

**CITY OF COSTA MESA
PROFESSIONAL SERVICES AGREEMENT
WITH
CSG CONSULTANTS, INC.**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 7th day of June, 2022 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and CSG CONSULTANTS, INC., a California corporation ("Consultant").

RECITALS

A. City proposes to utilize the services of Consultant as an independent contractor to provide inspections, plan review and staffing services as requested by the City, as more fully described herein; and

B. Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. City and Consultant desire to contract for the specific services described in Exhibits "A" and "B" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. No official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Scope of Services, attached hereto as Exhibit "A," and Consultant's Proposal, attached hereto as Exhibit "B," both incorporated herein.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "C," attached hereto and made a part of this Agreement (the "Fee Schedule").

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City

Manager or designee, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Contractor shall commence providing the services set forth in this Agreement on July 1, 2022 ("Service Commencement Date"). Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, pandemics, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party (each, a "Force Majeure Event"). If a party experiences a Force Majeure Event, the party shall, within five (5) days of the occurrence of the Force Majeure Event, give written notice to the other party stating the nature of the Force Majeure Event, its anticipated duration and any action being taken to avoid or minimize its effect. Any suspension of performance shall be of no greater scope and of no longer duration than is reasonably required and the party experiencing the Force Majeure Event shall use best efforts without being obligated to incur any material expenditure to remedy its inability to perform; provided, however, if the suspension of performance continues for sixty (60) days after the date of the occurrence and such failure to perform would constitute a material breach of this Agreement in the absence of such Force Majeure Event, the parties shall meet and discuss in good faith any amendments to this Agreement to permit the other party to exercise its rights under this Agreement. If the parties are not able to agree on such amendments within thirty (30) days and if suspension of performance continues, such other party may terminate this Agreement immediately by written notice to the party experiencing the Force Majeure Event, in which case neither party shall have any liability to the other except for those rights and liabilities that accrued prior to the date of termination.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of five (5) years from the Service Commencement Date, ending on June 30, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of receipt of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for

the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.

5.5. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

CSG Consultants, Inc.
3707 W. Garden Grove Blvd., Suite 100
Orange, CA 92868
Tel: (714) 568-1010
Attn: Khoa Duong, PE

IF TO CITY:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Tel: (714) 754-5604
Attn: Ziad Doudar

Courtesy copy to:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Attn: Finance Dept. | Purchasing

6.5. Drug-Free Workplace Policy. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "D" and incorporated herein. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees to the extent arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent.

Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.11. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.12. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.13. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.14. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the reasonable satisfaction of City and to participate in any meeting required with regard to the correction.

6.17. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.18. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.19. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.20. Binding Effect. This Agreement binds and benefits the parties and their respective permitted successors and assigns.

6.21. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental

beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.22. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.23. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.24. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.25. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.26. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.27. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.28. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[Signatures appear on following page.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CONSULTANT

Signature

Date: _____

[Name and Title]

CITY OF COSTA MESA

Lori Ann Farrell Harrison
City Manager

Date: _____

ATTEST:

Brenda Green
City Clerk

APPROVED AS TO FORM:

Kimberly Hall Barlow
City Attorney

Date: _____

APPROVED AS TO INSURANCE:

Ruth Wang
Risk Management

Date: _____

DEPARTMENTAL APPROVAL:

Jennifer Le
Economic and Development Services
Director

Date: _____

Raja Sethuraman
Public Services Director

Date: _____

Daniel Stefano
Fire Chief

Date: _____

APPROVED AS TO PURCHASING:

Carol Molina
Finance Director

Date: _____

EXHIBIT A
SCOPE OF SERVICES

SCOPE OF WORK

Code Enforcement Staffing Services:

Development Services Department

1. Provide the services of code enforcement officers to conduct field inspections to ensure compliance with appropriate codes, ordinances and regulations and to investigate complaints of possible code violations; prepare reports of conditions and notices of violations and similar notices; issue citations for violations of the Municipal Code.
 - a. Code Enforcement Officer
 - b. Senior/Supervisor Code Enforcement Officer
 - c. Chief/Manager of Code Enforcement
2. Assist the City in prosecution of violations, including preparing files for criminal and/or civil code complaints and providing court testimony.
3. Utilize City electronic and paper files to research previous and/or related permits.

Permit Technician Staffing Services:

Development Services Department

1. Provide the services of a permit technician to cover the Planning Department Building Services public counter, answer phone calls, and issue permits.
2. Maintain communications with applicants, interested parties, property owners, homeowner associations, various governmental agencies, and other City departments. Respond to inquiries about projects from residents and applicants.
3. Utilize City electronic and paper files to research previous and/or related permits.

Inspection Services:

Development Services Department (Building Division)

1. Provide inspection services to assure that construction complies with approved plans and is in compliance with the most recently adopted codes, policies, and procedures.
2. Perform inspections on commercial, industrial, and residential construction projects to determine compliance with appropriate fire prevention codes, regulations, and standards, including all local and state requirements.
3. Provide the services of a Certified Accessibility Specialist (CAsp).
4. Recognize and require soil tests where evidence indicates soil instability.
5. Participate in reviews with technical consultants, health and other government agency inspectors, City staff, and owners.
6. Assist in the coordination of job site conferences with technical consultants, engineers, architects, representatives of the owner, equipment manufacturers, and subcontractors to review project requirements, and clarify or resolving any questions or problems prior to commencing work.
7. Prepare inspection notices of noncompliance on incorrect construction methods or materials found during inspection; confer with contractor or representative regarding construction methods and procedures as they relate to compliance with plans and specifications.

8. Maintain a record of non-complying items and follow up to achieve resolution of such items. Record all significant construction-related activities and events such as work completed to provide a chronological and factual history of inspection on assigned construction projects.
9. Inspect buildings alleged to be substandard, unsafe, or unsightly to ensure the timely compliance with building codes and other ordinances and regulations, or the demolition of such structures.
10. Inspect **public right-of-way structures** alleged to be substandard, unsafe, or unsightly to ensure the timely compliance with building codes and other ordinances and regulations, or the demolition of such structures.
11. Utilize City electronic and paper files to research related and/or previous cases.
12. Be available during an emergency or natural disaster to assist the City with inspection services.
13. Testify in court, if necessary.

Fire Department

1. Provide inspection services to assure that construction complies with approved plans and is in compliance with the most recently adopted codes, policies, and procedures.
2. Perform inspections on commercial, industrial, and residential construction projects to determine compliance with appropriate fire prevention codes, regulations, and standards, including all local and state requirements.
3. Participate in reviews with technical consultants, health and other government agency inspectors, City staff, and owners.
4. Assist in the coordination of job site conferences with technical consultants, engineers, architects, representatives of the owner, equipment manufacturers, and subcontractors to review project requirements, and clarify or resolving any questions or problems prior to commencing work.
5. Prepare inspection notices of noncompliance on incorrect construction methods or materials found during inspection; confer with contractor or representative regarding construction methods and procedures as they relate to compliance with plans and specifications.
6. Maintain a record of non-complying items and follow up to achieve resolution of such items. Record all significant construction-related activities and events such as work completed to provide a chronological and factual history of inspection on assigned construction projects.
7. Inspect buildings alleged to be substandard, unsafe, or unsightly to ensure the timely compliance with building codes and other ordinances and regulations, or the demolition of such structures.
8. Utilize City electronic and paper files to research related and/or previous cases.
9. Be available during an emergency or natural disaster to assist the City with inspection services.
10. Testify in court, if necessary.
11. Provide other duties as approved by the Fire Marshal

All documentation shall become the property of the City of Costa Mesa. All textual materials must be consistent with the word processing program in use by the City at the time the electronic version is submitted; currently the City utilizes Microsoft® Windows, Microsoft® Office 2000 format (Microsoft standard fonts must be used for documents). All graphics produced must be editable in Adobe® Photoshop® version 6 or higher and saved in a multi-layer graphics file format

(a format that preserves multiple layers of clipart, images, and/or text in a single file). All map-based exhibits shall be provided in ESRI ArcGIS version 9.0 or higher format. All GIS data shall be provided in ArcGIS geo database or shape file format.

Plan Check Services (Information)

Standard Plan Review: Proposals shall indicate how standard plan review of plans assigned to Consultant by the City of Costa Mesa will be accomplished. Standard review shall be completed in a maximum of 10 calendar days from the date the City assigns the plan for review. For all Standard plan review the City charges the customer 65% of the Building Permit fee. The Building Permit fee is Based on **Table 1-A of the 2019 California Building Code (Attachment 1)**. The valuation is calculated based on the attached Building Valuation Data Table. The Consultant shall not charge the City more than 60% of the Plan Check fee. All revisions, modifications, and changes after the permit is issued shall be charged on hourly basis and shall not exceed \$115 per hour.

Expedited Plan Review: This process shall be employed when the applicant wishes to expedite the review of plan. Presently, applicants are allowed to negotiate timeframes and fees with any of the City's Consultants. The City of Costa Mesa is currently looking at modifying its existing procedures as follows:

The City shall accept the plans from the applicant and the applicant shall pay a surcharge as specified in the City's fee resolution for expedited service. **The City collects 25% of the Plan Check fee and the Consultant shall charge the customer 100% of the Plan Check fee.** The Consultant shall complete its initial review in **half the time specified** by the City's Standard Plan Review (10 calendar days). Time for recheck shall not be reduced. Any subsequent revisions, modifications, or changes shall be on hourly basis between the customer and the Consultant. **The City reserves the right to modify the process of the collection of fees.**

Large Public Projects: The City reserves the right to ask consultants to bid on plan check documents for large public projects, such as, libraries, fire stations, etc. In such case, the City will solicit bids from its approved consultants and award the plan review to the lowest bidder.

Large Private Projects: If the City believes it is in the best interests of a customer proposing a significant development with a strict schedule, the City may authorize the customer to negotiate directly with a consultant to perform plan check services based on a schedule and fee that is acceptable to both parties.

All documentation shall become the property of the City of Costa Mesa. All textual materials must be consistent with the word processing program in use by the City at the time the electronic version is submitted; currently the City utilizes Microsoft® Windows, Microsoft® Office 2000 format (Microsoft standard fonts must be used for documents). All graphics produced must be editable in Adobe® Photoshop® version 6 or higher and saved in a multi-layer graphics file format (a format that preserves multiple layers of clipart, images, and/or text in a single file). All map-based exhibits shall be provided in ESRI ArcGIS version 9.0 or higher format. All GIS data shall be provided in ArcGIS geo database or shape file format.

Plan Check Services

Development Services Department (Building Division)

1. Upon request of the City, consultant shall assign regular office hours to plan review positions to perform in-house plan check services.
2. Review construction plans and calculations for their compliance with the latest or applicable editions of California Building Code, California Mechanical Code, California Plumbing Code, and California Electrical Code, amendments to these codes, and other applicable governmental codes and regulations.
 - a. 2019 California Residential Code
 - b. 2019 California Building Code Volume 1
 - c. 2019 California Building Code Volume 2
 - d. 2019 California Fire Code
 - e. 2019 California Mechanical Code
 - f. 2019 California Electrical Code
 - g. 2019 California Energy Code
 - h. 2019 California Plumbing Code
 - i. 2019 California Green Building Code
3. Write clear and concise plan check corrections, work with property owners, designers, architects, engineers and contractors to ensure the plan check corrections are addressed and reflected on construction documents.
4. E-mail plan check corrections to the designated Building Division staff and provide pertinent building information required on permit to the City when plans are approved. Such information shall be provided on the transmittal form and shall include, but not limited to, work description, type of construction, occupancy, floor area, number of stories, and sprinkler requirements.
5. Review deferred submittal items and any revisions before or during construction. Notify designated Building Division staff via e-mail on the number of hours spent reviewing the deferred submittals/revisions.
6. Return plans to the City for the first check no later than City standards including re-submittals.
7. Turnaround timeframe for an expedited plan check is half the time of a regular plan check.
8. When requested, meet with developers and design professionals to address their questions on large and/or unique projects prior to plan check submittal.
9. Route plans to various City departments via plan technicians or electronically; consolidate comments; resolve internal inconsistencies; and present recommendations and revisions to the applicant.
10. Maintain communication with applicants, interested parties, property owners, homeowner associations, various governmental agencies, and other City departments. Respond to inquiries about projects from residents and applicants in a timely manner.
11. Conduct site inspections to determine if the project has been completed in accordance with the final plans and specifications.
12. Manage the project schedule in accordance with City's adopted timeframes.
13. Utilize City electronic and paper files to research previous and/or related permits.
14. Be available during an emergency or natural disaster to assist the City with inspection services.
15. Document all time tracking according to City requirements and specifications in a clear, concise, timely manner.

Fire Department

Plans may be assigned to consultants for review in **one of two categories**:

1. Fire Protection System Plan Review:

- a. Proposals shall indicate how standard plan review of plans referred to the consultant by the City will be accomplished. Standard review shall be completed in a **maximum of ten calendar days from the date the City assigns the plan for review**. For all standard plan reviews, the City charges the customer 40% of the Building Permit fee. The Building permit fee is based on the **Fire Prevention Fee Schedule**. The **proposal shall specify the percentage of the plan review fee charged by the City that the consultant shall keep for each application reviewed**. If plan review fee(s) for a larger project exceeds a reasonable plan review cost recovery based on the project review time, the City reserves the right to request that the review be completed at the hourly review rate rather than the standard calculation. An example of the fee breakdown is:
- b. **Hood Suppression System** – Fee is \$360 + \$7 per nozzle. A system with 10 nozzles would be
 $\$360 + \$70 = \$430$. $\$430 \times 60\% = \258 in permit fees. $\$430 \times 40\% = \172 in plan review fees. The proposal shall include the percentage of the \$172 in the collected plan review fees that the consultant will charge for services, not to exceed 75%.
- c. **New NFPA 13 Sprinkler System** – Fee is \$775 + \$7 per head. A system with 100 nozzles would be $\$775 + \$700 = \$1475$. $\$1475 \times 60\% = \885 in permit fees. $\$1,475 \times 40\% = \590 in plan review fees. The proposal shall include the percentage of the \$590 in the collected plan review fees that the consultant will charge for services, not to exceed 75%.

2. Fire and Life Safety Plan Review

- a. Proposals shall indicate how standard plan review of plans referred to the Consultant by the City will be accomplished. Standard review shall be completed in a maximum of ten calendar days from the date the City assigns the plan for review. The proposal shall specify the hourly cost of Fire and Life Safety plan review services that the consultant charges for each application reviewed.
- b. **Expedited Plan Check**
 - i. This process shall be employed when an applicant wishes to expedite the review of plans. The City shall accept the plans from the customer and the customer shall pay a surcharge as specified in the City's fee resolution for expedited service. The city shall assign plans to a consultant, which shall receive its specified percentage of the surcharged fee imposed by the City. The consultant shall complete its initial review in half the time specified by the City's standard for review. Time for rechecks shall not be reduced.

Public Services Department (Engineering and Transportation Services Divisions)

1. Upon request of the Public Services Department, consultant shall assign regular office hours to plan review positions to perform in-house plan check services.
2. Review construction plans and calculations for their compliance with the latest or applicable editions of the Standard Plans for Public Works Construction, the "Greenbook" specifications, Caltrans Standard Plans, Caltrans Specifications, City of Costa Mesa Standard Drawings, California Manual on Uniform Traffic Control Devices (CA-MUTCD),

and other applicable governmental codes and regulations. Also, must review for compliance with the City's Municipal Code, City's standards, county, and state ordinances and regulations.

3. Write clear and concise plan check corrections, work with property owners, designers, architects, engineers and contractors to ensure the plan check corrections are addressed and reflected on construction documents.
4. E-mail plan check corrections to the designated Public Services Department (Engineering Division and/or Transportation Services Division) staff and provide pertinent information required on applicable permit to the City when plans are approved. Such information shall be provided on the transmittal form and shall include, but not limited to, work description, construction type, etc.

ATTACHMENT 1
BUILDING PERMIT FEES

TABLE 1A-A – BUILDING PERMIT FEES

	<i>NEW CONSTRUCTION</i> ^{1, 3}		<i>ALTERATIONS</i> ^{1, 2, 3}		<i>NO</i> <i>PLANS</i> ^{1, 2, 3}
TOTAL VALUATION	PLAN REVIEW FEE	PERMIT ISSUANCE FEE	PLAN REVIEW FEE	PERMIT ISSUANCE FEE	PERMIT ISSUANCE FEE
	<i>NEW CONSTRUCTION</i> ^{1, 3}		<i>ALTERATIONS</i> ^{1, 2, 3}		<i>NO</i> <i>PLANS</i> ^{1, 2, 3}
TOTAL VALUATION	PLAN REVIEW FEE	PERMIT ISSUANCE FEE	PLAN REVIEW FEE	PERMIT ISSUANCE FEE	PERMIT ISSUANCE FEE
\$1.00 to \$2,000.00	\$131.29 for the first \$500.00 plus \$5.42 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	\$56.27 for the first \$500.00 plus \$2.33 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	\$144.85 for the first \$500.00 plus \$2.93 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	\$62.08 for the first \$500.00 plus \$1.26 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	\$167.40 for the first \$500.00 plus \$3.72 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$50,000.00	\$212.59 for the first \$2,000.00 plus \$13.02 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$91.22 for the first \$2,000.00 plus \$5.58 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$188.80 for the first \$2,000.00 plus \$17.77 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$80.98 for the first \$2,000.00 plus \$7.62 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$223.20 for the first \$2,000.00 plus \$5.42 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$200,000.00	\$837.55 for the first \$50,000.00 plus \$8.68 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00	\$359.06 for the first \$50,000.00 plus \$3.72 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00	\$1,041.76 for the first \$50,000.00 plus \$10.63 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00	\$446.74 for the first \$50,000.00 plus \$4.56 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00	\$483.36 for the first \$50,000.00 plus \$2.66 for each additional \$1000.00 or fraction thereof, to and including \$200,000.00
\$200,001.00 to \$500,000.00	\$2,139.55 for the first \$200,000.00 plus \$6.07 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00	\$917.06 for the first \$200,000.00 plus \$2.60 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00	\$2,636.26 for the first \$200,000.00 plus \$8.68 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00	\$1,130.74 for the first \$200,000.00 plus \$3.72 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00	Plans Required for Submittal

\$500,001.00 to \$1,000,000.00 (1M)	\$3,960.55 for the first \$500,000.00 plus \$5.42 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$1,697.06 for the first \$500,000.00 plus \$2.33 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$5,240.26 for the first \$500,000.00 plus \$5.97 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$2,246.74 for the first \$500,000.00 plus \$2.56 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	Plans Required for Submittal
\$1,000,001.00 to \$5,000,000.00 (5M)	\$6,670.55 for the first \$1,000,000.00 plus \$4.77 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$2,862.06 for the first \$1,000,000.00 plus \$2.05 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$8,225.26 for the first \$1,000,000.00 plus \$5.42 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$3,526.74 for the first \$1,000,000.00 plus \$2.33 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	Plans Required for Submittal
\$5,000,001.00 (5M) to \$50 M	\$25,751.00 for the first \$5,000,000.00 plus \$1.86 for each additional \$1,000.00 or fraction thereof	\$11,062.00 for the first \$5,000,000.00 plus \$1.04 for each additional \$1,000.00 or fraction thereof	\$29,905.00 for the first \$5,000,000.00 plus \$1.67 for each additional \$1,000.00 or fraction thereof	\$12,847.00 for the first \$5,000,000.00 plus \$0.94 for each additional \$1,000.00 or fraction thereof	Plans Required for Submittal
\$50M to \$100M	\$109,451.00 for the first \$50,000,000.00 plus \$1.88 for each additional \$1,000.00 or fraction thereof	\$57,862.00 for the first \$50,000,000.00 plus \$1.34 for each additional \$1,000.00 or fraction thereof	\$105,055.00 for the first \$50,000,000.00 plus \$2.05 for each additional \$1,000.00 or fraction thereof	\$55,147.00 for the first \$50,000,000.00 plus \$1.47 for each additional \$1,000.00 or fraction thereof	Plans Required for Submittal
\$100M to \$200M	\$203,451.00 for the first \$100,000,000.00 plus \$0.84 for each additional \$1,000.00 or fraction thereof	\$124,862.00 for the first \$100,000,000.00 plus \$0.92 for each additional \$1,000.00 or fraction thereof	\$207,555.00 for the first \$100,000,000.00 plus \$0.75 for each additional \$1,000.00 or fraction thereof	\$128,647.00 for the first \$100,000,000.00 plus \$0.84 for each additional \$1,000.00 or fraction thereof	Plans Required for Submittal
\$200M and up	\$287,451.00 for the first \$200,000,000.00 plus \$1.54 for each additional \$1,000.00 or fraction thereof	\$216,862.00 for the first \$200,000,000.00 plus \$1.89 for each additional \$1,000.00 or fraction thereof	\$282,555.00 for the first \$200,000,000.00 plus \$1.59 for each additional \$1,000.00 or fraction thereof	\$212,647.00 for the first \$200,000,000.00 plus \$1.93 for each additional \$1,000.00 or fraction thereof	Plans Required for Submittal

NOTES:

1. These permit fees do not include other fees that may be required by other Departments: Public Works, Planning, Fire, Public Health, etc., nor do they include plumbing, electrical or mechanical permit fees unless so stated in the other fee tables.
2. A surcharge of \$5.00 shall be added to those alteration permits sought for buildings classified as R3 (one/two-family dwelling) and E3 (licensed day care) that were constructed prior to 1979 to implement the interior lead safe work practices provisions of Section 3407 *et seq.* of this code.
3. All permit fees related to reviewing the structural integrity of awning replacements for permits submitted "over the counter" at the Central Permit Bureau are hereby waived for any permit issued to a Small Business Enterprise for such activities during the month of May. For purposes of this Section, a Small Business Enterprise shall be a business that has 100 or fewer employees. The Planning Department and the Department of Building Inspection shall establish process by which those two departments will certify that an applicant is a Small Business Enterprise for the purpose of this Section and Section 355 of the Planning Code.

Editor's Notes:

Ordinance [92-20](#), File No. 200113, approved 6/26/2020, effective 7/27/2020, and retroactive to 1/1/2020, provides, in part:

“Notwithstanding any provision of the Building Code, including the fee schedules of Tables 1A-A and 1A-E, the Plan Review Fee related to reviewing permit applications, or a portion of a permit application, seeking to legalize existing dwelling units that were constructed without the required permits is hereby waived for any permit issued for such activities between January 1, 2020 and December 31, 2024, inclusive; provided that other fees, including but not limited to fees for applications to undertake structural work or excavation activities or any fees required by State law, shall not be waived.”

See Section 2(b) of the ordinance.

Ordinance [146-15](#) provides in part as follows:

Notwithstanding any provision of the Building Code, including the fee schedules of Tables 1A-A and 1A-E, the Plan Review Fee related to reviewing permit applications, or a portion of a permit application, seeking to legalize existing dwelling units that were constructed without the required permits is hereby waived for any permit issued for such activities prior to January 1, 2020; provided that other fees, including but not limited to fees for applications to undertake structural work or excavation [activities] or any fees required by State law, shall not be waived.

EXHIBIT B
CONSULTANT'S PROPOSAL

PROPOSAL TO THE

City of Costa Mesa

FOR

**On-Call Inspections, Plan Review,
and Staffing Services RFP #22-12**

PREPARED BY

CSG Consultants, Inc.

March 31, 2022



Employee-Owned

3707 West Garden Grove Blvd., #100, Orange, CA 92868
phone 714.568.1010 | fax 714.568.1028 | www.csgenr.com

Foster City • Pleasanton • San Jose • Sacramento • Newman • Fresno • Orange

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March 31, 2022

City of Costa Mesa
77 Fair Dr.
Costa Mesa, CA 92626

RE: RFP for On-Call Inspections, Plan Review, and Staffing Services

CSG Consultants, Inc. (CSG) is pleased to present its proposal for on-call inspections, plan review, and staffing services to the City of Costa Mesa (City). To this work, our firm will bring:

- ▶ *specialized plan review, inspection, permit technician, and code enforcement expertise;*
- ▶ *an experienced team committed to delivering thorough, accurate, and timely services;*
- ▶ *and*
- ▶ *an experienced, responsive, customer care-focused project team*

CSG can readily provide these requested services with the proposed staff herein. All proposed staff are registered engineers and/or ICC certified, with additional qualifications including LEED, DSA, and CASp experience and certification. Many of our proposed staff members are cross-trained in multiple service levels, providing our clients with increased efficiency as well as the ability to provide on-call staffing depending upon the City's fluctuating needs.

CSG currently furnishes building and safety, public works, planning, fire prevention, code enforcement and other municipal services to over 250 clients including many nearby communities. We perform work solely for public agencies, eliminating the potential for conflicts of interest. In this way, we can focus exclusively on the specific needs of our municipal clients. We have a solutions-oriented approach to our work, leveraging our team's depth and breadth of experience and technical expertise to resolve issues for our clients.

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

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

Please feel free to contact me with any questions or comments you may have regarding our proposal. This proposal shall be valid for 180 days following submission. We look forward to the opportunity to provide on-call inspections, plan review, and staffing services to the City of Costa Mesa.

Sincerely,

Khoa Duong, PE
Vice President, Building Department
CSG Consultants, Inc.

Background and Project Summary

SECTION

2

BACKGROUND

To the City of Costa Mesa, our firm brings specialized expertise, knowledgeable and highly experienced staff, and proximity which facilitates communication and rapid response. As a proud partner working with many of the local communities and industry associations, CSG has successfully contributed to the fabric of community development services in the region.

PROJECT UNDERSTANDING

CSG understands that the City's Development Services Department, Fire Department, and Public Services Department are seeking inspections, plan review, and staffing services on an as-needed basis for fiscal year 21-22. CSG can readily provide these services with the breadth and depth of staff identified in this proposal.

Specifically, the City is seeking consultant services to provide inspections, plan review, and staffing services as described in detail in Attachment A: Scope of Work in the RFP, and is summarized as follows. Our approach to delivering these services is described the Method and Approach section of our proposal and will meet the criteria and process requirements identified in the City's Attachment A: Scope of Work.

Method of Approach

SECTION

3

APPROACH TO WORK

CSG's proposed team has been selected to best support the specific needs of City and will deliver exceptional service through its application of technical expertise, knowledge of municipal processes and procedures, efficient and effective customer care, and application of code compliance combined with innovative and helpful alternatives. Our extensive experience in furnishing comprehensive building and fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects. From providing leading-edge digital plan review and online plan check status reporting to delivering faster-than-scheduled turnaround times and code interpretations, CSG will deliver the highest quality services to the City of Costa Mesa. CSG's approach to work includes the following methodologies and key benefits:

- ▶ *A wealth of fully committed and qualified personnel.*
- ▶ *Customized, responsive services.*
- ▶ *Rapid turnarounds and expedited services.*
- ▶ *Leading-edge, cost-saving technology and methods.*
- ▶ *Environmentally friendly practices.*

BUILDING & FIRE PLAN REVIEW SERVICES

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

Compliance Standards

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

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

Digital Plan Review

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

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

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

In addition, for jurisdictions requesting a pure digital plan review workflow, we can enable an applicant to submit digital files—**with no size limitations**—directly to CSG via our web-based

application. Our application includes an online portal for the applicant/jurisdiction to retrieve comments and marked-up digital plans including redlines. Importantly, this service tracks the status of all submittals and re-submittals until the plans have been approved.

Key features of our digital plan review service include:

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



Online Plan Check Status

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

cost for this service.

Plans Pickup and Delivery

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

CASp Review Services

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

ZONING PLAN CHECK REVIEW SERVICES

CSG has expertise in the review of project plans to ensure compliance with General Plans, Specific Plans, and Municipal Code requirements, including Zoning Ordinances and Design standards. Additionally, we are adept in ensuring plans are compliant and consistent with all project conditions of approval and with any mitigation measure imposed pursuant to the California Environmental Quality Act (CEQA). We understand the City of Costa Mesa is seeking assistance with Zoning Review that includes zoning code compliance. CSG can also assist with additional miscellaneous services and tasks associated with Planning Department Plan Check Services and as otherwise may require plan check services.

CSG will work with city staff, project applicants, homeowners' associations, and other interested parties to ensure high-level customer service and communication is established and maintained throughout the project. As part of each project or application assigned, we will conduct a thorough compliance review of project plans, conduct meetings with city staff and the applicant, conduct site visits, coordinate with the City's interdepartmental review team, and

problem solve any critical issues. As part of managing each application, we further understand that a review of all requisite reports, resolutions, and other project application materials will be required to ensure that we are aware of requisite conditions of approval.

PUBLIC IMPROVEMENT PLAN CHECK REVIEW SERVICES

CSG staff has participated in hundreds of successful plan review contracts for municipalities in California. A key to our success is the utilization of engineering staff with direct public agency experience in Public Works and site engineering for subdivisions and other types of land development projects.

To serve the needs of the City, CSG draws upon our staff consisting of civil engineers, project managers, professional licensed surveyors, and CASp certified staff members. Reviewers are state licensed, or directly supervised by state licensed staff. Once assigned a plan check, we will provide an initial review for completeness, verifying that plans include required City formatting, notes and title block. We will check that all necessary supporting documents are provided. The following is a detailed description of our approach to public improvement plan review.

Plan Review

Review final maps, improvement plans, and landscape plans. Review includes evaluation of required records, studies, grading and improvement plan, and additional materials submitted by the design professional. Confirm that plans conform to City standard design criteria, conditions of approval, and infrastructure or other master plans.

- Each plan review will be accompanied with a letter summarizing the red-line comments addressed to the applicant's engineer or landscape architect, with a copy to City staff and the applicant. A complete red-lined set of drawings and any reports will be returned to the design professionals for use in their corrections. At the applicant's discretion, the comment summary letter and red-lined plan sheets can be scanned and submitted electronically to the design consultant to expedite the review process.
- Although we understand that meetings will not be required, CSG is available to meet with the applicant/representative and City staff to review comments or to delineate the standards which are not being met, in order to facilitate timely completion of the review and meeting the maximum goal of two plan checks. CSG will accept and review subsequent submittals electronically, when feasible, in order to expedite the review process.
- Soils reports will be evaluated and confirmation of recommendations will be included on the plans. Boundary conditions will be evaluated to maintain continuity with surrounding properties and maintain existing drainage patterns.
- Construction erosion control and post-construction water quality control will be evaluated for compliance with the storm water quality management permit in effect for the City.
- Assist the City with development of conditions of approval, development agreements, and other requirements associated with development applications. Assist City in negotiating with developers regarding terms of agreements or conditions (Additional tasks associated with the entitlement process are described above).
- Confirm that the developer has obtained necessary permits or approvals from other public agencies as needed, and that plans conform to the City's NPDES Municipal Regional Permit requirements for storm water treatment and detention.

- Review and recommend approval of engineering bond estimates and subdivision guarantees. Assist the staff in preparing subdivision improvement agreements, other agreements (including stormwater treatment measure and landscape maintenance agreements), and staff reports.
- Meet with developers, consultants, and other agencies on behalf of staff, as requested.

PLAN CHECK TURNAROUND TIMES

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

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

TYPE OF REVIEW ¹	INITIAL REVIEW (BUSINESS DAYS) ²	RE-CHECK (BUSINESS DAYS) ²
Building Plan Review	10	5
Fire Plan Review	10	5
Public Improvement Plan Review	10	5
Transportation/Traffic Plan Review	10	5
Zoning Plan Review	10	5
Expedited	5	5

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

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

Expedited Plan Check Services

At the City’s request, we can perform plan check services on an accelerated schedule based on the fees indicated in our fee schedule.

BUILDING & FIRE INSPECTION SERVICES

CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects. Our inspection personnel have an outstanding mixture of technical expertise and experience in all construction types. We provide experienced, ICC certified inspectors who work with a team approach to ensure compliance with applicable codes and requirements and provide solutions to mitigate potential risks and safety hazards. Using well-honed customer service and communication skills our inspectors excel at educating stakeholders to keep projects moving forward. Our inspectors also utilize current technologies and equipment to view plans and documents, research related code requirements, document field conditions and progress, and share that information with stakeholders while in the field.

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

Key services include but are not limited to the following:

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

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

CASp Inspection Services

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

PERMIT TECHNICIAN SERVICES

CSG has highly qualified staff available to provide Permit Technician services. These frontline, first-response services are vital to the success of the entire building and safety permit process as they often set the tone for the applicant whether a homeowner, contractor, or design professional. CSG handpicks exceptionally qualified personnel who can function as seamless extensions of the agency's team, understand the importance of exemplary customer service, and have knowledge of the inner workings of building departments and thorough familiarity with the building application and permit process.

CSG's permit processing staff is trained in customer service and helping to facilitate and expedite the permit process. Our staff members can perform quick assessments of each customer's needs and ensure that they are served appropriately. They are familiar with State Contractors License Law and ensure that permits are issued to properly licensed contractors. CSG's permit technicians are also familiar with multiple permit software systems and will quickly gain proficiency with the software that has been customized for the City.

CODE ENFORCEMENT

Code enforcement activities are a crucial service to ensure not only public health and safety but also to enhance economic development throughout a community. Blighted conditions such as graffiti on public and private properties, illegal dumping, vacant lots, overgrown vegetation, deteriorated building exteriors, missing or broken windows and screens, foreclosures, illegal signs, and inoperable vehicles all contribute to a community's deterioration. Municipal Code standards are enforced to ensure that communities remain attractive and safe. Well-kept communities help to maintain or increase property values, discourage crime and encourage quality development while preserving the overall quality of life in the community.

Qualifications & Capabilities

CSG maintains experienced Code Enforcement Officers who are fully trained, licensed, and certified through the California Association of Code Enforcement Officers (CACEO) and the California Environmental Health Association (CEHA) for any code enforcement or health and safety challenges presented.

Code Enforcement Supervision

CSG can provide interim staffing to oversee an agency's code enforcement personnel and day-to-day activities, ensuring, for example, that procedures are followed, caseloads are managed effectively, and that code enforcement officers work fairly and consistently with property owners and reporting parties. Our personnel are adept at serving as liaisons for Code Enforcement units when interacting with members of other departments. CSG Code Enforcement Managers are available to attend department and committee meetings and City Council meetings.. They are also available to assist code enforcement officers, law enforcement, and other City staff and representatives of other agencies on field visits when needed.

In addition, CSG personnel can review existing code enforcement programs test for efficiencies and help establish policies and procedures to facilitate the mission of the code enforcement unit.

Code Enforcement Services

CSG's Code Enforcement Officers work to identify code violations and engage stakeholders and responsible parties to correct code violations consistent with municipal and state codes tailored to the specific needs of the agency. Examples of codes and ordinances enforced include:

- ▶ *Zoning, Building, Housing, Public Nuisance, and State Health & Safety codes*
- ▶ *Property Maintenance*
- ▶ *Special concerns such as noise abatement issues, business licensing and permits, work and safety regulations, short term rental enforcement, massage, and human trafficking, and marijuana dispensaries*



Our Code Enforcement Officers have extensive experience and skills in the following key areas:

- ▶ *Code enforcement program review and analysis*
- ▶ *Code enforcement inspections to encourage voluntary compliance*
- ▶ *Preparing administrative remedies including issuing notices of violations and citations*
- ▶ *Conducting administrative hearings*
- ▶ *Preparing program documentation and staff reports as well as committee and City Council presentations*
- ▶ *Testifying on behalf of clients in administrative hearings or criminal court*
- ▶ *License and permit application review and processing*
- ▶ *Coordination of activities with multiple departments*
- ▶ *Providing information on municipal regulations to property owners, residents, businesses, and the public, as well as for agency departments*
- ▶ *Meeting with property owners to obtain compliance*
- ▶ *Maintaining records of inspections using online databases such as Infor, Trakit, Accela, and Citizenserve*
- ▶ *Preparing files for criminal and/or civil code complaints*
- ▶ *Utilizing City electronic and paper files to research previous and/or related permits*

Although a majority of our results are gained by voluntary compliance, our services include a

full range of code enforcement activities, including:

- *Enforcing administrative abatements and managing receiverships*
- *Testifying in public hearings and court proceedings on behalf of the agency*
- *Facilitating settlement agreements*
- *Recommending changes to the code*
- *Appearing as expert witnesses*

AVAILABILITY AND CUSTOMER SERVICE

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

Office Hours and Meeting Availability

Plan Review

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

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

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

Inspection

CSG inspectors are ready to provide services upon request to CSG's designated project manager. Inspection services would be provided Monday through Thursday between 7:00 am and 6:00 pm, and on Fridays 7:00 am to 12:00 pm. We are flexible and can alter our hours to meet the City's needs. Evening and weekend inspections for special construction needs can be accommodated with sufficient notice. CSG staff can typically respond to the City for all questions or requests generated during field inspections on the same day, but no later than the following day a request is received.

Permit Technicians

CSG permit technicians are available to provide counter coverage Monday through Thursday between the hours of 7:00 am and 6:00 pm.

Code Enforcement

CSG Code Enforcement Officers are available within normal working hours and at various times outside of these hours based on the needs of case investigation.

Qualifications of the Firm

SECTION

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

NAME OF FIRM: CSG Consultants, Inc.

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

LOCAL OFFICES: 3707 W. Garden Grove Boulevard, Suite 100, **Orange**, CA 92868
(714) 568-1010 *office* • (714) 568-1028 *fax*
www.csgengr.com • csgstaff@csgengr.com

HEADQUARTERS: 550 Pilgrim Drive, **Foster City**, CA 94404
(650) 522-2500 *phone* • (650) 522-2599 *fax*

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

YEARS IN BUSINESS: 30 • Founded in 1991

OWNERSHIP: Employee-Owned

EMPLOYEES: 300+

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

REFERENCES

We have provided references for which CSG has provided similar services to those requested by the City on the Company Profile & References form. Our track record of success with our clients is outstanding and we encourage you to contact our references with any questions or clarification you might require.

RELEVANT PROJECT EXAMPLES

The following are examples of projects for which CSG has performed services similar to those requested by the City.

BUILDING PLAN REVIEW & INSPECTION

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

The Los Angeles (NFL) Stadium at Hollywood Park located in the City of Inglewood has 70,000 fixed seats and has the flexibility to accommodate up to 100,000 seats. CSG performed review for the on-site improvements including grading, drainage and roadways. CSG also performed general building plan review including architectural, accessibility/ADA review, energy plan

review, and CALGreen review. Plan review tasks were performed according to the latest Federal, State, and local codes and regulations. In collaboration with the City of Inglewood, the program management team and the architect, CSG participated in meetings prior to plan submittal to address major code interpretation issues to provide for a seamless process during the review periods. CSG's team approach with the stakeholders has provided and continues to facilitate timely turnaround.

The Performance Venue of the Hollywood Park located in the City of Inglewood includes 6,000 seats. CSG performed general building plan review including architectural, accessibility/ADA review, energy plan review, CALGreen review, and review for on-site improvements and off-site public works improvement requirements. CSG worked alongside the City, project management team, and architects to provide fast turnaround times to keep up with the design-build pace of the project.

Avion Project | City of Burbank, CA

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

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

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

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

FIRE PLAN REVIEW & INSPECTION

Edward Life Sciences Campus Expansion in Irvine, CA | Orange County Fire Authority

This project involved development of a new, multi-story research and development building and new parking structure totaling 272,000 square feet. CSG was the site and building fire protection systems and fire & life safety plan reviewer with OCFA.

Great Wolf Lodge | City of Manteca, CA

CSG provides all on-site fire and building inspections for this complex comprising a 510,000-square foot, 6-story, 500 room hotel; a 45,000 square foot family entertainment center; and a massive water park consisting of multiple 6-story water slides that start in the interior of the building, extend to the exterior, and then return to the interior. CSG's project manager provides on-site oversight as well as all RFI reviews for this 18-20-month project. Depending on the project's needs, CSG provides 2-4 full-time building and fire inspectors whose services include providing daily and weekly inspection reports.

PUBLIC IMPROVEMENT PLAN REVIEW

Review of Various Developments | City of Beverly Hills, Burbank, Inglewood, CA (2013 – Present)

CSG staff provides as needed development review for multiple jurisdictions throughout California. Services performed include review of grading & drainage, on-site improvement plans, and water & sewer plans. The rough and precise grading includes review of compliance with NPDES and Regional Water Resources Board requirements including review and approval of SWPPP and Erosion Control plans. The on-site improvements include parking lot lay-out, circulations and ADA accessibility compliance. CSG also provides landscaping plan review for compliance with efficient irrigation systems.

Monarch Bay Shoreline Development | City of San Leandro, CA

CSG is currently assisting the City of San Leandro with Engineering Plan Review and Mapping Review for the “Monarch Bay” Shoreline project. This project is a Public/Private partnership between the City of San Leandro and Cal Coast Development to redevelop a 52-acre area surrounding the City’s existing marina. The redevelopment will include multi-family apartments, a hotel, a conference center, housing units, new restaurants, a new community library, a 25-acre passive public park, and almost 2 miles of Public promenade. To date, CSG has assisted the City’s Transportation and Engineering Department with general project management including preparation of the Development Agreement, attending community meetings and reviewing preliminary engineering and mapping plans. CSG will continue to provide project management as the development progresses as well as perform detailed engineering and mapping plan reviews.

Fort Ord Development | City Of Marina, CA

Since 2009, CSG has supported the City with comprehensive development review for the development of 420 acres of former Fort Ord property that lies within the boundaries of the City of Marina. The project, for which a Specific Plan was developed, consists of mixed use (retail, entertainment, commercial, and live/work), regional retail, low-income housing, office/research/light industrial, and residential areas. The development also includes numerous public parks and a multi-modal corridor.

- **Sea Haven Subdivision** – multiphase residential subdivision on the former Fort Ord Site
- **The Promontory** - 174 unit student house adjacent to CSUMB Campus
- **Imjin Office Park** – 5 acre LEED certified civic center office site for Marina Coast Water District, Fort Ord Reuse Authority offices, Carpenters Union Local 605, and Bureau of Land Management

PLANNING PLAN REVIEW

Review of Various Projects | City of Garden Grove, CA

CSG planning staff provided plan check services for dozens of projects for the City of Garden Grove. More recent projects include a remodel and addition for a 10,000 square foot church with ancillary buildings, new construction for a 3,000 square foot medical office building, and new construction for an 8-unit single family dwelling development.

Fashion Outlets of Los Angeles | City of Carson , CA

CSG planning staff provides plan check services for the Specific Plan’s first implementing projects for the 168-acre project which will consist of approximately 1,601,500 square feet of

regional and general commercial uses such as outlet retail and entertainment uses, approximately 1,250 residential units and two hotels containing 350 rooms.

Raytheon Campus Retail Site - Nash Street Exchange | City of El Segundo, CA

CSG planning staff managed all entitlements for the Nash Street Exchange, including Site Plan Review, Conditional Use Permit approval, map extensions and plan check. The Raytheon retail site is a 7.31 acre multi-use retail center site on the existing Raytheon campus within the El Segundo South Camous Specific Plan (ESSCSP). The proposed project would replace the parking lot formerly used by Raytheon during Phase 1 of ESSCSP. The project design incorporates comprehensive features for the site layout, building design, architecture, landscape, signage, lighting and sustainability to create a unique, campus-like setting.

CODE ENFORCEMENT

General Code Enforcement Services | Multiple CSG Client Agencies (examples below)

City of Fullerton & City of Desert Hot Springs

CSG staff currently provides as-needed code enforcement services to the City of Fullerton and City of Desert Hot Springs.

City of Marina, CA

CSG has provided contractual code enforcement services for the City of Marina since 2007. Core services include general code enforcement throughout the City including responding to complaints, supporting the Chief Building Official in abating dangerous buildings and completing housing code inspections, as well as issuance of administrative citations to respondents who do not comply.

Other services include assisting the Planning Division in investigating zoning complaints and other violations of the Zoning Code, enforcing use permits and supporting the Engineering Department and Public Works Department in investigating violations of the Public Works Code, Storm Water regulation and supporting the enterprise-funded Airport Department in identifying and responding to violations that occur on airport property.

County of Tuolumne, CA

CSG was retained by Tuolumne County to provide code enforcement services including all phases of code enforcement including general code, building and permit violations, planning and cannabis regulation.

Key Personnel

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CSG proposes the following staff and organizational structure for this project. **Khoa Duong, PE**, will serve as Project Manager and ensure adequate resources are applied as well as oversight and quality control at all levels. All building services will be directed out of our Orange office with additional resources available, if necessary, from our corporate or any of our regional offices. All proposed CSG staff are registered, ICC certified, with additional qualifications including LEED, DSA, CASp experience and certification. Key personnel are indicated with an asterisk (*). Resumes for our proposed key personnel are provided on the following pages and copies of their certifications and additional resumes are provided in Section 11: Appendix. **No subconsultants will be utilized for this contract.**

CITY OF COSTA MESA

PROJECT MANAGER

Khoa Duong, PE*
Project Manager, Vice President

BUILDING PLAN REVIEW

Eric Haghani, MS, SE, PE, CBO*
Principal Structural Engineer

Chi Tran, MS, SE, PE, CBO, CASp
Principal Structural Engineer

Gerry Quast
Building Plans Examiner

Mark Sallee
Senior Plans Examiner

Mike Teemant, MCP, CBO
Building Plans Examiner

Amir Hamidzadeh, PE, CBO, CASp
Senior Plan Check Engineer

Richard Supan, PE, CBO, CFM
Senior Plan Check Engineer

Kylie Gonsalves, PE
Plan Check Engineer

Michael Leiendecker, CBO
Building Plans Examiner

Frank Biangone
Senior Plans Examiner

ENGINEERING PLAN REVIEW

Peykan Abbassi, PE, LEED AP*
Principal Engineer

Philip Dowty, PE
Senior Engineer

Salem Garawi, PE
Senior Engineer

Vernon Tabirara, PE
Senior Engineer

Son Hoang, EIT
Associate Engineer

Jeff Lee, EIT
Associate Engineer

David Rubcic, PE, PLS
Senior Project Manager

ZONING PLAN REVIEW

Bradley Misner, AICP
Principal Planner
Leila Carver, PTP
Senior Planner

Nancy Mith
Associate Planner
Krystal Sanchez
Assistant Planner

CODE ENFORCEMENT

Gary Kornahrens, CCEO*
Senior Code Enforcement Officer
Steven Livings
Code Enforcement Officer II

Martha Villasenor
Code Enforcement Officer II
Kathy Schooley
Code Enforcement Officer II

BUILDING INSPECTION

Mark Carnahan, CBO
Building Inspection Supervisor

Lance Miller, CBO
Senior Building Inspector

Jim DiMaria
Building Inspector I

Noah Zalinski
Building Inspector

FIRE INSPECTION

William Kho
Senior Fire Services Inspector

FIRE PLAN REVIEW

Jason Walsh
Fire Services Specialist

Kurt Johnson
Fire Services Specialist

Sandie Hastings
Fire Services Specialist

PERMIT TECHNICIAN

Christina Velez
Permit Technician I

Daisy Ramos
Permit Technician

Khoa Duong PE

Vice President, Building Services

LICENSES & CERTIFICATIONS

Professional Engineer,
State of California
| 43901

Professional Engineer,
State of Nevada
| 013620

Certified Plans Examiner
| ICC 0840436-B3

Professional Engineer,
State of Washington
| 27237

EDUCATION

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

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

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

RELEVANT EXPERIENCE

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

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

Supervising Plan Review Engineer | Willdan

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

Vice President in charge of Plan Review | Berryman & Henigar

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

Plan Review Engineer | City of San Diego, CA

NOTABLE PROJECT EXPERIENCE

Pacific City | City of Huntington Beach, CA

Inglewood Market Gateway | City of Inglewood, CA

Bolsa Row | City of Westminster, CA

Sofi Stadium & Performance Venue | City of Inglewood, CA

Town & Country Manor | City of Santa Ana, CA

Ganahl Lumber | City of San Juan Capistrano, CA

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

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

Paséa Hotel & Spa | City of Huntington Beach, CA

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

Eric Haghani MS, PE, SE, CBO

Building Official / Structural Engineer

LICENSES & CERTIFICATIONS

Professional Structural Engineering
| S4079

Professional Civil Engineering
| C42200

Certified Building Official
Certified Plans Examiner
| ICC 253530

EDUCATION

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

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

PROFESSIONAL AFFILIATIONS

Structural Engineer Association of
Southern California (SEAOSC)

International Code Council (ICC)

AWARDS | HONORS

Mayor's Award for obtaining
\$3,000,000 FEMA Grant for Huntington
Beach City Hall's Seismic Retrofit
| City of Huntington Beach, CA

Mayor's *Employee of the Month* Award
| City of Dana Point

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

RELEVANT EXPERIENCE

Building Division Manager | City of Huntington Beach, CA

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

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

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

Plan Check Engineer | City of Huntington Beach, CA

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

Plan Check Engineer | City of Santa Monica, CA

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

Structural Project Engineer | Various Private Companies

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

Peykan Abbassi PE

Principal Engineer

LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | 51996

LEED AP Certificate

United States Green Building Council

Project Management Certificate

Bureau of Engineering

City of Los Angeles

Certificate in Effective Negotiation

Karrass Institute

EDUCATION

Master of Science, Civil Engineering
University of Southern California

Bachelor of Science, Civil Engineering
University of Southern California

PROFESSIONAL AFFILIATIONS

APWA member

ASCE member

Mr. Abbassi is an experienced executive level leader for large programs in Public Works, Transportation, Development and Municipal Engineering. Through creation of a team environment and project ownership atmosphere he achieved outcomes above and beyond the expected performance levels. He consistently developed cohesive management teams, established and monitored short-range and long-range goals, budgets, and schedules. Mr. Abbassi has worked with regulatory agencies such as Army Corps of Engineers, California Coastal Commission, and California Department of Fish and Game, and has engaged with development firms to reach common grounds.

RELEVANT EXPERIENCE

City Engineer | City of Half Moon Bay, CA

Mr. Abbassi was responsible for complex and technical tasks related to capital infrastructure, utilities, traffic studies and management, land development and other public works-related projects and programs ensuring compliance with all codes and regulations. His work included managing consultants for storm drain and sewer master plans as well as design consultants for the Capital Improvement Projects. Under his supervision, the City developed a comprehensive and robust 5-year capital program. It included a new Net Zero and LEED certified library as well as Highway 1 "Safety and Operational Improvements" projects. Mr. Abbassi assisted the City with its Solid Waste contract as well managing activities with the JPA for the Wastewater Treatment Facility and pumping plants throughout the City.

Chief Development Officer | North County Transit District (NCTD)

Mr. Abbassi was responsible for directing and managing the activities of the Development Services Division (DSD) comprised of Engineering and Capital Programs, Facility, Real Estate, Maintenance of Way Departments and Signals and systems including Positive Train Control. The Engineering department performed the oversight of the work performed by SANDAG (San Diego Association of Governments) on LOSSAN Corridor capacity enhancement (double tracking the railroad right of way) and the replacement of 22 bridges in the 60 miles of right of way. In addition, Development Services Division collaborated with the Planning Division in advancing efforts for Transit Oriented Development (TOD) projects in NCTD right-of-way.

Project Manager | City of Los Angeles

Coordination, review and approval of Metropolitan Transportation Authority's EXPO II, and Regional Connector projects and their interface with the City's infrastructures and facilities. Reviewed the preliminary design and RFP, coordination with the Design/Build contractors and their consultants through completion of design and approval of the projects' plans for construction. Closely managed the MTA's projects interface with the City of Los Angeles, coordinated deliverables with the City's departments, to ensure accurate and timely execution of public improvements, in accordance with the prescribed standards, and uninterrupted and safe service delivery to the public.

Private Development Plan Checking Group | West Los Angeles District Office, City of Los Angeles, CA

Mr. Abbassi helped establish Public Works Improvement Requirements and Conditions for Subdivision and Land Use projects; these included street, storm drain, sanitary sewer, grading, erosion control and review of Environmental Impact Report (EIR), preparation and review of construction bonds documents for improvements in conjunction with private development projects. Led and directed the group responsible for the issuance of over 500 private development projects' plan check permits and construction.

Gary Kornahrens CCEO

Senior Code Enforcement Officer

LICENSES & CERTIFICATIONS

CACEO Certified California Code Enforcement Officer (CCEO) with Basic, Intermediate, and Advanced certificates

Peace Officer Standards Training (POST):

Reserve Officer I

Leadership & Development (250 hours)

PC 832 Arrest, Search & Seizure

PC 832 Firearms Familiarization

EDUCATION

General Education, Chabot Community College
| Hayward, CA

Public Administration, California State University Hayward
| Hayward, CA

Reserve Police Academy, College of San Mateo
| San Mateo, CA

PROFESSIONAL AFFILIATIONS

Abandoned Vehicle Abatement Service Authority
| (AVASA)

Silicon Valley Animal Control Spay and Neuter Committee

TAGNET Anti-Graffiti Task Force

Mr. Kornahrens is a senior code enforcement officer for CSG, and has provided service to the Cities of San Rafael, Campbell, Sunnyvale, Saratoga, and the Town of Woodside. Mr. Kornahrens has over 40 years of law enforcement experience, including 26 years as a Code Enforcement Officer with the City of Cupertino, and another 8 years with CSG. Additionally, Mr. Kornahrens has 5 years direct experience conducting Administrative Hearings including hearings for the Cities of Fremont, Union City, San Rafael, Lathrop, Napa, Salinas, Ceres, and the Los Rios Community College District. He has served on several boards and commissions including serving three terms on the Abandoned Vehicle Abatement Service Authority (AVASA) and service on the TAGNET Anti-Graffiti Task Force. Mr. Kornahrens has completed the 250-hour POST certified Santa Clara County Sheriff's Leadership and Development class.

RELEVANT EXPERIENCE

CSG Code Enforcement Officer | County of San Joaquin, CA

Mr. Kornahrens assisted in the review of the County's Code Enforcement program.

CSG Code Enforcement Officer | Town of Woodside, CA

Mr. Kornahrens has been the established Code Enforcement Officer for over 3 ½ years enforcing all facets of the municipal code, primarily health & safety and building violations.

CSG Code Enforcement Officer | Cities of Sunnyvale and Saratoga, CA

Mr. Kornahrens enforced the Municipal Code for these agencies.

CSG Code Enforcement Officer | City of Campbell, CA

Mr. Kornahrens addressed aged cases in attempts to reduce their case backlog and was the City's full-time code enforcement handling current cases.

CSG Massage Establishment Ordinance Enforcement Program | City of San Rafael, CA

Mr. Kornahrens represented the City of San Rafael as a regulatory officer in the Massage Establishment Ordinance Enforcement Program. He was one of the original members who implemented and initiated the program.

ADDITIONAL RELATED EXPERIENCE

Senior Code Enforcement Officer | City of Cupertino, CA

As both Senior Code Enforcement Officer and Supervisor, Mr. Kornahrens enforced the Municipal Code for the City of Cupertino.

Reserve Deputy | Santa Clara County Sheriff's Department

Mr. Kornahrens was assigned to the County's Transit Patrol Division.

Reserve Police Officer | Mountain View Police Department

Mr. Kornahrens performed solo patrol of an assigned beat within the City of Mountain View.

Community Services Officer | Mountain View Police Department

Mr. Kornahrens was responsible for both parking enforcement and equipment maintenance scheduling.

Correctional Officer and Reserve Police Officer | Hayward Police Department

Mr. Kornahrens performed custodial care of the prisoners and solo patrol of an assigned beat within the City.

School Security Agent | Hayward Unified School District

Mr. Kornahrens patrolled over 40 school campuses.

School Security Agent | San Leandro Public School District

Mr. Kornahrens was assigned as a high school campus supervisor.

Cost Proposal

SECTION

6

CSG's fee schedule for the proposed services is provided as a separate submittal for the City's review.

Financial Capacity

SECTION

7

CSG formed in the early 1990's and is an employee-owned, multi-disciplinary engineering firm. CSG has a very stable economic base and workforce as a result of its two primary and complementary service lines, building/fire department services and engineering. CSG tripled its size over the past eight years, both in revenue and staff size, with nearly 300 employees serving customers throughout California and Nevada. The company's compensation and benefit plans are some of the most generous in the industry, which helps CSG maintain very low staff turnover. CSG is debt-free and has a commercial bank line of credit that it uses occasionally. The Company is well-positioned to service the City of Costa Mesa. Upon selection for this work, CSG can provide further details regarding its financial stability upon request from the City.

Disclosure

SECTION

8

CSG does not have any past or current business, personal, or familial relationships with any current City of Costa Mesa official, appointed official, or city employee.

Sample Professional Service Agreement

SECTION

9

We have reviewed the Sample Professional Services agreement and proposes the following modifications for the City's consideration.

- Paragraph 1.3, lines 1 and 2 – Delete “complete satisfaction of the City” and substitute “standard of care described in Paragraph 1.2”
- Paragraph 1.3 (b) – Delete “at no additional fee”.
- Paragraph 4.3, line 2 – Insert “receipt of” before “City's”.
- Paragraph 6.9, line 4 – Insert “to the extent” before “arising” and insert “negligent” before “performance”.
- Paragraph 6.9, lines 5 to 12 – Delete the sentence beginning “The defense obligation...” and ending “to be liable.”
- Paragraph 6.16, line 6 – Delete “to the sole satisfaction of City”.

Checklist of Forms

SECTION

10

The following forms have been completed and are provided on the following pages:

- | | |
|--|--|
| • <i>Vendor Application Form</i> | • <i>Disqualifications Questionnaire</i> |
| • <i>Company Profile & References</i> | • <i>Bidder/Applicant/Contractor</i> |
| • <i>Ex Parte Communications Certificate</i> | • <i>Campaign Contribution</i> |
| • <i>Disclosure of Government Positions</i> | |

Appendix: Additional Resumes

SECTION

11

Detailed resumes for our proposed staff are provided on the pages following completed copies of the City's requested forms.



**VENDOR APPLICATION FORM
FOR
RFP No. 22-12 ON-CALL INSPECTIONS,
PLAN REVIEW, AND STAFFING SERVICES**

TYPE OF APPLICANT: ☒ NEW ☐ CURRENT VENDOR

SERVICE APPLYING FOR: (select all that apply)

Staffing Services

☒ Code Enforcement

☒ Permit Technician

Inspection Services

☒ Building (Development Services)

☒ Fire

☐ Public Services

Plan Check Services

☒ Building (Development Services)

☒ Fire

☒ Public Services

EXCEPTIONS TO THE PROFESSIONAL SERVICES AGREEMENT: ☐ Yes ☐ No

Legal Contractual Name of Corporation: CSG Consultants, Inc.

Contact Person for Agreement: Khoa Duong, PE

Title: Vice President, Building Services E-Mail Address: khoa@csgengr.com

Business Telephone: 714-568-1010 Business Fax: 714-568-1028

Corporate Mailing Address: 3707 W. Garden Grove Blvd, Suite 100

City, State and Zip Code: Orange, CA 92868

Contact Person for Proposals: Khoa Duong, PE

Title: Vice President, Building Services E-Mail Address: khoa@csgengr.com

Business Telephone: 714-568-1010 Business Fax: 714-568-1028

Is your business: (check one)

☐ NON PROFIT CORPORATION

☒ FOR PROFIT CORPORATION

Is your business: (check one)

☒ CORPORATION

☐ LIMITED LIABILITY PARTNERSHIP

☐ INDIVIDUAL

☐ SOLE PROPRIETORSHIP

☐ PARTNERSHIP

☐ UNINCORPORATED ASSOCIATION

Names & Titles of Corporate Board Members

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
Cyrus Kianpour	President	650-522-2500
Nourdin Khayata	Vice President	650-522-2500
Charles Rider	Vice President	650-522-2500
Bradley Donohue	Vice President	650-757-8888
Khoa Duong	Vice President	714-568-1010

Federal Tax Identification Number: 91-2053749

City of Costa Mesa Business License Number: 38161

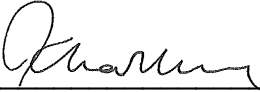
(If none, you must obtain a Costa Mesa Business License upon award of contract.)

City of Costa Mesa Business License Expiration Date: Currently deactivated but can be renewed if awarded the contract.

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning informal **RFP# 22-12 On-Call Inspections, Plan Review, and Staffing Services** at any time after **March 1, 2022**.



Signature

Date: March 31, 2022

Khoa Duong, PE

Print

OR

I certify that Proposer or Proposer's representatives have communicated after **March 1, 2022** with a City Councilmember concerning **RFP# 22-12 On-Call Inspections, Plan Review, and Staffing Services**. A copy of all such communications is attached to this form for public distribution.

Signature

Date: _____

Print

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No X

If the answer is yes, explain the circumstances in the following space.

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of Contractor currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

None

COMPANY PROFILE & REFERENCES

Company Legal Name:

Company Legal Status (corporation, partnership, sole proprietor etc.): S Corporation

Active licenses issued by the California State Contractor's License Board:

Business Address: 550 Pilgrim Drive, Foster City, CA 94404 (Headquarters)
3707 W. Garden Grove Blvd, Suite 100, Orange, CA, 92868

Website Address: csgengr.com

Telephone Number: 650-522-2500

Facsimile Number: 650-522-2599

Email Address: info@csgengr.com

Length of time the firm has been in business: 30 years

Length of time at current location: 21 years

Is your firm a sole proprietorship doing business under a different name: ___Yes ☒ No

If yes, please indicate sole proprietor's name and the name you are doing business under:

Federal Taxpayer ID Number: 91-2053749

Regular Business Hours: Monday - Friday 8am - 5pm

Regular holidays and hours when business is closed: Weekends and Federal Holidays

Contact person in reference to this solicitation: Khoa Duong, PE

Telephone Number: 714-568-1010

Facsimile Number: 714-568-1028

Email Address: khoa@csgengr.com

Contact person for accounts payable: Susan Seto

Telephone Number: 650-522-2500

Facsimile Number: 650-522-2599

Email Address: accountingshared@csgengr.com

Name of Project Manager: Khoa Duong, PE

Telephone Number: 714-568-1010

Facsimile Number: 714-568-1028

Email Address: khoa@csgengr.com

COMPANY PROFILE & REFERENCES (Continued)

Submit the company names, addresses, telephone numbers, email, contact names, and brief contract descriptions of at least three clients, preferably other municipalities for whom comparable projects have been completed or submit letters from your references which include the requested information.

Company Name: City of Tustin

Contact Name: Mariam Madjlessi, Deputy Building Official

Contract Amount: Contract amount can be provided upon request from the City.

Email: mmadjlessi@tustinca.org // 714-573-3109

Address: 300 Centennial Way, Tustin, CA 92870

Brief Contract Description: CSG provides Building Plan Review and Inspection, Building Official, & Permit Technician Services

Company Name: City of Anaheim

Telephone Number: 714-765-5152 ext. 5761

Contact Name: Terry Alford, Building Official

Contract Amount: Contract amount can be provided upon request from the City.

Email: talford@anaheim.net

Address: 200 S. Anaheim Blvd, Anaheim, CA 92805

Brief Contract Description: Building and Fire Plan Check and Inspection, & Permit Technician Services

Company Name: City of Fullerton

Telephone Number: 714-773-7599

Contact Name: Timothy Tran, Building Official

Contract Amount: Contract amount can be provided upon request from the City.

Email: timothy.tran@cityoffullerton@com

Address: 303 W. Commonwealth Ave., Fullerton, CA 92832

Brief Contract Description: Building and Fire Plan Review and Inspection, Building Official, Permit Technician, and Code Enforcement Services

Company Name: City of Santa Ana

Telephone Number: 714-647-5866

Contact Name: Jason Kwak

Contract Amount: Contract amount can be provided upon request from the City.

Email: jkwak@santa-ana.org

Address: 20 Civic Center Plaza, Santa Ana, CA 92701

Brief Contract Description: Building Plan Review Services

Company Name: City of Garden Grove

Telephone Number: 714-741-5312

Contact Name: Lee Marino, Planning Services Manager

Contract Amount: Contract amount can be provided upon request from the City.

Email: leem@ci.garden-grove.ca.us

Address: 11222 Acacia Parkway, Garden Grove, CA 92840

Brief Contract Description: On-Call Planning Services



BIDDER/APPLICANT/CONTRACTOR CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Proposer/Consultant/Applicant is required to identify any campaign contribution or cumulative contributions greater than \$249 to any city council member in the twelve months prior to submitting an application, proposal, statement of qualifications or bid requiring approval by the City Council.

Date	Name of Donor	Company/Business Affiliation	Name of Recipient	Amount

Except as described above, I/we have not made any campaign contribution in the amount of \$250 or more to any Costa Mesa City Council Member in the twelve months preceding this Application/Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Khoa Duong, PE
Vice President, CSG Consultants, Inc.

Bidder/Applicant/Proposer

March 31, 2022

Date

Certified under this name	City	State	Certificates
Khoa Duong	Santa Ana	CA	Building Plans Examiner (expires 10/30/2023) California Building Plans Examiner (expires 07/20/2024)



DUONG, KHOA NGHIEP

LICENSE NUMBER: [43901](#) **LICENSE TYPE:** CIVIL ENGINEER

LICENSE STATUS: CLEAR  **EXPIRATION DATE:** JUNE 30, 2023

SECONDARY STATUS: N/A

CITY: SANTA ANA **STATE:** CALIFORNIA **COUNTY:** ORANGE **ZIP:** 92704



INTERNATIONAL CODE COUNCIL

MOHAMMAD HAGHANI

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

Certified Building Official

Given this day April 12, 2017

Certificate No. 253530

A handwritten signature in cursive script, appearing to read "Cindy Davis".

Cindy Davis, CBO
President, Board of Directors

A handwritten signature in cursive script, appearing to read "Dominic Sims".

Dominic Sims, CBO
Chief Executive Officer





INTERNATIONAL CODE COUNCIL

MOHAMMAD HAGHANI

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

California Building Plans Examiner

Given this day October 30, 2008

A handwritten signature in cursive script, reading "Cindy Davis".

Cindy Davis, CBO
President, Board of Directors

Certificate No. 253530

A handwritten signature in cursive script, reading "Dominic Sims".

Dominic Sims, CBO
Chief Executive Officer





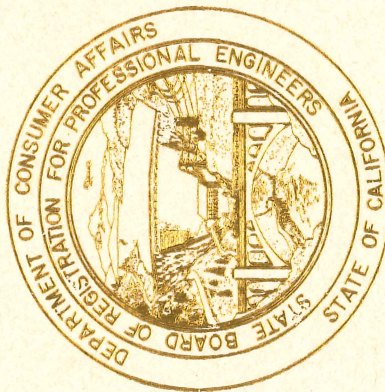
STATE BOARD OF REGISTRATION
FOR PROFESSIONAL ENGINEERS
AND LAND SURVEYORS

This Is To Certify That Pursuant
To The Provisions of Chapter 7, Division 3 of The Business and Professions Code

Mohammad Eir Taghani

IS DULY REGISTERED AS A
PROFESSIONAL ENGINEER
IN
Civil Engineering

In The State of California, and Is Entitled To All The Rights and
Privileges Conferred In Said Code



WITNESS OUR HAND AND SEAL
CERTIFICATE **42200**

THIS **21** DAY OF **August 1987**

STATE BOARD OF REGISTRATION
FOR PROFESSIONAL ENGINEERS
AND LAND SURVEYORS

Harlene Stump
EXECUTIVE OFFICER
Emory
PRESIDENT

THIS CERTIFICATE IS THE PROPERTY OF THE STATE OF CALIFORNIA AND IN THE EVENT OF ITS SUSPENSION, REVOCATION OR
INVALIDATION FOR ANY REASON IT MUST UPON DEMAND BE RETURNED TO THE STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Remove your new Pocket Certificate
from the receipt portion and carry
it with you at all times.

Board for Professional Engineers, Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300
Sacramento, CA 95833-2944
916 999-3600

02/10/21
02/10/21

CUT HERE

CUT HERE



BOARD FOR PROFESSIONAL ENGINEERS,
LAND SURVEYORS, AND GEOLOGISTS

2535 CAPITOL OAKS DRIVE, SUITE 300
SACRAMENTO, CA 95833-2944

(916) 999-3600 Toll Free: (866) 780-5370

www.bpelsg.ca.gov



CUT HERE

I M P O R T A N T

1. Please include your Certificate Number on any correspondence to this office.
2. Notify the Board of any name or address change in writing.
3. Report any loss of this Certificate immediately in writing to the Board.
4. Please sign and carry the Pocket Certificate with you.
5. Please laminate your Certificate to avoid deterioration.

CERTIFICATE NO.

C 51996

PEYKAN ABBASSI

4216 NOGALES DR

TARZANA CA 91356

CIVIL ENGINEER

EXPIRATION

12/31/22

PEYKAN ABBASSI

Signature

RECEIPT NO.

10400309

CERTIFICATE NO.

C 51996

EXPIRATION DATE

12/31/22

RECEIPT NO.

10400309

This is your receipt. Please save for your records.

California Association of Code Enforcement Officers

This certifies that

Gary Kornahrens, CCEO

has completed all necessary requirements and having exhibited exemplary knowledge and dedication to the profession has renewed the designation of

Certified Code Enforcement Officer

Date awarded: 12/7/2021

Valid through: 12/31/2024

Certification Number: 31294324



William Hixson, Executive Director

Jamie Zeller, CCEO, President

Chi Tran SE, CBO, CASp

Building Official / Senior Plan Check Engineer

LICENSES & CERTIFICATIONS

Structural Engineer
State of CA | 2728

Civil Engineer
State of CA | 33643

Civil Engineer
State of NV | 22985

Certified Building Official

Certified Building Plans Examiner
| 1061872

Certified Access Specialist

EDUCATION

Master of Science, Civil Engineering
| California Polytechnic University

Bachelor of Science, Civil Engineering
| California Polytechnic University

Master's in business administration
| California Polytechnic University

PROFESSIONAL AFFILIATIONS

California Building Officials Association
(CALBO)

International Code Council

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

RELEVANT EXPERIENCE

Plan Check Manager | City of Anaheim, CA

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

Senior Plan Check Engineer | City of Yorba Linda, CA

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

Building Official | City of Fullerton, CA

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

Building Official | City of Dana Point, CA

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

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

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

NOTABLE PROJECT EXPERIENCE

Sofi Stadium & Performance Venue | City of Inglewood, CA

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

Self-Storage Facility | City of Inglewood, CA

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

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

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

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

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

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

Gerald Quast

Senior Plans Examiner

LICENSES & CERTIFICATIONS

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

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

IAPMO Certified Mechanical Inspector

IAPMO Certified Plumbing Inspector

EDUCATION

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

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

RELEVANT EXPERIENCE

Plumbing / Mechanical Plans Examiner | City of Anaheim, CA

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

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

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

Plumbing Apprenticeship/Journeyman Training | Plumbing Contracting

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

NOTABLE PROJECT EXPERIENCE

Sofi Stadium & Performance Venue | City of Inglewood, CA

Mark Sallee

Senior Plans Examiner

LICENSES & CERTIFICATIONS

Building Inspector
Electrical Inspector
Plumbing Inspector
| ICC 1026285
State of California Contractor's License
C-10
| 387649

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

RELEVANT EXPERIENCE

Plans Examiner II | City of Anaheim, CA

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

Building Inspector II & III | City of Anaheim, CA

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

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

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

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

Electrical Instrumentation Inspector | Koury Inspection, Carson, CA

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

Electrical Contractor | Sallee Electric Co., Westminster, CA

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

Mike Teemant MCP, CBO

Senior Plans Examiner / Building Inspector / Building Official

LICENSES & CERTIFICATIONS

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

EDUCATION

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

PROFESSIONAL AFFILIATIONS

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

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

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

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

RELEVANT EXPERIENCE

Code Inspections | City of Boulder City, NV

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

Building Official | City of Fernley, NV

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

Plans Examiner | City of Las Vegas, NV

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

Code Inspector | Clark County School District, NV

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

Supervisor/Foreman | Maverick Construction, Las Vegas, NV

NOTABLE PROJECT EXPERIENCE

Sofi Stadium | City of Inglewood, CA

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

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

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

- City of Las Vegas City Hall
- Lou Ruvo Brain Center
- The Smith’s Center
- Las Vegas Outlet Mall
- Zappos Corporate offices
- Las Vegas Development Center
- Soho Lofts
- Numerous hotels & major remodels

Amir Hamidzadeh PE, CBO, CASp

Senior Plan Check Engineer

LICENSES & CERTIFICATIONS

Registered Professional Engineer (PE)
| 68216

Certified Plans Examiner
Certified Building Official
| ICC 1041666-CB

Certified Access Specialist (CASp)
| 093

Certified Residential and Non-Residential Energy Analyst (CEA)

Licensed Real Estate Broker, (Realtor)

EDUCATION

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

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

PROFESSIONAL AFFILIATIONS

International Code Council | Member

Ventura Regional Chapter of ICC |
Former President

Coachella Valley Chapter of ICC |
Former President

Los Angeles Basin Chapter of ICC |
Committee Member

California Building Officials (CALBO) |
Committee Member

Certified Access Specialists Institute (CASI) | Founding Member

California Association of Building Energy Consultants | Member

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

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

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

RELEVANT EXPERIENCE

Owner | Development Solution, Westlake Village, CA

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

Building Official | City of Agoura Hills, CA

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

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

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

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

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

Designer | Zuni Engineering Design, Chatsworth, CA

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

Richard Supan, PE, CBO, CFM

Building Official / Senior Structural Engineer

LICENSES & CERTIFICATIONS

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

EDUCATION

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

PROFESSIONAL AFFILIATIONS

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

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

RELEVANT EXPERIENCE

Plan Check Manager | City of Anaheim, CA

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

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

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

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

Structural Engineering Associate III | City of Los Angeles, CA

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

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

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

Project Engineer | Plump Engineering, Inc. Anaheim, CA

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

Kylie Gonsalves PE

Plan Review Engineer

LICENSES & CERTIFICATIONS

Professional Civil Engineer
| C88835

Certified Residential Plans Examiner
| 8297212

EDUCATION

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

PROFESSIONAL AFFILIATIONS

American Society of
Civil Engineers National
Chi Epsilon,
Civil Engineering Honor Society
Concrete Canoe Team Cal Poly Pomona

As a Plan Review Engineer, Ms. Gonsalves has provided plan review services for numerous CSG clients including the Cities of Azusa, Costa Mesa, Fullerton, Hemet, Huntington Beach, San Bernardino, San Dimas and Tustin, as well as the Counties of San Bernardino and Ventura. In her work for the City of Huntington Beach, Ms. Gonsalves also performed building inspections for photovoltaic solar panels, and brings knowledge gained from this work to her residential plan review services.

RELEVANT EXPERIENCE

Plan Review Engineer / Multiple Jurisdictions, CA

Ms. Gonsalves brings over six years of plan review experience and continues to apply her expertise as a plan reviewer for several jurisdictions and counties across Southern California. These jurisdictions include:

- City of Azusa
- City of Fullerton
- City of Huntington Beach
- City of San Dimas
- San Bernardino County
- City of Costa Mesa
- City of Hemet
- City of San Bernardino
- City of Tustin
- Ventura County

As a Plan Review Engineer, Ms. Gonsalves has completed plan review for a range of residential projects, including new single-family residences to multi-family residential tract homes. As part of her review, Ms. Gonsalves ensures compliance by implementing her knowledge in all applicable building and fire codes. She is well versed in reviewing residential developments in High Fire Hazard Zones and is able to review and understand the foundations required for residential developments constructed on various soil properties. She is well versed in the review of retaining wall plans, post-tensioned and conventional foundations, and Hardy Frames and trusses.

Project Engineer Intern / W.E. O'Neil Construction Company

Ms. Gonsalves assisted Project Engineers with on-site construction of an apartment complex in Mission Viejo, California. She was responsible for creating, compiling and routing RFI's to subcontractors. Ms. Gonsalves created punch lists and assisted Project Engineers on punch walks.

Michael Leindecker CBO

Building Plans Examiner

LICENSES & CERTIFICATES

Certified Building Official
Plans Examiner
Building Inspector
Plumbing Inspector

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

RELEVANT EXPERIENCE

EDUCATION

B.S. in Engineering
Fullerton College
Fullerton, CA

B.S. in Business Administration
Barrington University
Mobile, Alabama

Plan Check Supervisor | City of Anaheim

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

Plans Examiner | City of Anaheim

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

Plan Checker | City of Anaheim

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

Building Inspection Supervisor | City of Anaheim

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

Building Inspector | City of Anaheim

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

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

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

AFFILIATIONS

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

Frank Biangone

Senior Plans Examiner

LICENSES & CERTIFICATIONS

Residential Building Inspector
Commercial Building Inspector
| ICC 860170

EDUCATION

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

PROFESSIONAL AFFILIATIONS

International Association of Plumbing
and
Mechanical Officials Member

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

RELEVANT EXPERIENCE

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

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

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

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

The Strand with the Shore Break
Hotel

Hyatt Regency Resort
Pacific City Commercial and Retail
Bella Terra mall
C&D Aerospace
Hilton Waterfront Resort
Quiksilver

Rainbow Environmental Services Recycle
Plant

Huntington Beach Senior Center
Hoag Health Medical Center
Memorial Health Center
Brethren Christian School
OSHPD 3 Plumbing and Mechanical
Reviews

Notable multi-family residential projects reviewed include:

The Lofts
Boardwalk
Village at Bella Terra
Elan
Luxe

Mark Carnahan CBO

Inspection Manager / Building Official

LICENSES & CERTIFICATIONS

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

EDUCATION

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

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

RELEVANT EXPERIENCE

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

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

Inspection Supervisor | City of Huntington Beach, CA

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

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

Mr. Carnahan's duties included: conducting combination inspections and performing difficult structural inspections; reading and understanding drawings, diagrams and specifications for construction projects; communicating clearly and concisely, both orally and in writing and deal effectively with architects, engineers, contractors and the general public; establishing and maintaining cooperative working relationships with those contacted in the course of work; and delivering quality customer service both internally and externally.

Lance A. Miller CBO

Senior Building Inspector

LICENSES & CERTIFICATIONS

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

EDUCATION

Associate of Science,
Oceanographic Technology
| Fullerton College, Fullerton, CA

Mr. Miller brings over 19 years of field inspection experience with expertise in building, fire, and code enforcement inspections. Mr. Miller has provided his inspection services for a range of project types including residential, commercial, industrial, and photovoltaic projects. Mr. Miller is adept in all aspects of modern principles, practices, and techniques of Building, Mechanical, Plumbing, and Electrical Codes, as well as NPDES regulations and the California Energy, Green Building, and Accessibility regulations. His work as a field inspector has equipped him with effective customer service techniques, as well as the ability to supervise and maintain safe work practices and procedures.

RELEVANT EXPERIENCE

CSG Senior Building Inspector | City of La Habra, CA

As a CSG Senior Building Inspector, Mr. Miller performed complex field inspections of building construction, plumbing, mechanical and electrical installations of commercial and residential buildings. Mr. Miller routinely reviewed building plans to ensure projects conformed to all applicable building, plumbing, electrical, mechanical, energy, Green Building, and accessibility codes, as well as all related City, state, and local codes and ordinances. He supervised inspections during various stages of construction and remodeling, and provided technical information to architects, engineers, contractors, building owners, and developers when needed. Mr. Miller also performed Building Official tasks and managed all aspects the City's Building Department functions, including

Contract Building Inspector | Multiple Agencies, CA

As a contract building inspector, Mr. Miller managed the majority of the inspection functions and gained experience working with varied agency processes. He prioritized daily inspection routes, scheduled assignments, and reviewed plans and other documents for inspections to be performed. He conducted building and construction job-site inspections of structures and facilities to determine compliance with governing codes and performed periodic and systematic inspections during various phases of construction from grading and foundation through final construction approval. His inspection work included examining job site grading, NPDES practices, and quality and grade of lumber, cement, wiring and plumbing. Mr. Miller reviewed approved construction plans, interpreted detailed codes and regulations and explained required inspection and construction requirements when necessary. In the office, he utilized permit tracking systems to record inspection findings and maintained inspection and permit records to develop notices, forms and reports.

Clients served include:

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

James DiMaria

Building Inspector I

LICENSES & CERTIFICATIONS

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

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

RELEVANT EXPERIENCE

Building Inspector | City of Fullerton & Glendora, CA

Mr. DiMaria's responsibilities includes:

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

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

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

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

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

Noah Zalinski

Building Inspector

LICENSES & CERTIFICATIONS

CA Residential Building Inspector
| ICC 00252396
Combo Residential Inspector
Residential Electrical Inspector
Residential Mechanical Inspector
Residential Plumbing Inspector
| ICC 8487978
Cal OES, Safety Assessment Program
| ID 84463

EDUCATION

CSG Academy Training
| General Education

Mr. Zalinski has served as a Building Inspector for CSG Consultants over that last four years. He has proven his abilities in excellent customer service skills, as well as organization and prioritization skills. Mr. Zalinski performs field inspections of residential structures during various stages of construction and remodeling to ensure compliance with applicable codes and regulations. Mr. Zalinski has inspected and performed plan check for residential photovoltaic and has a good understanding of Article 690. He is skilled at providing code interpretation to clients, building professionals and the public; as well as resolving code compliance challenges.

RELEVANT EXPERIENCE

Building Inspector | Cities of Huntington Beach and Yorba Linda – Southern California, CA

Mr. Zalinski has performed building inspection for various residential and a few commercial projects throughout the cities of Huntington Beach and Yorba Linda.

Building Inspector | Cities of Los Banos, Merced, Atwater, Newman, Gustine, and Patterson – Central Valley, CA

Mr. Zalinski has performed building inspection for various residential and a few commercial projects throughout the cities of Los Banos, Merced, Atwater, Newman, Gustine, and Patterson.

Building Inspector | Cities of Belmont, Hillsborough and San Bruno – Bay Area

Mr. Zalinski has performed building Inspection for various residential projects and a few commercial T.I projects throughout the cities of Belmont, Hillsborough, and San Bruno.

CSG Academy Training | CSG Consultants- Central Valley, CA

As a trainee Mr. Zalinski has learned the sequence and procedure of building inspections, gotten familiar with the codes concentrating on Chapter 3. Shadowed and mentored to develop techniques in the field, gotten familiar with the layout of plans and documents including “approved” job site plans, has a good understanding of how a building department functions and understands different city/ county ordinances and how they work with the codes.

Construction Laborer | Bremco of Northern California, Inc., Livermore, CA

Responsible for keeping construction sites clean, performing pick up work prior and after inspection, and warehouse maintenance to ensure that construction materials are readily available at all times.

Farm Assistant | Zalinski Ranches, Newman, CA

Installed irrigations systems, planted 250 acres of almonds, harvested approximately 4000 acres of almonds, hired employees, delivered “Fruit 2 You”, and equipment operator.

William Kho

Senior Fire Services Inspector

LICENSES & CERTIFICATIONS

CSFM Firefighter 1 & 2
| #027364

CSFM Fire Inspector

CSFM Fire Inspector 1A, 1B, 1C, 1D, 2A, 2B

CSFM Fire Plans Examiner 1A, 1B, 1C

CSFM Hazardous Materials Technician/Specialist 1A, 1B, 1C, 1D, 1F, 1G

CSFM Certified Rescue Systems 1

CSFM Confined Space Rescue Technician

Certified Weapons of Mass Destruction Hazmat Technician

CAAFA Basic Firm Alarm Certification

Emergency Medical Technician
| E078274

CSFM Auto Extraction Certification

Certified Scott SCBA Repair Technician

Scott SBA Respirator Annual Fit Testing Technician

OSHA General Health & Safety Certification

EDUCATION

B.S., Business Administration,
California State University, Long Beach
| Long Beach, CA

A.S., Public Fire Service – 89th Basic Fire Academy, Santa Ana College
| Santa Ana, CA

Recruit Training Academy,
Torrance Fire Department
| Torrance, CA

Mr. Kho brings over 26 years of operation of public and private sector safety experience and over 20 years of municipal fire experience. He has served in a variety of fire prevention and safety capacities, held positions of increasing responsibility, and is highly knowledgeable of current codes and procedures. He is adept at identifying safety hazards and recommending corrective measures – applying the knowledge developed through her extensive experience.

RELEVANT EXPERIENCE

Contract Fire Inspector | Bureau Veritas, CA

Mr. Kho was responsible for Fire Life Safety and Operation Permit Inspections for all occupancy classifications for the City of Huntington Beach Fire Department. Her performed inspections for NFPA 13 and 13D Residential Sprinklers, NFPA 72 Fire Alarm, Hazardous Materials CUPA, Underground fire lines, Methane barrier systems, Emergency Response Radio (BDA Systems), and all State mandated 3-5 Unit Apartment inspections. He also assisted with the Huntington Beach Oil well inspections and has experience with the City's and Firehouse's database for record keeping. Mr. Kho also performed fire plan review services for fire sprinklers, fire alarms, hood suppression systems, underground fire lines, methane barrier systems, and fire life safety.

New Construction Health & Safety Coordinator | Baker Rescue Services, CA

Mr. Kho was responsible for supervising and managing over 100 permit required confined space rescue operations. He safely managed contractors during confined space, hot work, and cold work activities during refinery turnarounds/shutdowns. He verified and implemented positive proves isolations using effective gas tests and establishing proper lockout/ tag out procedures.

Firefighter / HAZMAT Technician/Specialist | City of Torrance Fire Department, CA

Mr. Kho was accountable for emergency call responses including fire suppression, truck company operations, emergency medical aid and basic life support, as well as hazardous materials and confined space incidents. His responsibilities also included performing commercial and residential hazardous materials and fire prevention inspections. He also served as a move-up engineer and provided training and educational classes to fire personnel, business, and schools.

Jason Walsh

Fire Services Supervisor

LICENSES & CERTIFICATIONS

ICC CFI-I | 8137905

ICC CFI-II | 8137905

ICC CFPE | 8137905

NFPA Fire Inspector I | CFI-17-0387

NFPA Fire Inspector II | CFI-18-1058

NFPA Fire Plans Examiner | CFPE-18-0137

CSFM Fire Prevention Officer | 160-4691

CSFM Fire Protection Specialist | 260-4691

CSFM Fire Plans Examiner | 360-4691

NFPA CFI-I | 17-0387

EDUCATION

Bachelor of Fire Science

Columbia Southern University |
Orange Beach, AL

PROFESSIONAL AFFILIATIONS

Riverside County Fire Prevention
Officers Association: Executive Board
2008-2012 President 2012

Southern CA Fire Prevention Officers
Association – Code Development
Committee & Wildlands Urban
Interface Committee

CSFM Residential Care Facility Advisory
Committee

International Code Council (ICC)

National Fire Protection Association
(NFPA)

Mr. Walsh serves as a Fire Services Supervisor for CSG. Mr. Walsh has over 20 years of experience in the fire services field. Prior to joining CSG, he served as the Assistant Fire Marshal, Fire Safety Specialist, Fire Inspector, and Volunteer Firefighter for the County of Riverside.

RELEVANT EXPERIENCE

Fire Plan Checker | Orange County Fire Authority, CA

Mr. Walsh currently provides on-site fire plan review services for OCFA. He performs the following services: Plan review of residential and commercial projects for all of OCFA's clients; communicates with applicants at the counter or on the phone about corrections and helps lead them through the approval process; and uses his knowledge and expertise in fire protection to assist OCFA staff provide the highest quality of customer service.

Fire Plan Checker, Inspector, and Fire Marshal | City of Hemet, CA

Mr. Walsh currently provides on-site and off-site fire plan review, fire inspection, and fire marshal services for the City of Hemet. He performs the following services: Plan review and inspection of residential and commercial projects; communicates with applicants and contractors at the counter, on the phone, and on the job site about corrections and helps lead them through the approval and construction process; and uses his knowledge and expertise in fire protection to assist City staff provide the highest quality of customer service. Mr. Walsh also performs fire marshal duties.

Fire Plan Checker and Inspector | City of Cathedral City, CA

Mr. Walsh currently provides on-site and off-site fire plan review and fire inspection services for the City of Cathedral City. He performs the following services: Plan review and inspections of residential and commercial projects; communicates with applicants and contractors at the counter, on the phone, and on the job sites about corrections and helps lead them through the approval and construction process; and uses his knowledge and expertise in fire protection to assist City staff provide the highest quality of customer service.

Assistant Fire Marshal | County of Riverside Fire Department, CA

Mr. Walsh supervised and coordinated fire prevention programs and activities of the Fire Prevention Section and daily activities of fire prevention employees. He reviewed, researched and evaluated fire protection for building and development plans and specifications for compliance with applicable laws, codes and regulations concerning fire protection and life safety systems. He assisted with developing and implementing the Fire Prevention goals and objectives, work plans, priorities, and policies and procedures with his assigned section while also preparing and updating the Riverside County Master Fire Plan.

Mr. Walsh served as contract Fire Marshal for partner cities and developed, implemented, and supervised the localized fire prevention program and local service operations while managing program consistency across jurisdictions and department divisions. Additional responsibilities included developing Code Amendments and participating in the code adoption process; writing technical guidelines, bulletins, and interpretations; conducting quality control of fire prevention operations; supervising fire safety inspection of commercial, institutional, and industrial occupancies; pursuing legal remedies for non-compliance with fire codes; and providing support to a variety of boards and commissions.

NOTABLE PROJECTS

Sunniva California Campus | City of Cathedral City, CA

Stanton Energy Reliability Center (SERC) | Orange County Fire Authority

Kurt Johnson

Fire Services Specialist

LICENSES & CERTIFICATIONS

CSFM Fire Instructor III
(Master Instructor)
CSFM Fire Marshal
CSFM Plans Examiner
CSFM Fire Protection Specialist
CSFM Fire Prevention Officer I, II, & III
CSFM Fire Inspector

EDUCATION

Bachelor of Science in Business
Management
University of Phoenix
| Phoenix, AZ
Associates of Science in Fire Science
Long Beach City College
| Long Beach, CA
Associates of Arts in Business
Long Beach City College
| Long Beach, CA

Mr. Johnson serves as a Fire Services Specialist for CSG. Mr. Johnson has over 30 years of experience in the fire services field, in both private and public. He has held positions as Fire Inspector, Plan Reviewer, Assistant and Deputy Fire Marshal, and Fire Marshal.

RELEVANT EXPERIENCE

Fire Marshal and Assistant Fire Chief | City of Montebello Fire Department, CA

Mr. Johnson was responsible for the planning, direction, management, coordination, and participation of/in the Fire Prevention Bureau, including plan review, inspection services, permitting, weed abatement program, hazardous materials program, fire hydrant maintenance and inspection program, and Engine Company Inspection Program; Municipal Code Enforcement Division; represented the California Fire Service as/on the State of California-Division of State Architects' Advisory Board (Member); and was on the Los Angeles Area Fire Marshals Association as President and Member (1 of 31 voting members).

Fire Fighter | Disneyland Fire Department, Anaheim, CA

Mr. Johnson was responsible for responding to calls for service, as well as participation of/in the Fire Prevention Bureau, as well as special assignments and projects; and other duties as required.

Adjunct Instructor | Long Beach City College, Long Beach, CA

Mr. Johnson was responsible for planning and teaching of basic fire science coursework in a classroom environment to fire science students, including fire prevention and plan review; maintaining class records; attending meetings; and other duties required by the Department Head and Dean.

Deputy Fire Chief | Pinkerton Government Services, El Segundo, CA

Mr. Johnson was responsible for planning, direction, management, coordination, and participation of/in the Fire Prevention Bureau, perform department evaluations, fire training, and fire operations for Pinkerton Government Services, Incorporation at Caterpillar Incorporation facilities throughout the world, as well as special assignments and projects; attend meetings; and other duties required by the Vice-President.

Fire Inspector I and II | Compton Fire Department, CA

Mr. Johnson was responsible for performing fire, building, and hazardous materials code compliance inspections; perform plan reviews of shop drawings and issue , permits; plan, coordinate, and provide fire and safety education to the public; conduct in-house fire prevention, and hazardous materials training; managed Certified Unified Program Agency (CUPA)-Hazardous Materials Program; prepare and maintain the budget of the bureau; supervise the operations of the bureau in the absence of the Fire Marshal, as the acting Assistant Fire Marshal; and other duties as required by the Fire Marshal, and Fire Chief.

Fire Inspector | Santa Fe Springs Fire Department, CA

Mr. Johnson was responsible for performing fire, building, and hazardous materials code compliance inspections; performing plan reviews of shop drawings and issue, permits; and other duties as required by the Fire Marshal.

Sandie Hastings

Fire Services Specialist

LICENSES & CERTIFICATIONS

Fire Plans Examiner
Residential Fire Sprinkler Plans
Examiner
Fire Inspector I & II
| ICC 875542
Fire Plans Examiner
Fire Protection Specialist
Fire Prevention Officer
Film/TV Safety Officer
| California State Fire Marshall

EDUCATION

Bachelor of Science, Fire Science
| Columbia Southern University
Specialized Training in Fire Prevention,
Hazardous Materials, and Public
Education through California State Fire
Marshal's Office
National Fire Academy
| Emmitsburg, Maryland

PROFESSIONAL AFFILIATIONS

Past President of the California Fire
Chief's Association, Fire Prevention
Officers' Section
Past Member of the Automatic
Extinguishing Systems Advisory
Committee for the California State Fire
Marshal
Southern California Fire Prevention
Officers' Association Code
Development Committee

Ms. Hastings serves as a fire services specialist for CSG's clients. She brings over 29 years of experience in the fire services field having served as a Fire Safety Specialist for the County of Riverside and a Fire Prevention Specialist for the City of Torrance. To this role, Ms. Hastings brings excellent customer service and communication skills and extensive knowledge about fire prevention systems.

RELEVANT EXPERIENCE

CSG Fire Services Specialist | Multiple CSG Client Agencies, CA

Ms. Hastings provided fire plan review services for the Cities of Fullerton, Fountain Valley, and Placentia.

Fire Safety Specialist | County of Riverside Fire Department, Riverside CA

Ms. Hastings provided fire plan review services for the Cities of Norco and Eastvale. She provided code interpretations; coordinated code adoptions; and attended City Council, development, and special event meetings. Her responsibilities also included managing the daily activities of the division and training fire system inspectors.

Fire Prevention Specialist | City of Torrance Fire Department, Torrance, CA

Ms. Hastings provided fire plan review for the One Stop Permit Counter. She performed new construction inspections and annual inspections of all classifications of occupancies. She also wrote technical guidelines and provided training for engine companies and the general public.

Christina Velez

EDUCATION

Associate of Arts in Business
Citrus College | Glendora, CA

Permit Technician I

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

RELEVANT EXPERIENCE

Permit Technician I | City of Fullerton & Norwalk, CA

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

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

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

Office Assistant | El Monte, CA

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

Daisy Ramos

Permit Technician I

EDUCATION

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

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

RELEVANT EXPERIENCE

Consultant Permit Technician | Cities of Huntington Park and Norwalk

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

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

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

Recreational Leader | City of Gardena, CA

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

Philip Dowty PE

Senior Engineer

LICENSES & CERTIFICATIONS

Registered Civil Engineer
| 42038

EDUCATION

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

Mr. Dowty has over 35 years of experience in the civil engineering industry. He has in-depth knowledge and expertise in engineering for land development including preliminary investigations and due diligence, conceptual design and layout, final engineering, and construction support and management. He has provided professional project management services to a wide variety of land development projects including: residential, mixed-use residential and commercial, golf course, commercial and industrial, and public works infrastructure. Mr. Dowty currently performs plan review services on behalf of CSG.

RELEVANT EXPERIENCE

Senior Engineer, Public Works and Land Development Plan Review, CSG Consultants, Inc

Mr. Dowty joined CSG Consultants in July of 2019 and has been performing plan review services for site development projects with a variety of Jurisdiction in Southern California. Key projects include: SOFI NFL Stadium in the City of Inglewood, miscellaneous land development project for the Cities of La Habra, Beverly Hills, Burbank and Pasadena.

Project Manager, Tustin Legacy | Tustin, CA

Under contract with the City of Tustin, Mr. Dowty managed the preparation and coordination of constructions drawings for multiple phases of infrastructure for Tustin Legacy, part of the former Tustin Marine Corp Air Station. Scope of service included coordinating with the City, Department of the Navy, builders' consultants and contractors. The project also included preparation of construction plans and specifications for Moffett Drive, Legacy Road, Victory Road, and Veteran's Sports Park. Projects included all stormwater quality documents in accordance with NPDES, MS4 permit and County of Orange Technical Guidance Document.

Project Manager, Pacific City | Huntington Beach, CA

Mr. Dowty supervised the preparation of tentative and final mapping, site plan and final engineering, and construction support. Final engineering included technical reports for drainage, water quality, sewer and water capacity analysis and Water Supply Assessment. The project included approximately 4-acres of podium construction for retail development and additional 18-acre podium style 500-unit apartment development with a separate hotel site. Street widening on all perimeter streets and traffic signal modifications, in addition to Caltrans permitting for widening of Pacific Coast Highway.

Project Manager, West Gateway | Long Beach, CA

Mr. Dowty supervised the preparation of tentative and final mapping, final engineering, and construction support for a re-development project that included a city block in downtown Long Beach. Scope of work included new utility services, street widening for perimeter streets and curb ramp modifications to comply with ADA requirements; processing of all plans for permitting through governing agencies

Project Manager, Chino Preserve, City of Chino

Mr. Dowty served as the Project Manager and supervised the preliminary planning and final engineering documents for multiple residential subdivision tracts within the Master Planned Development in the City of Chino. Mr. Dowty's responsibility included the processing and coordination of plans for approval with the City and provided construction support services.

Salem Garawi PE

Senior Plan Check Engineer / Senior Engineer

LICENSES & CERTIFICATIONS

Registered Professional Engineer (PE)
Certified Plans Examiner
| ICC

EDUCATION

Master of Science, Civil Engineering,
California State University
| Long Beach, CA
Bachelor of Science, Civil Engineering,
University of Technology
| Baghdad, Iraq

Mr. Garawi performs construction management, project management, and plan check services on behalf of CSG. He uses his 35 years of extensive experience with the City of Los Angeles to provide the highest quality of professional services to CSG clients throughout California.

RELEVANT EXPERIENCE

Construction Manager (Civil Engineer) | City of Los Angeles/ Dept. Of Public Works-Wastewater Conveyance Construction Division, CA

Mr. Garawi oversaw a team of engineers and admin staff that delivers over 300 projects annually for urgent repair and rehabilitation of wastewater pipes. The team prepares the engineering design and cost estimate of repair projects, manages construction sites, inspects and troubleshoots site problems, responds to contractors' submittals, Requests for Information and Change Orders, process's projects' final closeout, communicates with contractors and inspectors, interfaces with other departments and jurisdictions to obtain permits and approvals to conduct construction work and writes and presents reports before the Board of Public Works requesting approvals for various construction documents modifications

Project Manager (Civil Engineer) | City of Los Angeles/ Dept. Of Public Works-CleanWater Bond Division, CA

Mr. Garawi managed over \$45 million in project management of Stormwater Best Management Practices projects, carried projects through all phases of Predesign, Design, Bid & Award and Construction, developed projects milestones and generated projects schedules, facilitated and briefed clients and stakeholders on the design status and on-going projects actions, prepared meeting agendas and directed projects reviews and design meetings, established cost estimates and analyzed projects budgets, approved projects funding allocations, reviewed quality assurance and quality control procedures, presented projects at community meetings and before the Board of Public Works, coordinated work with local, state and federal agencies, managed design consultants to ensure projects delivery within scope, on time and within budget.

Structural Engineering Associate III | City of Los Angeles/Dept. Of Public Works-EED, Hyperion Treatment Plant, CA

Mr. Garawi performed as a designer in the Structural Design Group where he designed buildings, structures & equipment facilities necessary for the operation of the plant; reviewed and acted on RFIs, submittals and change orders; conducted meetings with the Project and the Construction Management teams at different design levels to complete the design; visited job sites to monitor construction activities, identify problems and propose solutions to construction difficulties.

Structural Engineering Associate I, II, & III | City of Los Angeles/Dept. of Building and Safety-Backroom Plan Check, CA

Mr. Garawi plan-checked commercial, industrial and residential construction plans and engineering design analyses for compliance with the Building & Zoning codes requirements; prepared the weekly staff meeting agenda; performed as a Plan Check Supervisor to review engineering staff work, act on requests for code modifications, assist the public with code interpretations, write employee evaluation reports, monitor the daily operations and conduct the weekly plan assignments.

Vernon Tabirara PE

Senior Engineer

LICENSES & CERTIFICATIONS

Registered Civil Engineer
| C-75492

EDUCATION

Bachelor of Science, Civil
Engineering
University of Santo Tomas
| Manila, Philippines

PROFESSIONAL AFFILIATIONS

North American City
Transportation Official (NACTO)
International Code Council (ICC)

Mr. Tabirara is a professional engineer with over 31 years of municipal engineering experience working for the City of Los Angeles, Department of Public Works, Bureau of Engineering

As a Senior Engineer for CSG Consultants, Inc., he has assisted several cities in a staff augmentation capacity including the Cities of Burbank, Pasadena, La Habra and Inglewood providing precise grading and ADA flatwork review on private development and public right-of-way.

Prior to joining CSG, Mr. Tabirara served as a Civil Engineer working for the City of Los Angeles, he served as a project manager and project engineer of several Capital Improvement Program Projects including roadway widening and reconstruction, streetscape and complete street projects, bikeways and pedestrian improvements including ADA compliance. Mr. Tabirara has managed the design and construction support of the MTA Regional Connector Transit Project, MTA Expo LRT Phase 2, MTA Expo Bike Path Project, Vision Zero Initiative, Affordable Housing and Sustainable Communities, Great Streets Initiative and other unprogrammed emergency projects.

RELEVANT EXPERIENCE

Senior Engineer | CSG Consultants, Inc., Orange, CA

As a Senior Engineer for CSG, Mr. Tabirara assisted several cities including the Cities of Inglewood and La Habra in reviewing private development submittals such as the SoFi NFL Stadium in Inglewood and a large office warehouse in the City of La Habra. The scope of work consisted of reviewing precise grading and ADA flatwork.

Civil Engineer | Street and Stormwater Division, City of Los Angeles, CA

As a civil engineer for the City of Los Angeles, Mr. Tabirara duties included the following: Supervised 6 Engineering Associates in management of street improvement, curb ramp, curb extension, sidewalk, Vision Zero Initiative, Great Streets Initiative and Affordable Housing and Sustainable Community (AHSC) projects; empowered and trained upper grade Civil Engineering Associates by giving them the opportunity to supervise CE Associate III; developed training programs for new engineers to adopt to their new rotation assignment; represented the Division in Public Works Commission meetings to obtain award approval of projects; interfaced with high-level staff from the City Council, City Attorney and Mayor's Office to address their constituents concerns regarding street and drainage deficiencies; motivated staff to work together and develop process improvement to efficiently perform their assignment; provided expert constructability reviews of work done by staff or comments made by staff on consultant prepared plans; coordinated meetings with seasoned street designers to formulate solutions on complex and out of the ordinary street, drainage and construction issues; consistently updated project status report for upper management's review and resolved schedule slips and re-baseline as necessary; communicated with consultants on issues with design quality, compliance to TOS agreement, schedules and adherence to schedule; reviewed task order solicitation documents; provided advice to staff engineers and resolve creatively emerging issues/deficiencies on projects as well as personnel matters; complied with guidelines and regulations including permits, safety, etc. and delivered technical files and other technical documentation as required; developed standard plans for new street related infrastructure such as curb extension, pedestrian refuge island and raised pedestrian crossing.

Son Hoang EIT

Associate Engineer

LICENSES & CERTIFICATES

Engineer in Training
State of California

Caltrans Resident Engineer's
Academy

NASSCO PACP Certified

EDUCATION

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

PROFESSIONAL AFFILIATIONS

Toastmasters International
Secretary
Club: 4840673

Mr. Hoang provides clients with experience in design and plan review. Since joining CSG, his primary focus has been in design. This work includes a variety of public works projects involving paving design, drainage systems, and topographic surveys. Along with the preparation of design plans for public works projects, he has also created complete PS&E packages including specifications and engineering cost estimates.

RELEVANT EXPERIENCE

Mission Road Bicycle and Pedestrian Improvement Project | Town of Colma, CA

Mr. Hoang served as the design engineer for the design of bicycle and pedestrian improvements in the Town of Colma. The project involves the planning, design and implementation of a number of safety related improvements for the pedestrians, bicyclists and vehicles along Mission Road between El Camino Real and Lawndale Boulevard. The anticipated improvements include addition of new sidewalk to provide continuous safe and accessible pedestrian route, extension of Class II bicycle lanes on northbound direction, construction of bulbouts and high visibility crosswalks with pedestrian flashing beacons, installation of energy efficient street lights, relocation and reconstruction of the existing curb, gutter, sidewalk and non-ADA compliant ramps and driveway approaches, and construction of landscape planters for drainage and stormwater treatment purposes.

2017 Measure J & L and Annual Pavement Rehabilitation | City of Orinda, CA

As the lead project engineer, Mr. Hoang was responsible for the design and preparation of the plans, specifications and estimates for the rehabilitation of multiple road segments along with storm drainage improvements at various locations through the City of Orinda. Additionally, Mr. Hoang was responsible for performing topographic surveys for ADA upgrades and for project coordination with the various utility companies and sub-consultants throughout the duration of the design period.

This scope of the project consisted of the rehabilitation of 62 Residential and Arterial roadways and approximately 10,000 linear feet of storm drain pipes at various locations throughout the City. Methods of roadway rehabilitation included full depth reclamation (FDR), slurry sealing, and mill and fill replacements.

Junipero Serra at King Boulevard Intersection Improvements | City of South San Francisco, CA

Mr. Hoang prepared the plans, specifications and estimates for the intersection of a four lane divided highway and two lane arterial. The project scope included redesign of existing medians and right turn islands to improvement intersection geometry and provided ADA compliance.

Hillside Boulevard Rehabilitation and Beautification, Phase 1 | Town of Colma, CA

Mr. Hoang was responsible for preparing plans, specifications, and estimates for the complete re-design and beautification of Hillside Boulevard from Hoffman St. to Serramonte Boulevard in the Town. Mr. Hoang also assisted in the topographic survey to determine existing site conditions. Design elements included roadway improvements, drainage improvements, traffic signal design and bio-retention rain garden design.

Jeff Lee

Assistant Engineer

EDUCATION

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

Mr. Lee provides clients with experience in engineering design and construction inspection. This includes a variety of public works projects involving pavement rehabilitation, drainage systems, and sewer improvements. His work experience includes assisting with design for projects in San Mateo and performing construction inspection in Concord and Marina.

RELEVANT EXPERIENCE

Stormwater Inspections | City of Half Moon Bay, CA

Mr. Lee provides NPDES Program inspection services for the City of Half Moon Bay, under Provision C.3.h. (Stormwater Treatment System Operations and Maintenance Program) and Provision C.6 (Construction Site Inspection Program). During the inspection, Mr. Lee documents and discusses his inspection findings with site representatives and provides appropriate educational material to address found issues. For observed non-compliance with BMP implementation and/or treatment facility operations and maintenance, Mr. Lee communicates the necessary actions for achieving compliance, and makes arrangement for follow-up inspections and milestone check-ins. Mr. Lee provides inspection enforcement, documentation and follow-up inspections in accordance with the City's Business Inspection Plan (BIP) and Enforcement Response Plan (ERP). In the event of an active discharge, Mr. Lee works with the site representative and municipal staff, as appropriate, to stop the discharge and achieve resolution.

Green Infrastructure Support | Various Agencies

Mr. Lee provides green infrastructure planning support for the Cities/Towns of Colma, Half Moon Bay, Foster City, Millbrae, Hillsborough, and San Carlos. Work generally includes support of the development of the green infrastructure plans and preparation of exhibits and maps using ArcGIS software. He is capable of creating and updating GIS shapefiles and layers utilizing agency provided datasets.

2019 Annual Pavement Rehabilitation Project | Town of Hillsborough, CA

Mr. Lee provided drafting support for the Town's 2019 Pavement Rehabilitation Project. The project consisted of rehabilitating 86 residential roads and the pavement treatment method includes microsurfacing, hot mixed asphalt (HMA) and rubberized HMA mill and fill, and crack treatment. The scope of work included cold planing, hot mix asphalt paving, base failure digout repair, crack sealing, pruning tree roots, adjusting surface facility covers, including manholes, valves, pull boxes, vaults, and monuments, as well as signing and striping improvements per latest CA MUTCD standard, and all related works.

Sewage Basin C Rehabilitation Project | City of San Mateo, CA

Mr. Lee performed man hole spot checks and assisted in the identification of spot repairs for this sewer rehabilitation project.

As part of the City of San Mateo effort to identify citywide sewer system deficiencies, the City engaged the services of CSG to evaluate closed circuit television (CCTV) inspection data for sewers in Sewage Basin C, prioritize the repair of the defects found based on the urgency of repair and available funding, recommend methods of repair, and to prepare a condition assessment report documenting the findings and recommendations.

Neighborhood Street Enhancement | City of Redwood City, CA

Mr. Lee provided drafting support for this Safe Routes to School and Green Infrastructure Project. The scope involved the replacement of several curb returns to meet ADA requirements, stormwater curb extensions, signing and striping, and replacement of concrete sidewalk, curb and gutter.

David Rubcic PE, PLS

Senior Project Manager

LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | C57601

Professional Land Surveyor
State of California | L7994

EDUCATION

Bachelor of Science, Industrial Technology
Construction Option with
Architectural Emphasis
California State University at Fresno
| Fresno, CA

Mr. Rubcic is a professional engineer with over 36 years of experience in all phases of municipal engineering including capital improvement projects, subdivision improvements, land developments, inspection, and master planning. Prior to joining CSG, Mr. Rubcic served the City of Hollister for 22 years, starting as an Assistant Engineer and ending his services as Interim City Engineer.

As part of his role with the City of Hollister, Mr. Rubcic met with the public in workshops and other meetings including one-on-one discussions for negotiations of right-of-way acquisition, project meetings, and general community outreach.

For CSG, Mr. Rubcic provided map review for developments for the Town of Windsor, **Mountain View, Monte Sereno, San Leandro and many other agencies in the area.** He also performs development review for the City of Rohnert Park as part of an on-call development and map review contract.

RELEVANT EXPERIENCE

Development and Map Review | City of Marina, CA

Mr. Rubcic serves as CSG's Project Manager overseeing the review of multiple developments within the City. Notable projects include but are not limited to:

- **Sea Haven/Marina Heights Development** - 240-acre site will include over 1,000 new townhouse and single-family residential units, and will include 35 acres of parks, greenbelts, and open space.
- **the Dunes Residential Development** - multiple phased of development. His responsibilities have included the review of Final Maps and the associated improvement plans for each phase. He has also performed several Tentative Map conformance reviews and a Tentative Map amendment review.
- **Marina Station** - 246.2 Acres consisting 1360 residential units, commercial, industrial, office, parks, trails. He has already preformed a Tentative Map Conformance Review and participates in project meetings with the developer.

City Surveyor | City of Gilroy, CA

Mr. Rubcic currently serves as the CSG Project Manager and the City Surveyor where he has reviewed several Lot Line Adjustments, easements, certificate of compliance proposals and a Project Review for the compliance with existing maps on difficult properties involving a Court Judgment. He is currently reviewing a 67 Lot residential subdivision as part of the Glen Loma master planned Development.

Quality Assurance/Quality Control | Various Agencies, CA

Mr. Rubcic has and continues to provide QA/QC services for various project reviews to CSG's staff in a number of local communities including: San Mateo, Mountain View, Daly City, Rohnert Park, the Town of Windsor, Colma, and San Juan Bautista.

Development and Map Review | Town of Windsor, CA

Mr. Rubcic performed CSG's review of final maps, improvement plans, easements, Annexations for projects such as at 280 Arata Lane, 330 Arata Lane, and the Veteran's Village apartment project in the Town of Windsor.

Senior Civil Engineer (Interim City Engineer) | City of Hollister, CA

Mr. Rubcic served 4 years as the Interim Engineering Manager/City Engineer, overseeing the City's Engineering Department. His responsibilities included directing and supervising City engineering activities, preparing and administering the Capital Improvement Project program, providing support to the Management Services Department, and reviewing and approving private civil engineering plans and specifications and their adherence to established engineering standards and project requirements.

Bradley Misner AICP

Principal Planner

EDUCATION

Bachelor of Science, Geography and
Group Social Science
Western Michigan University |
Kalamazoo, MI

Continuing Education Coursework:

Land Use Law
California Environmental Quality Act
(CEQA)

Subdivision Law
University of California, Los Angeles –
Extension | Los Angeles, CA

PROFESSIONAL AFFILIATIONS

American Planning Association

American Institute of Certified
Planners

To his role as Principal Planner for CSG Consultants, Mr. Misner brings expertise gained from over 25 years in the field, including extensive public agency employment experience. His wide range of municipal planning skills and experience includes current and policy planning, zoning law creation and administration, and public administration.

RELEVANT EXPERIENCE

Community Development Director | City of Benicia, CA

Mr. Misner directed the Planning and Building Division functions and managed consultants; prepared and managed department budget (\$3 million); served as the Zoning Administrator; was a member of the Executive Management Team; responsible for implementation of electronic plan review and application submission, permit tracking automation, and development process improvements; and directed and coordinated housing policy discussions and preparation of Housing Element.

Community Development Director | City of Millbrae, CA

Mr. Misner served as Interim Director in September 2018, hired permanently in January 2019; directed functions and services of the Planning, Housing, Economic Development, Building, and Code Enforcement divisions; directed and supported the Planning Commission; provided project management for significant TOD developments; prepared policy support and prepared reports, recommendations to City Council; and managed department budget (\$2.9 million).

Director of Planning and Neighborhood Services | City of Milpitas, CA

Mr. Misner directed the City Planning, Housing, and Neighborhood Services Divisions, managing 14 full-time employees and various consultants, and a \$3.6 million department budget. He was responsible for hiring, training and mentoring planning, housing, and code enforcement staff. Additional responsibilities included the City's General Plan Update and associated consultant and budget management, and serving as liaison to the Planning Commission and as a member of the Executive Management Team.

Principal and Owner | Davis and Misner, LLC, Danville, CA

Mr. Misner provided project management and consulting services to private clients and municipalities in California. His work included project review, report preparation and analysis, compliance review with General Plan policies and Zoning Ordinance regulations.

Principal Planner | City of Santa Monica, CA

Mr. Misner worked in several roles of increasing responsibility during his 18-year tenure with the City's Planning Division. As Principal Planner, he supervised a team of five planners, one staff assistant and various consultants; was a member of four-person team which drafted a comprehensive update to the City's Zoning Ordinance established in 1988. Other accomplishments and duties in his planning roles included:

- Preparing and presenting staff reports involving major projects and policy analysis to the Planning Commission and City Council

- Assisting the Director as Ombudsman to the Business Community

- Serving as a member of a public/private alliance established for business retention and attraction

- Analyzing, processing, and negotiating complex land-use applications and development agreements

- Preparing reports and presenting recommendations to Planning Commission/City Council

Leila Carver ^{PTP}

Senior Planner

PROFESSIONAL AFFILIATIONS

American Planning Association (APA) |
Vice Director Finance, Board Member
for California Chapter Orange Section

Professional Transportation Planner
Transportation Professional
Certification Board

EDUCATION

Master, Urban and Regional Planning
California State Polytechnic University
| Pomona, CA

Bachelor of Arts, Political Science
California State University | Fullerton,
CA

AWARDS

Superior Accomplishment Award, 2015
Participation and leadership on the
Caltrans Development Review
Geobased Tracking System software
application

PRESENTATIONS

Panelist for UCI Diversity Panel for
University of Irvine, CA
Moderator for APA Orange Section
Program July 2020, Zoom

Ms. Carver serves as a Senior Planner for CSG Consultants. Ms. Carver has expertise in project management, CEQA, GIS and demographic research and excels in leadership and customer service. She gained skills and knowledge in many areas of transportation planning from her nine years of experience with Caltrans. Ms. Carver is an independent worker, has outstanding verbal and written communication skills, and is an integral part of the CSG team. She is currently serving as a Consulting Planner for cities of El Segundo and Burbank, and serves as a Board Member for the APA California Chapter, Orange Section.

RELEVANT EXPERIENCE

Planner | City of El Segundo

Ms. Carver serves as a contract planner for the City of El Segundo where she manages complex discretionary permit cases. Ms. Carver conducts project review, prepares staff reports and notices, presents to community and stakeholders and coordinates with applicants and their consultants as part of these efforts.

Consulting Planner | City of Burbank

Ms. Carver supports the Planning Division with the review and processing of several proposed single-family development special development permits in compliance with the City's requirements for Neighborhood Compatibility Review. She coordinates with various City departments to obtain conditions of approval and provide findings to prepare approval letters in coordination with City staff. She conducted site visits and reviewed the Municipal Code, Design Guidelines for Single family Special Development Permits and Neighborhood Compatibility Review Checklist to establish recommendations for a development that would maintain the architectural integrity and compatibility with the existing neighborhood.

Planner | City of Rolling Hills

Ms. Carver supports the Planning Director for the City of Rolling Hill including preparation of the City's Annual Progress Report for the Housing Element, and other planning services.

Planner | Town of Colma

Ms. Carver provides planning services to the Town of Colma by assisting with the Town's General Plan Update and Environmental Impact Report, and Climate Action Plan Update.

Planner | City of Carson

Ms. Carver served as a planner for the City of Carson where she managed several complex discretionary permit cases. Ms. Carver conducted project review, managed schedules, prepared staff reports and notices, presented to Planning Commission and stakeholders and coordinates with applicants and their consultants as part of these efforts. She also provided transportation planning expertise to the City for development and capital improvement projects and fee programs. Ms. Carver participated in the Community Outreach and Public Participation team including attending multiple community events to solicit input from public/community for General Plan Update.

Planner | City of Compton

As a contract Associate Planner, Ms. Carver reviewed various development plans, prepared comment letters, and assisted City Staff with priority projects. She managed the development review for a transitional housing project for a discretionary permit application for a conversion from existing hotel to transitional housing project with supportive services. She also participated in the community outreach efforts/charrettes for a new Downtown Specific Plan with City staff.

Krystal Sanchez

Assistant Planner

EDUCATION

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

PROFESSIONAL AFFILIATIONS

American Planning Association

SKILLS

Bilingual | Spanish

Krystal Sanchez serves as an Assistant Planner for CSG Consultants and is currently providing staff support to CSG clients. Ms. Sanchez provides planning assistance to public agencies using her knowledge of administering municipal codes and her communication skills in providing information to the public and other City departments. Ms. Sanchez is proficient in GIS, InDesign, AutoCAD, Sketch Up and Photoshop.

RELEVANT CSG EXPERIENCE

Assistant Planner | City of Laguna Niguel, CA

As an assistant planner, Ms. Sanchez is responsible for processing use permit and other development permit applications. She also provides counter support to the City.

Assistant Planner | Town of Colma, CA

Ms. Sanchez provides consulting Assistant Planner services to the Town of Colma by assisting with the General Plan Update and the draft Environmental Impact Report.

Assistant Planner | City of Burbank, CA

As a contract Assistant Planner, Ms. Sanchez supports the Planning Division with the review and processing of several proposed single-family development special development permits in compliance with the City's requirements for Neighborhood Compatibility Review. She coordinates with City departments to obtain conditions of approval and provide findings to prepare approval letters in coordination with City staff. She conducted site visits and reviewed the Municipal Code, Design Guidelines for Single family Special Development Permits and Neighborhood Compatibility Review Checklist to establish recommendations for a development that would maintain the architectural integrity and compatibility with the existing neighborhood.

Assistant Planner | City of Carson, CA

As a contract Assistant planner, Ms. Sanchez provided current planning services to the City. Ms. Sanchez was responsible for processing commercial and housing development applications, use permit and design review applications, and assuring CEQA compliance. She also provided counter support to the City.

Assistant Planner | City of Gustine, CA

As a contract Assistant planner, Ms. Sanchez provides support for discretionary and administrative permits. Ms. Sanchez reviews various development plans, drafts incompleteness letters and correspondence with applicants and city staff, conducts research of the City's Municipal Codes and Specific Plans to ensure development plans comply with the City's standards.

Assistant Planner | City of Pasadena, CA

Ms. Sanchez currently reviews various landscape projects for residential and commercial projects for compliance with Model Water Efficient Landscape Ordinance (MWELO) regulations. This includes reviewing water use calculations, plant selections and hydro zones for each landscape project.

OTHER RELEVANT EXPERIENCE

Planning Intern | City of Santa Maria, CA

As a Planning Intern at the City of Santa Maria, Ms. Sanchez reviewed and provided comments on proposed site plans and prepared reports and presentations for development review meetings. Ms. Sanchez helped at the public counter and facilitated translations when needed. Ms. Sanchez facilitated community engagement at workshops for the Santa Maria 2040 General Plan Update by interpreting interviews into Spanish for community members.

Nancy Mith

Associate Planner

EDUCATION

Bachelor of Science, Urban and
Regional Planning
California State Polytechnic University
| Pomona, CA

MEMBERSHIPS

American Planning Association (APA)

Ms. Mith serves as an Associate Planner for CSG Consultants. With her five years of experience with jurisdictions in Southern and Northern California, Ms. Mith provides planning services to agencies using her knowledge of administering municipal codes, application of CEQA knowledge to entitlements and design reviews, and her highly developed verbal and written communication skills in providing information to the public and other departments within the agencies. Ms. Mith has a strong creative background and is proficient in AutoCAD, architectural drafting, Sketch Up, GIS and Photoshop.

RELEVANT CSG EXPERIENCE

Associate Planner | City of Laguna Niguel, CA

As a Consulting Planner at the City of Laguna Niguel, Ms. Mith provides staff augmentation and functions as an extension to City Staff. Ms. Mith assists with the daily counter operations including assisting customers with current Planning inquiries, processing administrative applications, reviewing zoning code regulations, and coordinating with various City and external departments. Ms. Mith also manages and processes several entitlements including Use Permits and Site Development permits for projects including both residential and commercial remodels and additions, as well as wireless facilities modifications and minor adjustments.

Associate Planner – SB2 Grant Program | City of El Segundo, CA

Ms. Mith provides assistance with the daily tasks associated with the SB2 Planning Grant Program (Program) that the City is processing as part of their Housing Element Update. As part of the ongoing tasks for the Program, Ms. Mith helped conduct a sites inventory analysis to locate potential sites for additional housing that would help the City meet its Regional Housing Needs Allocation. She prepared a community outreach plan that included options for safer community engagement that is appropriate for the current climate, and as part of the community outreach efforts, Ms. Mith also developed a Housing Needs survey to be utilized in upcoming Program workshops. Ms. Mith continues to provide support to the City and assists with additional tasks to help bring the Program to completion.

Associate CEQA Planner | Town of Colma, CA

Ms. Mith provides Associate Planner services to the Town of Colma by assisting with the General Plan Update and the draft Environmental Impact Report.

Associate Planner | Multiple CSG Client Agencies

As a Consulting Planner for the Cities of Gustine, Pasadena, Carson, Hawaiian Gardens, and Garden Grove, Ms. Mith supports City Staff by assisting with project plan review, answering customer inquiries, and coordinating with City Staff to ensure completeness and timeliness of project review. She reviews new and rehabilitated landscape projects to verify compliancy with State mandated landscape efficiency requirements. Specifically, Ms. Mith reviews the project's annual water budget calculations and ensures that the proposed landscape project does not exceed the State's maximum allowed water usage.

Housing Specialist | City of Hawaiian Gardens, CA

Ms. Mith served as a Housing Specialist where she managed the City's Beautification Program. Her responsibilities included project management, soliciting and reviewing applications, site visits, creating scopes of work, writing and distributing requests for proposals for contractors, and consultant coordination. She also wrote staff reports and prepared presentations for public hearings regarding the Program.

ADDITIONAL EXPERIENCE

Assistant Planner | Cities of West Hollywood and Claremont, CA

As a contract Assistant Planner for the Cities of West Hollywood and Claremont, Ms. Mith reviewed multi-family residential development plans, drafted and sent out corrections notices, assisted with drafting conditions of approval documents and staff reports, researched the City's codes to ensure projects' compliancy with the City standards, and assisted with a development study to research and compile data on the existing conditions of multi-family developments.

Steven Livings

Code Enforcement Officer II

CERTIFICATIONS

CACEO Modules 1, 2, & 3

EDUCATION

A.S., Administration of Justice
A.S., Construction Technology |
Riverside Community College
Riverside, CA

A.S. in Technology
Reserve Officer Academy Laws of Arrest

Mr. Livings is a Code Enforcement Officer for CSG Consultants with over 23 years of code enforcement experience. During his career, he has served in a variety of code enforcement roles in addition to having experience in building inspection, FEMA housing inspection, and building maintenance. To this role, he brings strong customer service skills, effective written and verbal communication, and the ability to effectively organize, prioritize, and complete tasks independently. He has the interpersonal skills necessary to work with all levels of personnel and work in a team environment.

RELEVANT EXPERIENCE

Parking Enforcement Officer | City of Solana Beach, CA

Mr. Livings enforced the City's municipal codes and ordinances and the vehicle code. This work involved: issuing parking citations; impounding vehicles; researching, interpreting, and enforcing Municipal Codes and Ordinances; issuing notices of violations, administrative citations, and administrative civil penalties; and testifying in court and at hearings.

FEMA Contract Housing Inspector | Department of Homeland Security/FEMA/Vanguard Emergency Management, Winchester, VA

Mr. Livings inspected damaged homes and properties under the FEMA guidelines to determine the extent and value of damage.

Contract Hearing Officer | Data Ticket, Newport Beach, CA

Mr. Livings adjudicated over legal proceedings for appeals to administrative and parking citations, and cost confirmation hearings issued by local government agencies. His work included determining if citations were valid and if they should be upheld or overturned; writing and confirming notices and orders; and compiling and submitting comprehensive findings for the final determination related to the citation.

Code Enforcement / Parking Enforcement / Animal Control Officer | City of Grand Terrace, CA

Mr. Livings performed a variety of enforcement functions in this multi-disciplined role, including but not limited to the issuing and processing of land use and building permits; issuing notices of violations for fire/weed and land use violations; enforcing State and local animal control regulations concerning the care, treatment, impounding and quarantine of animals; maintaining casework through gathering and documenting evidentiary materials; utilizing code enforcement tracking software; and coordinating with legal counsel to prepare documentation and provide testimony when seeking compliance through administrative hearing and/or criminal proceedings.

Code Enforcement Specialist | Associa Equity Property Management, Temecula, CA

Mr. Livings enforced codes and CC&R's rules and regulations. He performed routine checks on vacant homes to ensure adequate maintenance was being provided and prepared reports for the Property Services Manager. He also met with residents, took trouble calls, and directed residents to outside agencies when necessary. He performed final inspections for completed home improvement architectural plan applications and performed resale inspections for homes in escrow. Mr. Livings also created and processed letters for notifications of violations and architectural applications and performed additional various inspections as requested by Management.

Code Enforcement Officer II | City of Riverside, CA

As acting Code Enforcement Manager and Senior Code Enforcement Officer, Mr. Livings received, researched, and investigated complaints regarding violations of City codes, ordinances, laws, standards, and safety regulations. He worked with residents, business representatives, and other parties to resolve existing code violations, and achieve compliance with zoning, building, health, nuisance, vehicle abatement, business license, and property maintenance code and ordinances. He prepared reports, memos, and daily inspection logs, records, statistics, and files pertaining to code enforcement activities and utilized code enforcement tracking software programs and databases.

Martha Villasenor

Code Enforcement Officer II

LICENSES & CERTIFICATIONS

CACEO Modules 1, 2, & 3
Police Officer Standards Training
(POST):
PC 832
Police Academy
Rio Hondo Community College |
Whittier, CA

EDUCATION

General Education
Rio Hondo Community College |
Whittier, CA
Mediation, Parent Leadership, Cultural
Diversity
Orange County Human Relations
Commission | Santa Ana, CA
Skills training for Dialogue, Cultural
Diversity
National Conference for Community
and Justice | Los Angeles, CA

Ms. Villasenor is a Code Enforcement Officer for CSG Consultants. She brings over 25 years of municipal experience having served in the capacities of Code Enforcement Officer for numerous public agencies throughout the Southern California. She is experienced in enforcing regulations of health, safety, zoning and land use laws.

RELEVANT EXPERIENCE

Code Compliance Officer | City of San Clemente, CA

Ms. Villasenor was tasked with updating and closing any outstanding and current cases. She enforced the City's Municipal Code and Zoning Code and assisted the Building Dept. with expired permits or work being done without permits. Ms. Villasenor also issued notices, citations, and red tags, when appropriate, to achieve compliance. Her work also included weekend assignments addressing garage sales, bulky waste, vendors, graffiti, working with business owner to incorporate the proper use of signage, and special events within the City.

Code Enforcement Officer | City of Huntington Beach, CA

Ms. Villasenor's position was a Community Development Block Grant (CDBG) position where she proactively addressed substandard and blight conditions. Other conditions addressed were nuisance properties, unpermitted and prohibited signage, mobile street vendors, and noise control and abatement. She also provided educational workshops to the community, assisted with clean up days and annual celebrations, and was co-creator of the video production "I'm Proud Where I Live".

Code Enforcement Officer | Cities of San Juan Capistrano and Bell Gardens, CA

Ms. Villasenor worked in the City of San Juan Capistrano addressing zoning, building and grading violations. In the City of Bell Gardens, she was responsible for zoning, parking control, inoperable vehicles and business license inspections.

ADDITIONAL RELATED EXPERIENCE

Consultant | City of Whittier, CA

Ms. Villasenor consulted on a 12-month project conducting a Code Enforcement Division assessment for the City's Police Department.

Kathryn Schooley

Code Enforcement Officer

LICENSES & CERTIFICATIONS

California Association of Code
Enforcement Officers (CACEO)
(Basic and Advanced)

Police Officer Standards Training
(POST):
PC 832

EDUCATION

General Education
Golden West College
| Huntington Beach, CA

Ms. Schooley is over 18 years of municipal experience having served as of Code Enforcement Officer. She is experienced in enforcing regulations of health, safety, zoning, building and land use laws. She has excellent report writing and time management skills, and is adept in public speaking.

RELEVANT EXPERIENCE

Code Compliance Officer | City of Huntington Beach, CA

Throughout her time at Huntington Beach, Ms. Schooley started in an administrative role and advanced to a Code Enforcement Officer. She is adept in interfacing with and educating the public on the applicable codes and paths to compliance. She interpreted and enforced the City's Municipal Code, Zoning Code, Building Code, Housing and Health and Safety Codes. She coordinated with other departments such as Fire, Police, Building, Public Works and Finance. Ms. Schooley was also tasked with updating and closing any outstanding and current cases. She was involved with the City's Public Nuisance Task Force and helped conduct neighborhood meetings working. Ms. Schooley assisted the Building Department with expired permits or work being done without permits. She issued notices, citations, and red tags when appropriate to achieve compliance. While with Huntington Beach, Ms. Schooley helped enforce short-term rentals for the city.

ADDITIONAL RELATED EXPERIENCE

Fleet Service Agent | American Airlines, Southern CA

Ms. Schooley has added additional logistics and skills sets through her time supporting the airlines. She has been responsible for extensive communication and interaction as a front-line worker with customers, managing the weight and balance of the aircraft, baggage appropriations, and applying Federal regulations and addressing security concerns.

EXHIBIT C
FEE SCHEDULE

FEE PROPOSAL TO THE

City of Costa Mesa

FOR

**On-Call Inspections, Plan Review,
and Staffing Services RFP #22-12**

PREPARED BY

CSG Consultants, Inc.

April 25, 2022



Employee-Owned

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Foster City • Pleasanton • San Jose • Sacramento • Newman • Fresno • Orange

Revised Cost Proposal

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section Scope of Work.

Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

CSG's fee schedule for the proposed services is provided in the table below. ***Plan review fees will be 60% of the City's established building division services fees and include the initial plan review and all subsequent reviews. Expedited reviews will be charged at 100% of the City's established building division services fees.*** All revisions, modifications, and changes after the permit is issued shall be charged on an hourly basis and shall not exceed \$115 per hour. CSG shall adhere to the City's requirements in the RFP with respect to the processes and fees for Expedited Plan Review, Large Public Projects, and Large Private Projects. This proposal shall be valid for 180 days following submission.

CSG will coordinate the pickup and return of all plans to CSG via staff or a licensed courier service. This service is provided at no additional cost.

Job Title	Hourly Rate	Over Time Rate
Certified Plans Examiner	\$105.00	\$157.50
Plan Check Engineer	\$125.00	\$187.50
Structural Plan Check Engineer	\$140.00	\$210.00
Certified Building Inspector	\$95.00	\$142.50
Combination Building Inspector	\$105.00	\$157.50
Fire Services Specialist	\$126.00	\$189.00
Fire Protection Engineer	\$232.50	\$348.75
Senior Fire Services Inspector	\$136.50	\$204.75
Assistant Planner	\$141.75	\$212.63
Associate Planner	\$162.75	\$244.13
Senior Planner	\$173.25	\$259.88
Principal Planner	\$189.00	\$283.50
Assistant Engineer	\$141.75	\$212.63
Associate Engineer	\$162.75	\$244.13
Senior Engineer	\$173.25	\$259.88
Principal Engineer	\$189.00	\$283.50
Permit Technician	\$78.75	\$118.13
Senior Code Enforcement Officer	\$136.50	\$204.75
Code Enforcement Officer II	\$105.00	\$157.50

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

EXHIBIT D
CITY COUNCIL POLICY 100-5

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
DRUG-FREE WORKPLACE	100-5	8-8-89	1 of 3

BACKGROUND

Under the Federal Drug-Free Workplace Act of 1988, passed as part of omnibus drug legislation enacted November 18, 1988, contractors and grantees of Federal funds must certify that they will provide drug-free workplaces. At the present time, the City of Costa Mesa, as a sub-grantee of Federal funds under a variety of programs, is required to abide by this Act. The City Council has expressed its support of the national effort to eradicate drug abuse through the creation of a Substance Abuse Committee, institution of a City-wide D.A.R.E. program in all local schools and other activities in support of a drug-free community. This policy is intended to extend that effort to contractors and grantees of the City of Costa Mesa in the elimination of dangerous drugs in the workplace.

PURPOSE

It is the purpose of this Policy to:

1. Clearly state the City of Costa Mesa's commitment to a drug-free society.
2. Set forth guidelines to ensure that public, private, and nonprofit organizations receiving funds from the City of Costa Mesa share the commitment to a drug-free workplace.

POLICY

The City Manager, under direction by the City Council, shall take the necessary steps to see that the following provisions are included in all contracts and agreements entered into by the City of Costa Mesa involving the disbursement of funds.

1. Contractor or Sub-grantee hereby certifies that it will provide a drug-free workplace by:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor's and/or sub-grantee's workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibition;
 - B. Establishing a Drug-Free Awareness Program to inform employees about:

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
DRUG-FREE WORKPLACE	100-5	8-8-89	2 of 3

1. The dangers of drug abuse in the workplace;
 2. Contractor's and/or sub-grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by subparagraph A;
- D. Notifying the employee in the statement required by subparagraph 1 A that, as a condition of employment under the contract, the employee will:
1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- E. Notifying the City of Costa Mesa within ten (10) days after receiving notice under subparagraph 1 D 2 from an employee or otherwise receiving the actual notice of such conviction;
- F. Taking one of the following actions within thirty (30) days of receiving notice under subparagraph 1 D 2 with respect to an employee who is so convicted:
1. Taking appropriate personnel action against such an employee, up to and including termination; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health agency, law enforcement, or other appropriate agency;

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
DRUG-FREE WORKPLACE	100-5	8-8-89	3 of 3

- G. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive.
2. Contractor and/or sub-grantee shall be deemed to be in violation of this Policy if the City of Costa Mesa determines that:
 - a. Contractor and/or sub-grantee has made a false certification under paragraph 1 above;
 - b. Contractor and/or sub-grantee has violated the certification by failing to carry out the requirements of subparagraphs 1 A through 1 G above;
 - c. Such number of employees of Contractor and/or sub-grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the contractor and/or sub-grantee has failed to make a good faith effort to provide a drug-free workplace.
 3. Should any contractor and/or sub-grantee be deemed to be in violation of this Policy pursuant to the provisions of 2 A, B, and C, a suspension, termination or debarment proceeding subject to applicable Federal, State, and local laws shall be conducted. Upon issuance of any final decision under this section requiring debarment of a contractor and/or sub-grantee, the contractor and/or sub-grantee shall be ineligible for award of any contract, agreement or grant from the City of Costa Mesa for a period specified in the decision, not to exceed five (5) years. Upon issuance of any final decision recommending against debarment of the contractor and/or sub-grantee, the contractor and/or sub-grantee shall be eligible for compensation as provided by law.