8400 FAX (A/C, No): (925) 462-8888 E-MAIL: commercial@graniteins.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty Company of America NAIC # 25674 INSURER B: Evanston Insurance 35378 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED 4LEAF, Inc. 2126 Rheem Dr Pleasanton, CA 94588	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	6800J268720	4/9/2023	4/9/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	8107R025623	4/9/2023	4/9/2024	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP1S364055	4/9/2023	4/9/2024	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 OTHER: \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A			UB2T357728	4/9/2023	4/9/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liab			MKLV7PL0005809	4/9/2023	4/9/2024	Each Claim \$ 2,000,000
B				MKLV7PL0005809	4/9/2023	4/9/2024	Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required). The attached forms apply as required per written contract or written agreements between the listed parties and the insured, which are subject to the policy provisions. In the absence of such written contract or written agreement the attached form may not be applicable.

City of Fontana is additional insured as respects to General Liability and Automobile Liability per Forms CG D3 81 09 15 and CA T3 53 02 15. Waiver of Subrogation applies to General Liability per Form CG D3 81 09 15. Waiver of Subrogation applies to Automobile Liability per Form CA T3 53 02 15.

CERTIFICATE HOLDER

CANCELLATION

City of Fontana 8353 Sierra Ave Fontana, CA 92335	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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SECTION G

PROFESSIONAL FEE



4LEAF, INC.



COST PROPOSAL

FY2023-2024 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF FONTANA

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Plan Review Percentage: 70% <i>(Inclusive of all disciplines except Fire and Civil which are billed on an hourly basis)</i> Hourly Plan Review: \$130 Non-Structural Review \$150 Structural Review	Fee includes: ➤ Initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks. ➤ Shipping, courier, and electronic service.

Building

Structural Plan Review Engineer	\$150/hour
Non-Structural Plans Examiner	\$130/hour
Certified Access Specialist (CAsp) Inspector	\$155/hour
Certified Access Specialist (CAsp) Plans Examiner	\$155/hour
Senior Combination Building Inspector (Building Inspector III)	\$125/hour
Commercial Building Inspector (Building Inspector II)	\$115/hour
Residential Building Inspector (Building Inspector I)	\$105/hour
Supervising Inspector of Record	\$169/hour
Inspector of Record	\$149/hour
DSA Class 1 / OSHPD A Inspector	\$175/hour
DSA Class 2 / OSHPD B Inspector	\$145/hour
DSA Class 3 / OSHPD C Inspector	\$103/hour
Hourly overtime charge per inspector	1.5 x hourly rate
Mileage (for inspections performed within the City)	IRS Rate + 20%

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 \$250.00 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.
- These above rates reflect the FY2023-2024 contract period. 4LEAF assumes a 3% escalation for FY2024-2025, FY2025-2026, upon market conditions.
- 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 1 st 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.