



PROPOSAL TO THE

City of Culver City

**Building Safety Structural, Mechanical, Electrical, &
Plumbing Plan Check Services**

RFP #1643

MAY 18, 2017



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

Table of Contents

SECTION IV.C Executive Summary

SECTION V.A Questionnaire: Company & General Information

SECTION V.B Questionnaire: Qualifications & Experience of the Firm

**SECTION V.C Questionnaire: Qualifications & Experience of Proposed
Project Team**

SECTION V.D Questionnaire: Questions / Response to Scope of Services

SECTION V.E Questionnaire: Fees

SECTION V.F Questionnaire: References

SECTION V.G Questionnaire: Implementation Schedule

SECTION V.H Questionnaire: Certificate of Insurance

SECTION V.I Questionnaire: Business Tax Certificate

Executive Summary

Founded in 1991, CSG performs work solely for public agencies, eliminating the potential for conflicts of interest. Since inception, our firm has been providing building and fire life safety plan review services to public agencies. CSG currently furnishes building and safety, public works, planning, fire prevention, code enforcement and other municipal services to over 160 clients including many neighboring communities. Our extensive experience in furnishing comprehensive building and fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects. CSG brings specialized expertise, knowledgeable and highly experienced staff and proximity, facilitating communication and rapid response.

CSG's proposed team has been identified to best support the City of Culver City and will deliver the highest level of 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 solutions and helpful alternatives. CSG's in-house quality assurance / quality control program utilizes a peer review process with multi-level internal plan checking and project management. A senior staff member will review all plan review comments in order to ensure relevance and accuracy.

From cutting edge digital plan review and online plan check status reporting to providing faster-than-scheduled turnaround times, CSG will deliver the highest quality plan review services to the City. CSG's commitment to digital plan review extends beyond what others can offer. For jurisdictions requesting a pure digital plan review workflow, CSG has developed an online web application for applicants to submit digital files directly to us, which includes an online portal for the applicant/jurisdiction to retrieve comments and submitted digital files with redlines. All paper plans submitted to CSG are immediately scanned into digital files and stored on CSG's servers for rapid access by both our clients and our plan reviewers, at no additional cost.

One of our primary focuses is to serve as an extension of the City. We clearly understand the importance of our role in the success of the City and commit to providing the highest level of service. We believe effective communication and excellent customer service are essential to a successful working relationship between the City, CSG, and the community.

Questionnaire: Company & General Information

SECTION

V.A

May 18, 2017

City of Culver City
City Clerk
9770 Culver Blvd.
Culver City, CA 90232
Attn: Anthony Karroum

RE: Proposal for Building Safety Structural, Mechanical, Electrical & Plumbing Plan Check Services

CSG Consultants, Inc. (CSG) is pleased to present its proposal for building safety structural, mechanical, electrical, and plumbing plan check services to the City of Culver City (City). Our firm brings specialized expertise, knowledgeable and highly experienced staff, facilitating communication and rapid response.

We understand the City is seeking a consultant to provide as-needed building safety structural, mechanical, electrical, and plumbing plan check services when demand is in excess of City staff's capacity. CSG can readily provide these services with the employees identified in this proposal, and no subconsultants will be utilized. All proposed CSG staff are registered, 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.

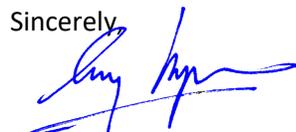
CSG currently furnishes building and safety, public works, planning, fire prevention, code enforcement and other municipal services to over 160 clients including many neighboring communities. We perform work solely for public agencies, eliminating the potential for conflicts of interest. In this way, 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 in working closely with all stakeholders to efficiently and accurately resolve code compliance challenges for our clients.

Paul Armstrong, PE, CBO will serve as the primary contact for this contract, and his contact information is as follows:

Paul Armstrong, PE, CBO | Vice President, Building & Fire Life Safety
3707 W. Garden Grove Boulevard | Suite 100 | Orange, CA 92868
(714) 568-1010 office | (714) 568-1028 fax | paul@csgengr.com email

Please feel free to contact Mr. Armstrong with any questions or comments you may have regarding our proposal. This proposal is valid, binding, and capable of acceptance by the City for ninety (90) days from the date of submittal. We greatly look forward to an opportunity to provide building and safety structural, mechanical, electrical, and plumbing plan check services to the City of Culver City.

Sincerely,



Cyrus Kianpour, PE, PLS
President, CSG Consultants, Inc.



Questionnaire: Qualifications & Experience Of the Firm

SECTION

V.B

FIRM OVERVIEW

CSG Consultants, Inc. (CSG) is a California company with our local office in Orange. Additional support is available from our corporate office in Foster City and other offices in Pleasanton, Sacramento, San Jose, and Newman. **Founded in 1991, CSG performs 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. CSG provides a wide range of services to community development and public works departments, often serving as a seamless extension of City staff.

The majority of the 260+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel bring a wealth of ideas and experiences having held similar positions with communities facing the same development issues as the City of Culver City. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity. **No subconsultants will be used on this project.**

NAME OF FIRM: CSG Consultants, Inc.

PROJECT CONTACT: Paul Armstrong, PE, CBO

LOCAL OFFICE: 3707 W. Garden Grove Blvd, Suite 100, Orange, CA 92868
(714) 568-1010 phone • (714) 568-1028 fax
paul@csgengr.com

CORPORATE OFFICE: 550 Pilgrim Drive, Foster City, CA 94404
(650) 522-2500 phone • (650) 522-2599 fax
www.csgengr.com • info@csgengr.com

REGIONAL OFFICES: 6200 Stoneridge Mall Road, Suite 300, Pleasanton, CA 94588
1022 G Street, Sacramento, CA 95814
930 Fresno Street, Newman, CA 95360
3150 Almaden Expressway #255, San Jose, CA 95118

YEARS IN BUSINESS: 26 • Founded in 1991

EMPLOYEES: 260+

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

STAFF COMPOSITION

Our professional municipal services staff consists of the following types of professionals.

- Structural Engineers
- Plan Review Engineers
- Plan Reviewers
- Building Officials
- Inspectors
- CASp Professionals
- Planning Professionals
- Grading Improvement Plan Reviewers & Inspectors
- Fire Department Plan Reviewers & Inspectors
- Information Technology Professionals
- Program & Project Managers
- Civil Engineers
- Construction Managers
- Sustainability Professionals

COMPREHENSIVE MUNICIPAL SERVICES

Our services and project experience include the following areas of expertise:

BUILDING & FIRE LIFE SAFETY

*Building Department Administration
Building Plan Review and Inspection
Fire Plan Review and Inspection
Structural Plan Review
OSHDP3 Review
CAsp Assessment and Inspection
Public Facilities Assessment
LEED/Green Building Services/CALGreen
Code Compliance/Enforcement
Staff Augmentation*

PUBLIC WORKS ENGINEERING & DESIGN

*Capital Improvement Project Design:
Transportation/Roadway, Water and
Sewer Utilities, Traffic Engineering
Development Review, Plan Check,
Surveying and Mapping, Storm Water
Program Compliance (NPDES,
QSP/QSD)*

PLANNING & SUSTAINABILITY

*Staff Augmentation for Current and
Advance Planning
Project Management Including Plan
Amendments
CEQA Environmental Review
Energy Efficiency, Water Conservation,
Solid Waste Program Development
AB 32 Compliance/Climate Action Plan
Development and Implementation
Greenhouse Gas Reduction Strategies
Grant Writing and Grant Management*

CIP PROJECT & PROGRAM MANAGEMENT

*Capital Improvement Program
Development and Implementation
Federal and State Grant Administration
Rule 20A Undergrounding
Staff Augmentation Including: Design
Consultant Coordination, Project
Scoping, RFP Preparation*

INFORMATION TECHNOLOGY

*GreenVue Software
Digital Plan Review
Electronic Archiving
Web-Based Construction Management
Asset Management
Project Management
GIS and IT Support*

STAFFING ORGANIZATIONAL STRUCTURE

CSG proposes the following organizational structure for this project. All 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 staff members proposed herein are currently employed by CSG Consultants and are available upon the City's request for the duration of the project. **No subconsultants will be used for this project.**

Paul Armstrong, PE, CBO, will serve as Project Manager and ensure adequate resources are applied as well as oversight and quality control at all levels. He can be reached at (714) 679-9769. A list of CSG staff and their qualifications are provided below. Resumes are included in the following pages.



PROJECT EXAMPLES

CSG has extensive experience furnishing building department services on a wide range of projects throughout the region and state. The following are examples of projects for which CSG has performed plan check and/or inspection services.

PLAN REVIEW PROJECT EXAMPLES

Hotel Paseo | PALM DESERT, CA

CSG staff coordinated and provided a complete plan review for Phase 3 of this 3-story hotel. Phase 3 includes the hotel structure for levels 1, 2, and 3 and the finish site work. The hotel will have 149 guest rooms, 139 parking spaces on the subterranean level, and 9 parking spaces on the grade level. The project for the 151,425 square foot building and 91,290 square foot site area has a \$21,486,000 valuation.

The Anaheim Convention Center Betterment VII | ANAHEIM, CA

CSG performed complete plan review for the Anaheim Convention Center expansion. The project was split into two phases. Phase 1 is the stacked parking garage and enclosed connector bridge to the existing convention center to add 600 parking stalls. Phase 2 is the main convention center new construction which includes 2 levels of 100,000 square feet multi-purpose spaces/each, 2 levels of prefunction space, kitchen, loading dock, associated back-of-house facilities and 2 levels of parking in-between the multi-purpose spaces. The total area of the project is over 1,000,000 square feet, all valued at approximately \$6,000,000.

The Greyson | PASADENA, CA

CSG provided complete building plan review for the 5-story residential/retail building. The project will be replacing an existing surface parking lot that serves an office complex being replaced by a new parking garage. Included in the project's scope are thirty-six market rate residential units and approximately 2,500 square feet of ground floor retail with 134 parking spaces and bicycle racks as required by code. The building's valuation is \$11,032,290.

Tilt-Up Concrete Industrial Building | BREAA, CA

CSG provided building plan review for a new speculative tilt-up industrial building in the City of Brea. There are no specific tenants using the building, however, an office area will be built out for marketing purposes. The shell building will include: restrooms, gypsum wallboard on the interior, finishes, roof and wall insulation, HVAC units, main electrical system, finished ceiling system, HVAC ducts and registers, and general lighting, switches, and receptacles. The 218,648 square foot project is valued at \$7,549,148.

Hollywood Park Casino and Parking Structure | INGLEWOOD, CA

CSG provided complete plan review for the Hollywood Park Casino and Parking Structure. The plan review included: all interior walls and finishes, floor finishes, millworks and ceiling components; all MEP equipment; interior and exterior, site lighting fixtures; underslab and in slab utilities, and slab on grade at food service areas only; and telecommunication system. The project location is along Century Boulevard between Prairie and Yukon in the City of Inglewood, CA. The Casino component of the Hollywood Park redevelopment project will consist of a new casino building and dedicated parking structure on a 10.6 acre parcel fronting on Century Boulevard. The casino building will include an enclosed 110,000 square foot single story tilt-up concrete structure approximately 37 feet tall. The grand entry is designed to be a 33-foot tall curtain wall fronted by a 10,000 square foot porte-cochere, which will cover the valet service. Several partially enclosed exterior verandas will also be incorporated. The adjacent parking structure will provide approximately 1,430 parking spaces in four levels in addition to the approximately 200 spaces of available new surface parking.

The project also included deferred submittals for the fire sprinkler system, fire alarm system, exterior monument signage, seismic MEP supports, low voltage and surveillance systems, stair, exterior curtain wall system, fences over 6'-0", exterior verandas, MEP components bracing, and interior architectural components bracing.

Questionnaire: Qualifications & Experience Of Proposed Project Team

SECTION **V.C**

We take pride in providing plan reviewers who have a variety of project experiences, who are motivated to achieve the highest level of certification, and who have the personality and customer service skills that are crucial to on-the-job success. All CSG plan reviewers are ICC certified and/or possess additional required certifications. We work hard to match your jurisdiction’s level of safety and code compliance. The table below illustrates the breadth and depth of staff available for this contract. Resumes are provided on the following pages.

NAME	QUALIFICATIONS	LICENSE/ CERTIFICATION	TYPE OF REVIEW WORK
Paul Armstrong, PE, CBO <i>Senior Plan Review Engineer / Building Official</i>	Professional Civil Engineer, State of California Building Official, ICC Certified	45464 0002014-CB	Building, Plumbing, Mechanical, Electrical, & T24 Energy
Gregory Griffith, PE, CBO, LEED AP <i>Senior Plan Review Engineer / Building Official</i>	Professional Civil Engineer, State of California Professional Structural Engineer, State of Arizona Professional Civil Engineer, State of Idaho Professional Structural Engineer, State of Idaho Professional Structural Engineer, State of Illinois Professional Engineer, State of Michigan Professional Engineer, State of Maryland Professional Engineer, State of Pennsylvania Professional Engineer, State of Virginia Building Official, ICC Certified	61458 34050 10613 10613 081-005734 47684 26989 060319-E 0402-035940 3594	Building, Plumbing, Mechanical, Electrical, & T24 Energy
Chi Tran, SE, PE, CBO, CASp <i>Structural Plan Review Engineer / Building Official</i>	Professional Structural Engineer, State of California Professional Civil Engineer, State of California Building Official, ICC Certified Plans Examiner, ICC Certified	2728 33643 1061872-CB 1061872-B3	Building (Structural), Plumbing, Mechanical, Electrical, & T24 Energy
Ritchie Kato, SE, PE <i>Structural Plan Review Engineer</i>	Professional Structural Engineer, State of California Professional Civil Engineer, State of California CASp Specialist	2650 31833 272	Building (Structural), Plumbing, Mechanical, Electrical, & T24 Energy
Kylie Gonsalves, EIT <i>Plans Examiner</i>	Residential Plans Examiner, ICC Certified Engineer-in-Training		Building, Plumbing, Mechanical, Electrical, & T24 Energy
Neil Patel, EIT <i>Plans Examiner</i>	Engineer-in-Training		Residential Building
Ryan DeCastro <i>Plans Examiner</i>	Residential Plans Examiner, ICC Certified		Residential Building

COMMITMENT TO EXCELLENCE

We encourage staff to participate in and contribute to the many associations important to our industry. Knowing technical excellence and proficiency is vital to successful public service, attending update seminars, specialized training classes and continuing certification conferences is an integral part of delivering “best-in-the-business” service to our clients. Many of our staff hold or have held key positions within the groups listed below as well as serve as in-demand instructors and trainers.

- ▶ *League of California Cities*
- ▶ *California Building Officials*
- ▶ *International Code Council*
- ▶ *ICC Chapters of Los Angeles Basin, Orange Empire, Coachella, East Bay, Peninsula, Napa-Solano, Sacramento Valley, Yosemite, Monterey, Shasta Cascade, Foothill, Redwood Empire, Central Coast*
- ▶ *County Building Officials Association of California*
- ▶ *California Fire Chiefs Association*
- ▶ *Northern California Fire Prevention Officers*
- ▶ *Southern California Fire Prevention Officers*
- ▶ *National Fire Protection Association*
- ▶ *California Automatic Fire Alarm Association*
- ▶ *American Fire Sprinkler Association*
- ▶ *National Fire Sprinkler Association*
- ▶ *American Public Works Association*
- ▶ *Institute of Transportation Engineers*
- ▶ *Structural Engineers Association of Northern California*
- ▶ *Structural Engineers Association of Southern California*
- ▶ *Certified Access Specialist Institute (CASI)*



RESUMES

Proposed CSG staff are registered, ICC certified, with additional qualifications including LEED, DSA, and CASp experience and certification. These resumes are provided on the following pages for the City’s review. Resumes for the remainder of our proposed staff can be provided upon request. **No subconsultants will be utilized for this contract.**

Paul Armstrong PE, CBO

Vice President



LICENSES and CERTIFICATIONS

Professional Civil Engineer, State of California
| 45464

Certified Building Official, ICC Certified
| 0002014-CB

EDUCATION

Bachelor of Science, Civil Engineering
California State University
| Long Beach, CA

PROFESSIONAL AFFILIATIONS

Secretariat: International Residential Code
1 and 2 Family Dwellings | 1997-2000
Co-Secretariat: ICC

Performance Based Building Code

Secretariat: International Zoning Code | 1996-2000

Secretariat: General Design, Administrative,
Lateral Design, Fire and Life Safety and
Fire Risk Code Committees of ICBO | 1992-1996

Technical Editor: 1997 Uniform Codes and UBC
Handbook

NIBS HHS Code Comparison Committee | 1994

FEMA Building Performance Review Team member
| 1993

NIBS Flood Standards Comparison Committee
| 1992

Coordinator, Pacific Rim Conference on
Performance Based Codes

Various ASCE Standards committees

SEAOC Code Committee liaison

ASME A17.1 Code Coordinating Committee

ANSI Construction Standards Board

AWARDS

CALBO Instructor of the Year

Mr. Armstrong offers a strong background in plan review and code development from his longtime position with ICBO/ICC starting as an engineer and ending as the Vice President. Mr. Armstrong served as the Building Official for the City of El Monte and “knows code” from many angles as a result of his 29 years of experience in the building codes and standards community, including his work with all the Uniform and International Codes, ASCE 7, ANSI A117.1, FHAct, ADA, CA Title 24 Accessibility regulations. At CSG, Mr. Armstrong combines his wealth of knowledge, strong work ethic, and superior customer service skills; tap into Paul for all code related issues including effective plan review and inspection solutions.

RELEVANT EXPERIENCE

Building & Safety Services Manager

Mr. Armstrong managed the building and safety service line for a number of consulting firms in Southern California. He was responsible for oversight, coordination and quality control of plan review and inspection services for client jurisdictions. He provided client care and assistance on code related issues.

Regional Manager

Mr. Armstrong was responsible for maintenance of contracts for full-service building departments, inspection services and plan review services for a variety of jurisdictions in Southern California.

Vice President | Architectural and Engineering Services Department

Mr. Armstrong managed ICBO Technical Services department responsible for the maintenance of the code development process, plan review service and code opinion service for both external and internal customers. He represented ICC to many national, state and local organizations and is responsible for the technical image of the conference. He provided technical assistance on code related issues to both jurisdictional and professional members and non-members and provided research on many code-related issues.

Gregory Griffith PE, CBO, LEED AP



Senior Plan Review Engineer
Building Official

LICENSES and CERTIFICATIONS

Professional Civil Engineer, State of California
| 61458
Professional Structural Engineer, State of Arizona
| 34050
Professional Civil Engineer, State of Idaho
| 10613
Professional Structural Engineer, State of Idaho
| 10613
Professional Structural Engineer, State of Illinois
| 081-005734
Professional Engineer, State of Michigan
| 47684
Professional Engineer, State of Maryland
| 26989
Professional Engineer, State of Pennsylvania
| 060319-E
Professional Engineer, State of Virginia
| 0402 035940
Certified Building Official, ICC Certified
| 3594

EDUCATION

Masters Business Administration
University of Phoenix
Bachelor of Science Civil Engineering
California Polytechnic University-Pomona | Pomona,
CA

To his plan check engineer role, Mr. Griffith brings a strong background in municipal building services. He has served as the Building Official for the City of Pomona and has extensive knowledge of building codes and regulations through his range of experience in the building codes and standards community. Mr. Griffith combines his wealth of knowledge, strong work ethic, and excellent customer service skills in service of CSG's clients.

RELEVANT EXPERIENCE

Consulting Building Official | Various Municipalities including City of Pomona, CA

As Building Official, Mr. Griffith oversaw the functions and activities of the Building Division including plan checking, building permit issuances and inspections. In addition, Mr. Griffith reviewed plans and specifications for compliance with codes and ordinances, and coordinated the plan checking of commercial and industrial buildings between outside engineers and developers. He also supervised and participated in inspection of residential and commercial structures.

Project Manager Building & Safety | Consulting Firm | Santa Ana, CA

Mr. Griffith developed and managed the building permit review process. This included supervising employees in the review of building plans for compliance with California Building Codes and local ordinances, and working with contractors, architects and engineers to ensure projects' code compliance.

Plan Check Engineer | City of Los Angeles

As Plan Check Engineer, Mr. Griffith examined, screened, and reviewed complex plans, specifications and engineering data for commercial, industrial, and residential structure construction, including alterations, repair, demolition, moving or proposed new uses of primary and/or appurtenant structures. His work to determine compliance with building codes and related, laws, ordinances, statutes and industry standards included performing engineering computations and analysis of complex plans and specifications for compliance with specialized areas of the building code.

Chi Tran PE, SE, CBO, CASp

Structural Plan Review Engineer
Building Official



LICENSES and CERTIFICATIONS

Structural Engineer, State of California 2728

Civil Engineer, State of California 33643

Certified Building Official
| 1061872-CB

Certified Building Plans Examiner
| 1061872-B3

Certified Access Specialist

MEMBERSHIPS

California Building Officials Association (CALBO)

International Code Council

EDUCATION

Masters of Science, Civil Engineering
| California Polytechnic University

Bachelor of Science, Civil Engineering
| California Polytechnic University

Masters in Business Administration
| California Polytechnic University

Mr. Tran provides professional structural engineering and building official services for CSG Consultants. With over 30 years experience in the building industry, Mr. Tran has a demonstrated knowledge of both the California and International Building Codes as reflected in his numerous years serving as a project engineer, plan check supervisor, building permits manager and building official. Mr. Tran has experience in all forms of structural construction, including: steel, concrete, masonry, timber, and light-gauge steel materials.

Prior to joining CSG, Mr. Tran worked for the County of Orange in various capacities; including plan check supervisor, project engineer and building official. Mr. Tran has a thorough working knowledge of how Building Departments function and his various roles reflect his wide range of knowledge and experience.

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. Some notable projects include:

RELEVANT EXPERIENCE

- Hotel and Resort Projects
- Ritz Carlton Resort and Hotel, Laguna Niguel
- Pelican Hill Resort and Hotel, Newport Coast
- Multi-Story Office Buildings
- 7-Story Coldwell Bank Office Building, Lake Forest
- Airport Terminals
- John Wayne Airport Terminal Building and Parking Structures, Santa Ana
- Detention Facilities
- 7-Story Orange County Juvenile Court Building, Orange

Theo Lacy Jail and Juvenile Hall | City of Orange

Musick Jail Facility | City of Irvine

Joplin Juvenile Facility | City of Rancho Santa Margarita

Soka University | City of Aliso Viejo

Ritchie Kato SE, PE, CASp

Structural Plan Review Engineer
Certified Access Specialist



LICENSES and CERTIFICATIONS

Structural Engineer, State of California
| SE2650

Civil Engineer, State of California
| C31833

Certified Access Specialist
| CASp-272

EDUCATION

Master of Science, Structural Engineering
Stanford University
| Palo Alto, CA

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

Mr. Kato is a Structural Engineer for CSG Consultants, Inc. His extensive experience in performing plan review on public, commercial, industrial, and residential structures provides CSG's clients with premiere quality plan review services. His expertise includes structural design and plan review for compliance with all applicable codes, accessibility, and energy requirements.

Prior to his employment with CSG, Mr. Kato was the Principal for Kato Engineering, where he performed structural engineering consulting services for public and private clients. He was responsible for structural design and structural plan reviewing for a full spectrum of building types and occupancies. His employment with the City of Westminster provided him with extensive plan review experience. Mr. Kato reviewed plans for compliance with all relevant state and local codes.

Subsequent to his work with the City of Westminster as a plan review engineer, Mr. Kato was commissioned by the City to update the municipal code to correspond to current California code requirements.

Mr. Kato has performed plan review for the Westminster City Hall and Police Station, Laguna Hills High School, Chapman University, Whittier Christian High School, and the City of Orange, Main Public Library. His extensive knowledge of public buildings and his commitment to timeliness and quality contribute greatly to each jurisdiction he serves.

Mr. Kato was commissioned as full-time Building Official for the City of La Habra. Recommended by the City of Orange, Mr. Kato assisted the City of La Habra's Building Department during their period of transition, supervising and managing plan review, inspection and counter staff, coordinating the various building departments, and managing personnel issues. Additionally, Mr. Kato coordinated City and private projects with the building, planning, engineering, and public works departments, worked to update the City's municipal code, and provide feedback to facilitate development of efficient departmental practices and procedures.

Mr. Kato has the expertise and broad experience necessary to effectively coordinate, foster, and help develop all aspects of a municipal building department.

Kylie Gonsalves EIT

Plans Examiner



LICENSES and CERTIFICATIONS

Certified Residential Plans Examiner
Engineer-in-Training

EDUCATION

Bachelors of Science in 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

Ms. Gonsalves is a Building Plans Examiner for CSG Consultants. In this capacity, she performs review of residential plans ensuring code compliance and building and life safety services. Ms. Gonsalves currently provides plan review services for the Cities of Azusa, Costa Mesa, Fullerton, Hemet, San Bernardino, San Dimas, and Tustin, as well as the Counties of San Bernardino and Ventura.

Ms. Gonsalves also worked with the City of Huntington Beach and learned about solar panels (photo voltaic) plan review – even provided inspection to familiarize herself with plan review.

RELEVANT EXPERIENCE

Aster Heights | City of Azusa, CA

Ms. Gonsalves completed a plan review for a new home development consisting of 2 different models, with 30 different optional rooms, covered decks, porches, and outdoor rooms. These two-story homes are located in a High Fire Hazard Zone and range from 4,650 SF to 4,925 SF. Due to the variation of soil properties located throughout the development, the homes are designed for both post-tensioned and conventional foundations.

2075 Placentia Avenue | City of Cost Mesa, CA

As Building Plans Examiner, Ms. Gonsalves performed plan review services for new retaining wall plan for tract development. The 640 ft long wall ranges between 2'-0" to 7'-4" high and has seismically-induced lateral earth pressure.

930 Laguna Road | City of Fullerton, CA

Completed a residential plan review for the 1,450 SF remodel and 1,800 SF addition of a two-story single family dwelling. The 720 SF first floor and 1080 SF second floor additions created two new bedrooms and two new bathrooms. The remodel and addition utilized Hardy Frames and trusses.

1006 Via Romales | City of San Dimas, CA

Completed plan review services for a new two-story dwelling with 4,300 SF of livable space and a three-car garage in a High Fire Hazard Zone. The proposed dwelling, with multiple retaining walls on each side, is founded on a previously 25% slope.

313 13th Street | City of Huntington Beach, CA

Plan checked a new 2,875 SF three-story home with roof deck, and in the process learned about solar panels (photo voltaic) plan review.

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

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

Neil Patel EIT

Plans Examiner



LICENSES and CERTIFICATIONS

Engineer-in-Training

EDUCATION

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

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
Institute of Transportation Engineers

As a building plans examiner for CSG, Mr. Patel performs building plan reviews of residential structures and existing buildings for change of use or occupancy in compliance with California codes and City ordinances. Mr. Patel uses his enthusiastic work ethic and teachable attitude to provide services on behalf of CSG.

RELEVANT EXPERIENCE

Maintenance, Front Desk Assistant | Holiday Inn Express, San Dimas, CA

Mr. Patel managed the property in terms of maintaining its aesthetics according to guidelines and regulations set by the Intercontinental Hotel Group. He answered phone calls, took reservations, and maintained the upkeep of the lobby as well as guest supplies using the Opera database system.

Ryan De Castro

Plans Examiner



LICENSES and CERTIFICATIONS

Certified Residential Plans Examiner
| ICC 8389076

EDUCATION

Bachelor of Science, Civil Engineering
California State University, Long Beach
| Long Beach, CA

PROFESSIONAL AFFILIATIONS

Institute of Transportation Engineers

Mr. De Castro serves as a building plans examiner for CSG. He currently performs building plan reviews of residential structures and reviews existing buildings for change of use or occupancy in compliance with California codes and City ordinances. Mr. De Castro brings a strong work ethic and positive attitude, providing CSG's clients with the highest quality plan review and customer service.

RELEVANT EXPERIENCE

Civil Engineering Intern | City of Gardena, CA

Mr. De Castro provided civil plans drawings, observed sewer videos to assure quality, and assisted contractors and homeowners with plans and code check when requested. He accompanied senior engineers and inspectors with field inspections and guaranteed its compliance with City codes and regulations.

Apprentice | JMC Construction

As an apprentice, Mr. De Castro provided painting and minor construction repairs for JMC Construction's clientele.

Questionnaire: Questions / Response to Scope of Services

METHODOLOGY

CSG's proposed team has been identified to best support the City of Culver City and will deliver the highest level of 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 solutions 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 cutting edge digital plan review and online plan check status reporting to providing faster-than-scheduled turnaround times, CSG will deliver the highest quality services to the City.

Our approach to work and associated key benefits include:

- **Concentrated focus on cost-saving approaches and methods.** Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services. We share a wealth of recommendations from our varied experience with other communities to help keep our clients' budgets on-track.
- **Customized, responsive services.** We are skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel. We can quickly fine-tune staffing levels to match or adjust to changes in plan review, inspection and front counter activity—always maintaining the highest level of customer service. We hand pick staff uniquely qualified and experienced to deliver the exact services requested.
- **Fully committed and qualified personnel.** We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as popular educational instructors and lecturers as well as sit on leading boards and committees for organizations developing and implementing important code regulations. We also keep up with latest in procedures and use of products, e.g., green building, accessibility, CASp certification requirements, NPDES, MRP, and more.
- **Swift turnarounds and expedited services.** With extensive experience in the digital plan review process, our staff excels at providing prompt turnarounds. We easily match and more often beat any required turnaround deadlines.
- **Leading-edge technology with cost-saving solutions.** CSG delivers a suite of digital options for jurisdictions—speedy digital plan reviews including electronic versions of plan comments, an optional, easy-to-use online web application/portal for submittal, tracking and approval of digital plans; and available full scanning and archival services.
- **Environmentally friendly practices.** Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint, and promotes environmental stewardship through environmentally preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper use, and all possible documents at CSG are printed double-sided on recycled, post-consumer content paper.

BUILDING PLAN REVIEW SERVICES

Compliance Standards

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 promise prompt turnaround times and offer comprehensive online status reports. Our plan reviewers carefully review all documents for compliance with building codes, fire codes, energy conservation standards, State accessibility regulations, and all local ordinances. We understand and will comply with the City's own requirements for plan review services. Our engineers and plan reviewers review plans for compliance with all policy and model codes adopted by the State of California and local jurisdiction, including but not limited to:

- ▶ *California Building Code, Volumes 1 and 2*
- ▶ *California Fire Code as amended and adopted by the State of California (Title-24, Part 9 California Fire Code)*
- ▶ *California Residential Code*
- ▶ *California Electrical Code*
- ▶ *California Plumbing Code*
- ▶ *California Mechanical Code*
- ▶ *National Fire Codes as published by the National Fire Protection Association (NFPA); as adopted and referenced by the State of California (California Code of Regulations, Title-19, Section 1.09)*
- ▶ *State Historical Building Code*
- ▶ *California Energy Code*
- ▶ *California Green 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, regulating agencies, and jurisdictions*



Digital Plan Check

CSG began the transition to digital plan review over 12 years ago, leading the consultant field with this ground-breaking service. *All paper plans submitted to CSG 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.* 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 City for alternative methods of construction and/or deviations from requirements, such as disabled access, will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other City approved means, enabling City staff to immediately modify CSG's checklist for incorporation with other department comments. **Upon request, clients can be provided with a set of digitally scanned plans at no cost, including convenient, "green" (paperless) storage of all construction-related documents.**

In addition, for jurisdictions requesting a pure digital plan review workflow, CSG has developed an online web application for an applicant to submit digital files directly to us, which includes an online portal for the applicant/jurisdiction to retrieve comments and submitted digital files with redlines. This online portal tracks all submittals, including re-submittals until the plans have been approved.

Key features of our digital plan review service include:

- ▶ **Efficiency.** *Plans are pushed to plan review staff the same day they are submitted. There is no "bin time."*

- ▶ **Simplicity.** CSG developed its own web-based portal to manage the electronic file submittal process. By using a web interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex FTP settings.
- ▶ **Proven.** We have provided a digital plan review option to our clients for over 12 years.
- ▶ **Non-Proprietary.** CSG's electronic review process is 100% PDF-based with no additional software required to view redlines.
- ▶ **Extensible.** Should the City decide to implement electronic review as a standard, CSG offers an integration path for our electronic review software—GreenVue Fusion.

Online Plan Check Status

CSG offers a convenient service allowing clients to check plan review status and comments online. By logging in to our Plan Check Status website, staff as well as authorized applicants can view each project document and communicate with the plan checker via e-mail or electronic post-a-note. Staff or authorized applicants can download comments from the web upon completion of the plan check. **There is no additional cost for this service.**

Welcome to CSG Online Plan Check Website



The image shows a login form titled "CSG Plan Check Login". Below the title, it says "Please enter your CSG Login ID and Password." There are two input fields: "CSG Login ID:" and "Password:". Below the fields is a blue "Sign In" button.

Plans Pickup and Delivery

CSG will arrange for pickup and delivery of plans from/to City offices as per the RFP condition and/or request an alternate condition to be approved by the City representative. The pickup and delivery of plans and other materials via CSG staff or an approved alternative service is provided at no additional cost.

Expedited Plan Check

CSG completes initial accelerated plan check within 5 working days. At your request, we can perform plan check services within an accelerated time frame; with an agreed upon extra charge when requested by the staff.

Plan Check Turnaround Times

CSG works hard to provide the best quality and most timely service in the industry. We pride ourselves 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 successfully and quickly move work 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 PROJECT	TURNAROUND TIME FIRST CHECK (Working Days)	TURNAROUND TIME RECHECK (Working Days)
RESIDENTIAL		
New Construction	10	5
Additions	7	5
Small Remodels	7	5
Expedited	5	5
COMMERCIAL		
New Construction	10	5
Additions	7	5
Small Remodel / Tenant Improvements	7	5
Large/Complex Projects*	10	5
Expedited	5	5

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

Quality Control/ Quality Assurance

CSG’s in-house quality assurance / quality control program utilizes a peer review process with multi-level internal plan checking and project management. A senior staff member will review all plan check comments in order to ensure relevance and accuracy.

AVAILABILITY AND CUSTOMER SERVICE

Office Hours and Meeting Availability

CSG plan reviewers are available for applicant inquiries or conferences anytime during regular business hours without charge via telephone, 8:00 AM to 5:00 PM, Monday through Friday. We can easily alter our hours to meet the City’s needs. Evenings and weekends for special events and meetings can be accommodated with 48 hours notice. For your convenience, we can also meet with City staff, architects and applicants. We recognize the value of pre-design consultation with prospective applicants and are available to provide this service as well. Our Project Manager/Lead will be available in person for consultation and meetings with a reasonable lead time.

Response to City Questions or Requests

CSG staff can typically respond to the City for all questions or requests generated during field inspections or any plan review during the same day, but no later than the following day a request is received.

Emergency Response

CSG is well qualified to respond to a local or regional emergency. Many of our personnel, have assisted in emergencies such as the recent San Bruno gas explosion, the Northridge, and Loma Prieta earthquake as well as regional floods, fires and other emergencies. Our personnel's certifications include those obtained through FEMA, Office of Emergency Services (OES), and IACET First Responder.

Questionnaire: Fees

SECTION **V.E**

CSG’s fee schedule for proposed work is provided in the table below. CSG will mail an invoice at the beginning of every month for services rendered during the previous month. 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.

Plan review based on a percentage of the City’s plan check fee includes initial plan review and two subsequent reviews. Additional reviews will be charged at the appropriate hourly rate indicated below.

REVIEW TYPE / ROLE	ALL INCLUSIVE FEE / HOURLY RATE
Full Plan Review by Percentage	75% of City’s Building Plan Check Fees
Plumbing, Mechanical & Electrical Plan Review by Percentage	35% of City’s Building Plan Check Fees or 75% of City’s P/M/E Plan Check Fees
Structural Plan Review by Percentage	35% of City’s Building Plan Check Fees
Certified Plan Review / Building and Fire Life Safety Review	\$100
Structural Plan Review / Structural Engineer	\$125
Structural Plan Review / Professional Engineer	\$110
CASp Consultation	\$110
CASp Inspection	\$110*
Overtime	1.5 x Hourly Rate

() Add \$5/hr for cost for mileage reimbursement if CSG provides transportation.*

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, and office expenses. Should the scope of work change or circumstances develop which necessitate special handling, we will notify the City prior to proceeding. Annual adjustments may be made by mutual agreement based upon current CPI. CSG will mail an invoice at the beginning of every month for services rendered during the previous month.

Questionnaire: References

CSG currently provides municipal services to over 160 public agencies; the following reference table includes a subset of jurisdictions CSG serves with similar services as those requested by the City. More references can be provided upon request.

City of Huntington Beach

Scott Hess

AICP Director
2000 Main Street
Huntington Beach, CA 92648
(714) 536-5241
shess@surfcity-hb.org

Staff Augmentation, Building Plan Review and Inspection, and Counter Technician
2001–Ongoing

City of Garden Grove

Ding Victoria

Plan Check Engineer
11222 Acacia Parkway
Garden Grove, CA 92840
(714) 741-5328
dingv@ci.garden-grove.ca.us

Building Plan Review and Inspection Services
2014–Ongoing

City of Yorba Linda

Jack Leonard

Building Official
4845 Casa Loma Avenue
Yorba Linda, CA 92885
(714) 961-7125
jleonard@yorba-linda.org

Building Inspection & Permit Technician Services
2015–Ongoing

City of La Habra

Dennis McCreary

Building Official
201 E. La Habra Boulevard
La Habra, CA 90631
(562) 383-4119
dmccreary@lahabracal.gov

Building Plan Review & Inspection and Grading Plan Review Services
2002–Ongoing

City of Anaheim

Bob Heinrich

Chief Building Official
200 S. Anaheim Boulevard, #145
Anaheim, CA 92805
(714) 765-4943
bdheinrich@anaheim.net

Building and Fire Plan Review and Inspection, Staffing, & Permit Technician Services
2008–Ongoing

City of Fullerton

Jim Crane

Building and Code Enforcement Manager
303 W. Commonwealth Avenue
Fullerton, CA 92832
(714) 773-5799
jimc@ci.fullerton.ca.us

Building Plan Review, Inspection, and Code Enforcement Services
2011–Ongoing

City of Costa Mesa

Charles Chamoun

Chief Plans Examiner
77 Fair Drive, 2nd Floor
Costa Mesa, CA 92626
(714) 754-5614
charles.chamoun@costamesaca.gov

Building, Fire & Grading Plan Review, Inspection, and Document Archiving Services
2011–Ongoing

City of Pasadena

Sarkis Nazerian

Building Official
175 N. Garfield Avenue, 1st Floor
Pasadena, CA 91101
(626) 744-7087
snazerian@cityofpasadena.net

Building Plan Review and Staffing Services
2015–Ongoing

Questionnaire: Implementation Schedule

SECTION

V.G

Plan Check Turnaround Times

CSG works hard to provide the best quality and most timely service in the industry. We pride ourselves 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 successfully and quickly move work 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.

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Large/Complex Projects*	10	5
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**Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround timing, CSG will notify the City’s representative and negotiate additional time required to ensure an appropriate level of review.*

Questionnaire: Certificate of Insurance

SECTION

V.H

CSG understands the City's requirement for the successful Respondent to provide Certificates of Insurance evidencing required coverage types and the minimum limits. CSG currently maintains the insurance coverage as indicated below.

COVERAGE	Limits of Liability
WORKERS COMPENSATION	Statutory
COMMERCIAL GENERAL LIABILITY	\$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 General Aggregate
AUTOMOBILE LIABILITY	\$1,000,000 Combined Single Limit
PROFESSIONAL LIABILITY	\$3,000,000 Each Claim

Questionnaire: Business Tax Certificate

SECTION

V.I

CSG understands the successful proposer will be required to acquire a Culver City Business Tax Certificate during the contracting process and maintain an active certificate throughout the contracted period.