

**Hayer
Consultants
Incorporated**

PLAN REVIEW • INSPECTIONS • MANAGEMENT
BUILDING / PUBLIC WORKS / SPECIAL / FIRE INSPECTIONS

**PROPOSAL
FOR
ON-CALL BUILDING INSPECTION SERVICES
RFP #1644**

City of Culver City

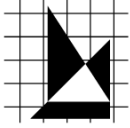
**COMMUNITY DEVELOPMENT DEPARTMENT
9770 Culver Blvd.
Culver City, CA 90232**

May 18, 2017

CORPORATE OFFICE:
5230 Clark Ave., Suite 22
Lakewood, CA 90712

MAILING ADDRESS:
4067 Hardwick St., PMB 250
Lakewood, CA 90712

TEL: (562) 377-1678 ♦ FAX: (562) 377-1640 ♦ EMAIL: hayer@hcipc.com



HAYER CONSULTANTS, INC.

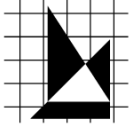
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PHONE (562) 377-1678 • FAX (562) 377-1640 • EMAIL: hayer@hcipc.com

FEES – RFP #1644

Inspection Personnel Fee Structure:

- a. HCI Senior Combination Building Inspector Fee during normal business hours: \$65.00-\$75.00per hour
- b. HCI Combination Building Inspector Fee during normal business hours: \$60.00-\$65.00 per hour
- c. HCI Code Enforcement Inspector Fee during normal business hours: \$55.00-\$65.00 per hour
- d. HCI Permit Technician Fee during normal business hours: \$50.00-\$55.00 per hour
- e. Overtime charges:
 - a) Over 8 hours in one day or 40 hours in one week or Saturdays - time and a half (1.5x).
 - b) Sundays and holidays - double time (2x).
- f. Mileage charges for inspection/code enforcement duties: if using HCI vehicle per IRS mileage charges or per City rates. If using City vehicle there will be no mileage charge.

HCI will be open to any negotiations that the City of Culver City may wish to consider.



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QUESTIONNAIRE / RESPONSE TO SCOPE OF SERVICES

May 16, 2017

**City of Culver City
Community Development Department
9770 Culver Boulevard
Culver City, CA 90232-0507**

Re: City of Culver City On-Call Building Inspection Services RFP #1644, dated April 20, 2017

To whom it may concern,

We at Hayer Consultants Inc. (HCI) take this opportunity to respond to the City of Culver City's RFP #1644 to provide On-Call Building Inspection Services. HCI currently provides inspection services to the City and would be honored to continue providing such services and being part of the Culver City team.

A. COMPANY AND GENERAL INFORMATION

Please also see the attached Transmittal Letter / Executive Summary for response to this section.

- **Firm's complete legal name:** Hayer Consultants, Incorporated
- **Firm's legal entity:** Hayer Consultants, Incorporated, a California corporation
- **Office Address:** 5230 Clark Avenue, Suite 22, Lakewood, CA 90712.
- **Phone number:** 562-377-1678
- **Email address:** soni@hcipc.com
- **Number of years doing business:** over 30 years
- **Officer authorized to bind:** Navdeep 'Soni' K. Hayer, Vice-President

B. QUALIFICATIONS AND EXPERIENCE OF THE FIRM

Hayer Consultants, Inc. has been in business for over 30 years. HCI is a Women Business Enterprise (WBE) and is currently in the process for formalizing its certification. HCI was formed in 1986 (incorporated in 1995) with the goal of providing Local Jurisdictions, Counties, School Districts, and Universities the best possible professional consulting services for all their Construction, Building, Public Works, Accessibility, and Fire/Life Safety needs. To achieve this goal we have meticulously put together a team of professionals who have many years of experience in the various facets of these services, particularly functions performed by Building, Public Works and Fire Departments. Great care has been taken to select not only people with extensive experience but also who have strong customer service skills and work well with owners, school districts officials, university management, developers, contractors, designers and governmental jurisdictions. The result of this effort is a team of highly trained competent staff that can render high quality professional consulting services. HCI has a core staff of

twenty two including Building Officials, ICC certified Plans Examiners, DSA, OSHPD, ICC certified Inspectors, State of California Certified Residential and Nonresidential Energy Plans Examiners, Electrical, Mechanical, Civil, and Structural engineers, most of them registered as Professional Engineers in the State of California. HCI's office location in Lakewood will have the primary responsibility for this account. Please refer to the HCI's organization and key plan check team members below under C.

Fire Department Capabilities

HCI also has a full service Fire Department Fire Plan Check Division and we have had the honor of providing Plan Check services to several Fire Departments including Orange County Fire Authority, City of Brea and the City of Hermosa Beach.

Examples of High Value Projects Inspected by HCI

HCI recently inspected the following two major projects at Cal Poly San Luis Obispo:

- 1) \$72 million Recreation Center Expansion**
- 2) \$119 million Center for Science**

HCI also provided an Inspector of Record (IOR), **DSA Class 1** for the new \$10 million Automotive Technology building at **San Jose Evergreen Community College**.

HCI provides Building Inspection and Plan Check services for Culver City and Permit Technician services for the City of El Segundo. HCI has also provided Building Inspection and Fire Department High-Rise inspection services for El Segundo on an as needed basis.

HCI has provided Inspector of Record services at the following major projects in the near past:

- **CalPoly San Luis Obispo Student Recreation Center- completion date of 2012, approximately \$72 million cost. Inspector of Record services provided.**
Contact: Mr. Perry Judd, Project Manager, Facilities Planning & Capital Projects, One Grand Avenue, San Luis Obispo, CA 93407-0690, 805-756-5765
- **CalPoly San Luis Obispo Center for Science and Mathematics- completion date of October 2013, approximately \$119 million cost. Inspector of Record services provided.**
Contact: Mr. Perry Judd, Project Manager, Facilities Planning & Capital Projects, One Grand Avenue, San Luis Obispo, CA 93407-0690, 805-756-5765
- **City of Brea, Public Works Department: 2003 – 2009.** Hayer Consultants provided Public Works inspection services for over 6 years covering a wide variety of Public Works projects. Some examples are:
 - Berry Street Pump Station Approx. \$3 million
 - Senior Center patio – Approx. \$250,000
 - Lambert Sound Wall – Approx. \$2.5 million
 - KB Homes – Developer - Approx. \$70 million and \$400 million
20 SFR Tracts – Olinda Ranch Phase 1 and phase 2
On-site & off-site rough grade; methane mitigation; sewer water & Storm drain; new paving; curbs & gutters; landscape & irrigation.
 - City of Brea Phase I – Master Plan Sewer Upgrade/wastewater lift station; 15" VCP Trunk line.

- Guthrie Development Co. 5 Acre (+), 7 concrete tilt-up industrial Bldgs. Rough grade; final grade; building construction inspections; sewer, water & storm drain; paving; curbs & gutters.
 - City of Brea Birch Street/State College Intersection Improvements. Construction of landscaped & irrigated medians; construct new right turn lane; new & replace curbs & gutters; A.C. pavement rehab/replace; grind & cap.
- Contact: City of Brea, 1 Civic Center Circle, Brea, CA 92821, Mr. John Hogan, City Engineer, telephone 714-990-7657.

C. QUALIFICATIONS AND EXPERIENCE OF PROPOSED PROJECT TEAM

Key Team Members:

Ms. Jasvinder Hayer, President, Owner, Ms. Soni Hayer, Vice-President.

Inspection Team: Mr. Richard Mitchell – Project Manager (former Chief Building Official & Plan Checker City of Brea). Ron Hansen, Antonio Marin, Don Summers, Dave Foster, Russell Bell, Mark Boling, Bruce Clemens, David Mikel and Diogenes Guerrero.

All staff above have worked as plan checkers for various jurisdictions including Culver City, Hermosa Beach, El Segundo and various other jurisdictions. Brief resumes in respect of the above plan check team are below as **Appendix ‘A’**.

Mr. Ron Hansen currently serves as Building Inspector for the City of Culver City, is well liked and provides high quality inspection services.

D. QUESTIONS/RESPONSE TO SCOPE OF SERVICES

HCI Philosophy: HCI’s Inspection services will be provided in a thorough and comprehensive manner to the full satisfaction of the City. HCI’s work will be of the highest quality and shall be provided in a timely and professional manner. HCI will act as an advisor, advocate, and produce a product with the best interest intended for the City within the required schedule and budget. HCI will follow and adhere to all the City of Culver City Scope of Services and RFP requirements.

HCI maintains a staff of competent professionals capable of providing competent Plan Check, Building Inspection, Permit Technician and Building Official services. HCI has the staff capable of making complex code interpretations and decisions affecting the life, safety and welfare of the public. HCI has the personnel to provide high quality building plan check, inspection for residential, commercial and industrial projects based on California Title 24 codes and all City of Culver City codes and ordinances, including the California Building Code, California Residential Code, California Mechanical Code, California Electrical Code, California Plumbing Code, CALGreen Code, California Fire Code, California and ADA accessibility and Title 24 Energy. We have provided plan check and services for malls, hotels, parking structures, high-rise buildings, warehouses, strip malls, fire stations, hospitals, schools, police stations, juvenile centers, gas stations, underground fuel tanks, parks, apartments, condominiums, single family residences, custom homes, track homes and so on. In addition, HCI can provide comprehensive fire and life safety plan check, plan review for fire alarm systems and fire sprinkler systems, inspections for fire alarm and fire sprinkler systems, special extinguishing systems, hazardous occupancy, warehouse inspections, and annual high-rise building inspections.

Benefits of Multi-Disciplinary Firm: As a multi-disciplinary firm, our extensive experience in providing Plan Check Services and Inspection places us in a unique position to provide the

City with full service support for all your needs. Moreover, given our highly experienced and qualified staff, the assigned Inspectors of Record to the subject projects will have wide ranging backup support in all construction disciplines, as and when needed, at **no extra cost**. The HCI team can provide excellent assistance in ensuring that any inconsistencies or mistakes in the construction documents are identified and corrected well before the construction phase. HCI provides full range of building and fire plan check, inspection and engineering services.

Team approach: the assigned Inspector of Record will work as integral members of the project team, and maintain an effective relationship with the Contractor, the Design Professional, and the Construction Manager, so as to safeguard the interests of the City. Our inspectors will ensure that all inconsistencies or seeming errors in the plans and specifications are promptly highlighted.

Commitment to Excellence: At HCI we are strongly committed to customer service and will take all necessary measures to ensure professional and high quality inspection services to the full satisfaction of the City. HCI will take an integrated approach to make sure that any potential delays are caught early by coordinating with all parties concerned and extra effort will be made to make sure that the project is delivered on time and without additional cost to the County.

Customer Service / Responsiveness: HCI is immediately responsive to phone calls or emails from both City staff and City clients. All phone calls are answered by our office manager who then directs the calls accordingly. City staff and clients will be typically given a response at the time they call or at the latest on the same day of a call or email. HCI prides itself on an immediate customer response policy.

HCI maintains a computerized plan check log database and can provide monthly or as needed status reports to the City. HCI will coordinate a best fit for the City. HCI currently provides and will continue to provide a letter of transmittal for all plan check comments including a final correction / comment list of approval.

Quality Assurance Program: HCI has exceptionally strong commitment to not only keeping abreast but looking ahead in upgrading our code and technical knowledge as also the latest developments in construction technologies that can impact plan review in consultation with the governing jurisdiction / authority. The following three pronged approach is used:

1. **Code Changes and New Code Cycles:**
Our team members keeps abreast of all amendments and changes to codes by attending seminars and educational courses.
2. **Developing Technologies:**
Our team members keep up with developing technologies by reviewing engineering journals and attending seminars given by the construction industry. As an example we always ensure that our inspectors and plan checkers attend CALBO & ICC seminars to refresh and update their professional knowledge.
3. **Sharing of Code Questions & Interpretations:**
During ongoing inspections and plan checks, code questions and interpretations are promptly shared and discussed among all the plan checkers and inspectors. This ensures that all staff members are kept aware of anything new or unique.

E. FEES

Please refer to the **Fee Proposal** under the **Attachment** tab as per the RFP.

F. REFERENCES

HCI has provided plan check and inspection services for the following agencies:

- a. Mr. Bob Rollins, Building Official, City of Hermosa Beach. Ph: (310) 318-0235.
- b. Mr. Sol Blumenfeld, Director Community Development, City of Culver City, Ph: (310) 253-5752
- c. Mr. Lukas Quach, Building Official, City of El Segundo Ph: (310) 524-2339
- d. Mr. Sam Mori, AIA, Project Manager, California State University, Long Beach Ph: (562) 985 2046
- e. Mr. Perry Judd, Project Manager, Cal Poly, San Luis Obispo, Ph: (805) 756-5765.
- f. Ms. Barbara Queen, University Architect, California State University. Ph: (562) 951-4131.
- g. Mr. Daniel No, AIA, Construction Manager, San Jose State University. Ph: (408) 924-1996
- h. Mr. Brad Parker, Director of Building, Grounds and Transport, San Luis Coastal Unified School District. Phone: (805) 596-4105
- i. Mr. Daniel No, AIA, Construction Manager, San Jose State University. Ph: (408) 924-1996
- j. Captain James Crawford, Hermosa Beach Fire Dept. (310) 863-1899
- k. Orange County Fire Authority (OCFA), Ms. Lynda Martinez, Ph: (714) 573-6145.
- l. Mr. Brad Parker, Director of Building, Grounds and Transport, San Luis Coastal Unified School District. Phone: (805) 596-4105

Some of the jurisdictions and other customers that HCI has the proud privilege of serving in various disciplines are:

CITY OF BREA [Building plan check, project and building inspections, Fire Department plan check, Public Works inspections and plan check]

CITY OF CULVER CITY [Building Inspection and Plan Check services]

CITY OF RIALTO [Building & Fire Department plan check, Building Inspections]

CITY OF FULLERTON [Building & Fire Department plan check and Building Inspection]

CITY OF HERMOSA BEACH [Building plan check, Fire Department plan check, building inspections, Fire Department Inspections, Building Official duties]

CITY OF CALABASAS [Project Inspection services]

CITY OF EL SEGUNDO [Building Inspection, Permit Technician, High Rise Building Inspections on behalf of the City and State Fire Marshal]

CALIFORNIA POLYTECHNIC UNIVERSITY, SAN LUIS OBISPO [Project Inspection services]

COUNTY OF SAN LUIS OBISPO [Project Inspection services & plan check]

CITY OF WEST COVINA [Fire Department plan check]

CITY OF REDONDO BEACH [Building Department plan check]

CITY OF PASADENA [Fire Department plan check]

CITY OF YORBA LINDA [Building Plan Check, Field inspections and front counter coverage]

CITY OF BURBANK [Project Inspection services]

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT [Project Inspection services]

SANTA MARIA-BONITA SCHOOL DISTRICT [Project Inspection services]

LUCIA MAR UNIFIED SCHOOL DISTRICT [Project Inspection services]

SANTA BARBARA COUNTY EDUCATION OFFICE [Project Inspection services]

SANTA YNEZ VALLEY UNION HIGH SCHOOL DISTRICT [Inspection services]

G. IMPLEMENTATION SCHEDULE

HCI will implement any and all schedules in consultation with and as required per the City and the Community Development Department.

H. CERTIFICATE(S) OF INSURANCE

HCI carries all the required insurances and will provide the City with all proofs of insurance.

I. BUSINESS TAX CERTIFICATE

HCI currently carries The City's Business Tax Certificate and will continue to maintain an active certificate.

At HCI we are strongly committed to customer service and will take all necessary measures to ensure professional and high quality On-Call Building Inspection Services to the full satisfaction of the City of Culver City. We are very confident that given the opportunity to serve the City, we will live up to your expectations and fully comply with your contractual standards and regulations.

Should you have any questions or would like more information, please call us at (562) 377-1678 or email us at hayer@hcipc.com.

Sincerely,



Navdeep 'Soni' K. Hayer,
Vice-President
Hayer Consultants, Inc.
T: 562-377-1678
F: 562-377-1640
Email: soni@hcipc.com

APPENDIX 'A'

HAYER CONSULTANTS BUILDING INSPECTION TEAM

Richard Mitchell – Project Manager

B.S. in Architecture, Cal Poly Pomona

Affiliations:

Various positions held within Orange Empire Chapter of the International Conference of Building Officials as Treasurer, Secretary, Vice-President and President

Type of Review Work:

Building architectural, building structural, building life safety, plumbing, mechanical, electrical, disabled access, Title 24 energy, Code Enforcement, supervision and training

Mr. Mitchell has over 35 years experience in plan check and inspection of all types of construction and occupancies. He has previously served as a Building Official (1985-2007), Assistant Building Official (1982-1985), Plans Examiner (1976-1982) in the City of Brea. In addition to these primary duties, he also managed the City's Code Enforcement program and provided various levels of support to the City's Redevelopment Agency construction program and the Community Development Block Grant. Most recently Mr. Mitchell had been involved with the City of Rialto's Code Enforcement Program providing plan review and field implementation of 'Public Nuisance Abatement'. Until recently there had not been a concerted effort to require properties to be maintained at even a reasonable level and as a result the City faced a major challenge to raise the standard. He worked with homeowners, absentee landlords, mobile home residents and owners of commercial properties to eliminate any substandard conditions.

Ron Hansen

ICC Certified Building Inspector
ICC Certified Combination Inspector
ICC Certified Electrical Inspector
ICC Certified Mechanical Inspector
ICC Certified Plumbing Inspector
ICC Structural Masonry Special Inspector
ICC Member

Ronald has over 25 years of experience in hands on construction, supervision and inspection of all phases of construction.

Russell Bell

ICC Certified Building Inspector
ICC Certified Plumbing Inspector
ICC Certified Electrical Inspector
ICC Certified Mechanical Inspector

State Masonry Contractors License #291018
Certified Masonry Inspector License #N58325
ICC Member

Russell has over 25 years of experience in hands on construction, supervision and inspection of all phases of construction.

Bruce Clemens

ICC Certified Building Inspector
ICC Certified Plumbing Inspector
ICC Certified Electrical Inspector
ICC Certified Mechanical Inspector

Bruce has over 25 years of experience in hands on construction, supervision and inspection of all phases of construction.

Antonio Marin

ICC Certified Building Inspector
ICC Certified Combination Inspector
ICC Certified Electrical Inspector
ICC Certified Mechanical Inspector
ICC Certified Plumbing Inspector
ICC Structural Masonry Special Inspector
ICC Accessibility Inspector/Plans Examiner

Antonio has over 20 years of experience in hands on construction, supervision and inspection of all phases of construction.

Diogenes 'D.J.' Guerrero

ICC Certified Building Inspector
American Concrete Institute Certified
B.S. Electrical Engineering

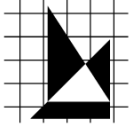
DJ has over 19 years of experience in hands on construction, supervision and inspection of all phases of construction. He has conducted complex field inspections to ensure construction projects are completed in compliance with plans, construction processes, trade practices, and building and safety codes and has been the Inspector of Record at various California State Universities. Ensured the compliance of construction documents; prepared timely, accurate and concise written reports of construction performance and the progress of assigned projects; reviewed and distributed project shop drawings, progress schedules, and submittals; provide information for change orders and as-built records; and participated in preliminary and final inspections before acceptance of contractor's work. He has performed inspection of new construction and modifications to existing buildings. Consulted and collaborated with University representatives,

consultants, testing laboratory personnel and geotechnical engineers. He is responsible, an organized self-starter with strong people skills and has varied technical background.

David Mikel

DSA Certified General Building Inspector
ICC Certified Structural Steel/Welding Inspector
ICC Certified Reinforced Concrete Inspector
ICC Certified Spray Applied Fireproofing Inspector
ACI Certified Concrete Field Testing Technician Grade I
Los Angeles City College: A.A. Degree in Industrial Arts
Orange Coast College: Electrical, Mechanical, Plumbing, and Fire Safety
Instructor of Structural Steel / Welding for ICBO Testing at G. Larson School of Special Inspection

David has over 18 years of experience in hands on construction, supervision and inspection of all phases of construction.



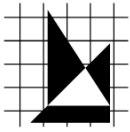
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CITY OF LONG BEACH RFP #1644

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HAYER CONSULTANTS INC.

5230 CLARK AVENUE, SUITE 22, LAKEWOOD, CA 90712
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TRANSMITTAL LETTER / EXECUTIVE SUMMARY

May 16, 2017

**City of Culver City
Community Development Department
9770 Culver Boulevard
Culver City, CA 90232-0507**

Re: City of Culver City On-Call Building Inspection Services RFP #1644, dated April 20, 2017

To whom it may concern,

We at Hayer Consultants Inc. (HCI) take this opportunity to respond to the City of Culver City's RFP #1644 to provide On-Call Building Inspection Services. HCI currently provides inspection services to the City and would be honored to continue providing such services and being part of the Culver City team.

HCI fully understands the scope of services and accepts the terms and conditions of the City's RFP. HCI provides full service Building Plan Check, Inspection, Fire Plan Check, Building/Public Works and Division of the State Architect (DSA) Inspections and Permit Processing / Permit Technician services to several jurisdictions and fire departments, including the Orange County Fire Authority. HCI has also provided inspection and plan check services for the California State University (CSU) System as well.

Hayer Consultants, Inc. has been in business for over 30 years. HCI is a Women Business Enterprise (WBE) and is currently in the process for formalizing its certification. HCI was formed in 1986 (incorporated in 1995) with the goal of providing Local Jurisdictions, Counties, School Districts, and Universities the best possible professional consulting services for all their Construction, Building, Public Works, Accessibility, and Fire/Life Safety needs. To achieve this goal we have meticulously put together a team of professionals who have many years of experience in the various facets of these services, particularly functions performed by Building, Public Works and Fire Departments. Great care has been taken to select not only people with extensive experience but also who have strong customer service skills and work well with owners, school districts officials, university management, developers, contractors, designers and governmental jurisdictions. The result of this effort is a team of highly trained competent staff that can render high quality professional consulting services. HCI is able to adjust staff levels as needed and does not use subcontractors. Our core staff includes Building Officials, ICC certified Plans Examiners, DSA, OSHPD, ICC certified Inspectors, State of California Certified Residential and Nonresidential Energy

Plans Examiners, Electrical, Mechanical, Civil, and Structural engineers, most of them registered as Professional Engineers in the State of California.

Please refer to the attached Questionnaire/Response to Scope of Services for a comprehensive response to the City RFP.

Soni Hayer, Vice-President will be the contact person from HCI. Her contact information is as follows: Telephone: 562-377-1678; Email: soni@hcipc.com; Address: 4067 Hardwick St., PMB 250, Lakewood, CA 90712.

At HCI we are strongly committed to customer service and will take all necessary measures to ensure professional and high quality On-Call Building Inspection services to the full satisfaction of the City of Culver City. We are very confident that given the opportunity to serve the City, we will live up to your expectations and fully comply with your contractual standards and regulations.

We look forward to being part of the City of Culver City team and providing high-quality and cost effective professional services. Should you have any questions or would like more information, please call us at (562) 377-1678 or email at soni@hcipc.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Soni", with a stylized flourish at the end.

Navdeep 'Soni' K. Hayer,
Vice-President
Hayer Consultants, Inc.
Tel: 562-377-1678
Fax: 562-377-1640
Email: soni@hcipc.com