



# JAS

Prepared for:  
**Culver City**

Community Development Department  
9770 Culver Blvd  
Culver City, CA 90232

City Clerk  
[www.culvercity.org](http://www.culvercity.org)

Proposal Submission: **May 18, 2017**

**RFP #1643 Building Inspection Services**

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# EXECUTIVE SUMMARY

In a service-oriented industry, the demand and service levels for building and safety support services are dictated by an ever-fluctuating economy that affects all levels of government. Founded and incorporated in California in 1993, JAS Pacific has provided hands-on superior comprehensive building and safety services to numerous local and regional governmental entities addressing these needs.

With the management team possessing over 140 collective years of experience and a staff of nearly 100 qualified professionals from a number of disciplines, JAS Pacific provides each city, town, or county with a tailored service program including a sufficient labor commitment for both temporary and permanent staffing to meet their needs.



JAS Pacific is prepared to provide the City of Culver City, Community Development Department, with Building Inspection Services as detailed in the request for proposals, through the contracting of ICC Inspection certified staff. Through contracting with JAS Pacific for these services, the City will maintain its building standards throughout the community thus ensuring compliance and minimize liability and risk factors. Additionally, JAS Pacific will provide said services in a responsive, cost-effective manner, not compromising thorough customer service to the City, its residents, businesses, and developers. Subcontractors will not be utilized

## Value Added Services

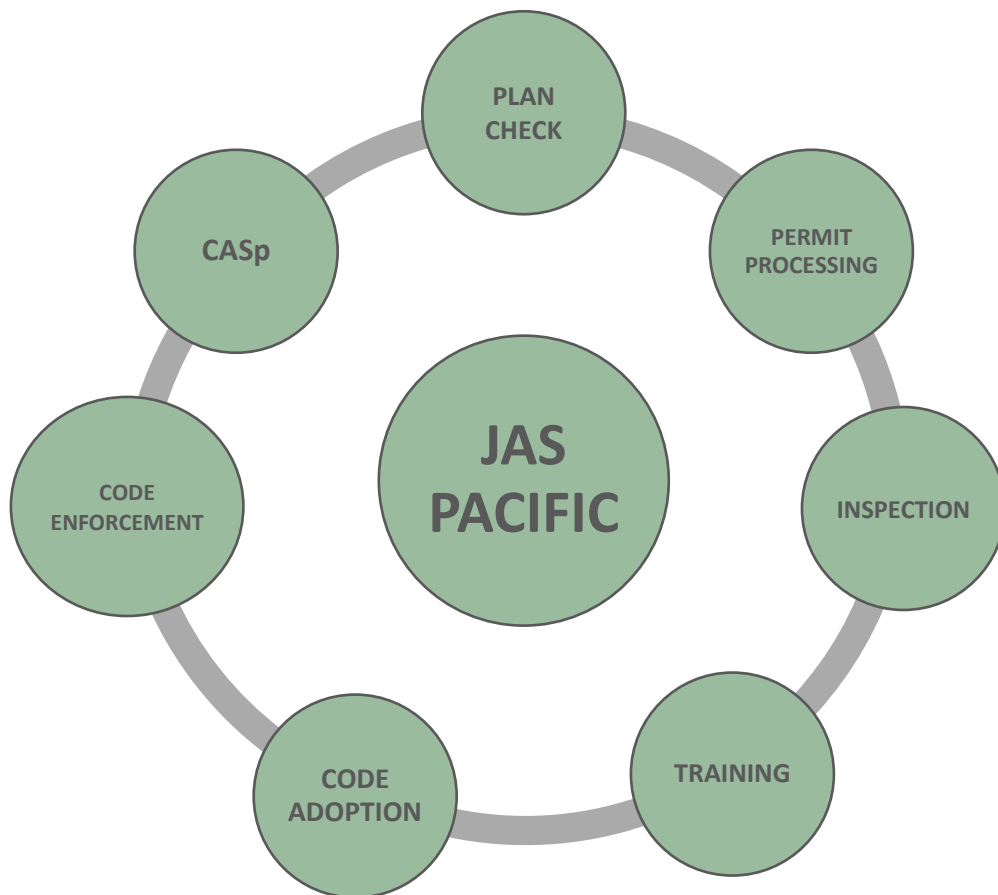
- ✓ Plan Review
- ✓ Inspection
- ✓ Permit Issuance
- ✓ Building Department Administration
- ✓ Code Enforcement
- ✓ Clerical Support
- ✓ Urban Planning and Public Works
- ✓ Specialized Management Services

## Affiliations

- ✓ International Code Council
- ✓ California Building Officials
- ✓ International Assoc. of Plumbing & Mechanical Officials
- ✓ American Public Works Association
- ✓ National Fire Protection Association
- ✓ American Planning Association
- ✓ California Association of Code Enforcement Officers
- ✓ National Pollutant Discharge Elimination System

## JAS Pacific has a multitude of resources from which the City may benefit from.

JAS Pacific delivers all services in an adaptive, tailored, and responsive approach and clients' needs shape their service programs. Services are provided by trained, qualified, and experienced personnel from various disciplines including: Registered Engineers, Plans Examiners, Inspectors, Permit Technicians, Building Officials, and Code Enforcement Officers. With a diverse team of in-house professionals, boasting a full breadth of experience in all levels of local government, our team possesses extensive accreditation and affiliation with providing the following:



# COMPANY INFORMATION

To Whom It May Concern:

Please accept this proposal as prepared for the City of Culver City (City) for Building Services, as submitted by JAS Pacific to be valid for a period of not less than 90 days from the date of submittal.

Founded and incorporated in California in 1993, JAS Pacific is a full-service comprehensive provider in building and safety services, including building inspection. Through contracting with JAS Pacific for these services, the City will maintain its building standards throughout the community thus ensuring compliance and minimize liability and risk factors. Additionally, JAS Pacific will provide said services in a responsive, cost-effective manner, not compromising thorough customer service to the City, its residents, businesses, and developers.

JAS Pacific has provided building and safety support services for over 24 years in California. With our main office located at 201 North Euclid Avenue, Suite A, Upland, California, we currently provide services to numerous local and regional governmental entities throughout the state ranging in size and geography, providing a sufficient labor commitment for both temporary and long term staffing. Our strong presence in the region offers the strength, stability, experience, and technical competence that is desired of a contractor of building inspection services.

JAS Pacific staff can make available to the City a broad offering of expertise in all areas of building and safety services. With a diverse team of in-house professionals, boasting a full breadth of experience in all levels of local government, JAS Pacific has a solid foundation allowing for efficient contract implementation and service delivery. We understand local governmental agencies, challenges faced, and lessons learned which has enabled us to develop methodologies and business practices allowing for the delivery of said services seamlessly and efficiently. The City will benefit from our successes through contracting with JAS Pacific for the requested services. We believe our reputation and demonstrated experience throughout California speak for themselves and we look forward to working with you. If you have any questions, as the assigned contact for the City, please contact me directly at (800)818-3677 so that I may assist you.

Respectfully,

Jack Leonard, PE, CBO  
Vice President

**JAS Pacific**

201 N. Euclid Ave. Suite A  
Upland, CA 91786  
Office : 800.818.3677  
jack@jaspacific.com

## **JAS Pacific proposes to assign Mr. Jack Leonard, PE as the Project Manager and he will manage all aspects of the contract serving as the contact person for building and safety support services.**

A civil engineering graduate of California State University at Fresno, Jack Leonard's career encompasses over 30 years of experience in the Building & Safety, Code Enforcement, and Structural Engineering field. Upon graduation, Jack worked in the private sector as a structural design engineer. He later transitioned to the public sector with the City of Bakersfield. Design experience and comprehension of the building codes allowed him to advance his professional career, as he promoted to Building Official with the City of Bakersfield's Building & Safety Division. Desiring to relocate to southern California, he accepted the position of Building Official for the City of Santa Monica.

Jack returned to the private sector where he currently serves as Vice President for JAS Pacific providing consulting services throughout southern California. Mr. Leonard has worked on behalf of JAS Pacific clients in various capacities including, but not limited to, Building Official, Project Manager, Client Liason and Plan Check Engineer. He is currently the Interim Building Official for the City of Santa Monica and has paralleled this position in the cities of Yorba Linda, El Monte, Hawaiian Gardens and Hermosa Beach. Additionally, Mr. Leonard has acted as the Project Manager on numerous clients including Culver City. Mr. Leonard's contact information is as below:

**Jack Leonard, PE, CBO**  
Vice President

201 N. Euclid Ave. Suite A  
PO Box 2002  
Upland, CA 91786

**Office :** 909.605.7777  
Cell: 310.383.3255  
[jack@jaspacific.com](mailto:jack@jaspacific.com)

# QUALIFICATIONS

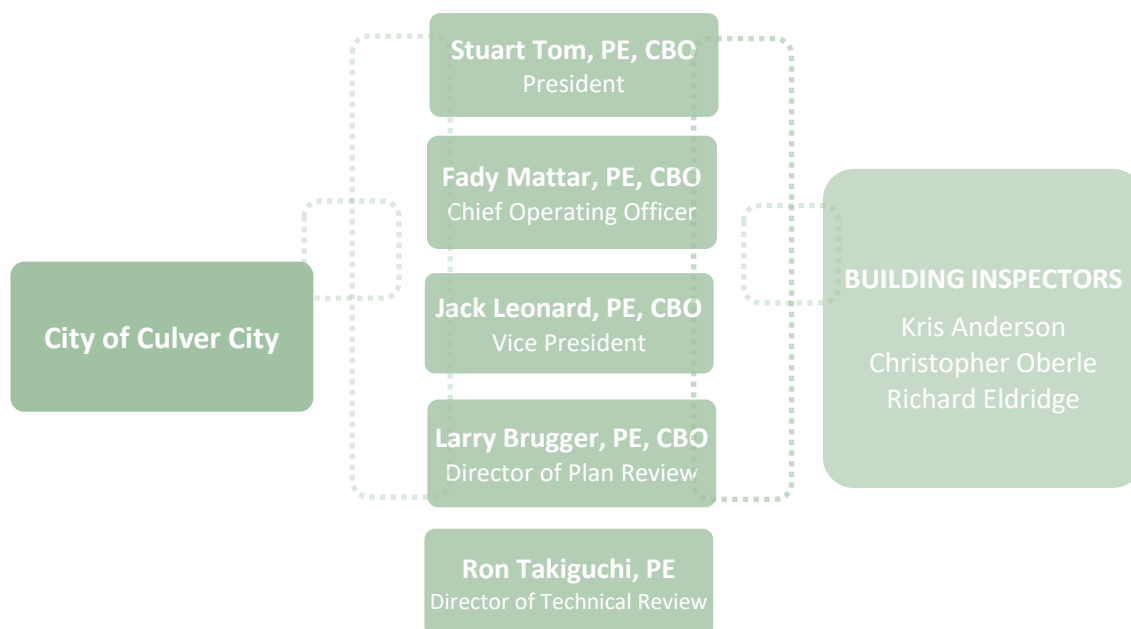
## Firm Experience

JAS Pacific primary function over the past 24 years has been providing building and safety support services for in California and has a solid foundation allowing for efficient contract implementation and service delivery. Our strong presence in the region offers the strength, stability, experience, and technical competence that are desired of a contractor of building inspection services. JAS Pacific has obtained substantial experience in providing local governmental entities with building and safety services. We understand local governmental agencies, challenges faced, and lessons learned which has enabled us to develop methodologies and business practices allowing for the delivery of said services seamlessly and efficiently. The City will benefit from our successes through contracting with JAS Pacific for the requested services.

Because of our reputation and expertise, JAS Pacific is both organizationally and financially sound. Below is our detailed clientele base demonstrating our experience, including both long-term and new clients, for which we perform work of similar nature as proposed for the City. We have a long-standing reputation of excellent customer service and accuracy in the completion of services with the entities we serve including the cities Santa Monica, Long Beach, and various communities such as Marina Del Rey, Rolling Hills Estates and Rolling Hills.

## Organizational Structure

Understanding that the structure of an organization can have a major impact on project management, JAS Pacific's organizational structure is strategically balanced. Our management team boasts one of the most qualified and affluent building and safety administrations in the industry. Below is JAS Pacific's organizational chart demonstrating the organization of the contracting group:



## Local Clients

*CITY OF CULVER CITY, CALIFORNIA*  
COMMUNITY DEVELOPMENT DEPARTMENT,  
BUILDING & SAFETY DIVISION  
9770 Culver Blvd  
Culver City, Ca  
(949)644-3282  
Contract Services: Plan Review  
Contract Period: 2009 to Present



JAS Pacific currently provides the city with plan review services in their building & safety department and Fire Division. JAS Pacific has been responsible for the structural review of various high profile, complex projects. projects including mixed use, residential and commercial structures. Examples of these projects are listed below.



**IVY STATION**  
8824 National Blvd.  
Culver City, CA

- 500,000 square feet mixed use structure
- Five-story apartment
- Retail and office space on ground level
- Multi-story hotel, restaurants
- Five-level subterranean parking structure



**CORPORATE  
POINTE**  
9300 Culver Blvd.  
Culver City, CA

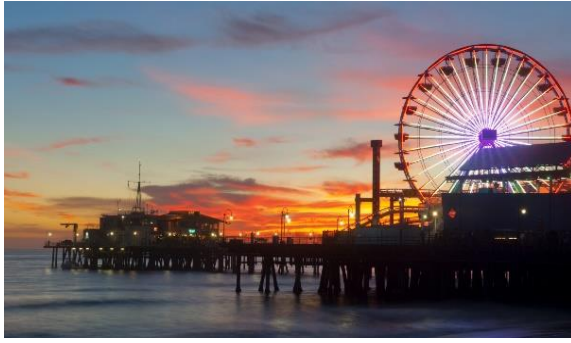
- 209,355 square feet
- 4-story structure
- Retail and office space
- Auto ramp and tunnel
- Two-level subterranean parking structure



**MIXED USE  
PROJECT**  
12803 Washington  
Blvd  
Culver City, CA

- 5-story mixed use structure
- 7,000+ square feet retail space
- Ground level consists of retail/commercial
- 4-story 37 residential units
- 1-level subterranean parking with tandem parking spots





*CITY OF SANTA MONICA, CALIFORNIA*  
 COMMUNITY DEVELOPMENT DEPARTMENT, BUILDING &  
 SAFETY DIVISION  
 1685 Main Street, Santa Monica, CA 90401  
 (310)880-7614  
 Contract Services: Inspection, Permit Issuance, Plan  
 Review, Interim Building Official, Clerical  
 Contract Period: 2002 to Present

JAS Pacific has provided a full spectrum of building consulting services including administration, building plan review, Projects that we have been responsible for conducting multi-discipline reviews on include, but are not limited to, the construction of the **Hampton Inn** (six story, 92,000 square foot hotel, 2 levels of subterranean parking), the **Courtyard by Marriott** (6 story, 90,000 square foot, 136, room hotel with onsite restaurant and 2 levels of subterranean parking), and **Santa Monica Place** (included numerous tenant improvement on retail and restaurant projects) and various profile upgrades.

*COUNTY OF LOS ANGELES, CALIFORNIA*  
 DEPARTMENT OF PUBLIC WORKS,  
 BUILDING SAFETY DIVISION  
 900 S. Fremont Ave.  
 Alhambra, CA 91803-1331  
 (626)458-3164  
 Contract Services: Plan Review, Inspection, Permit  
 Issuance, Code Enforcement  
 Contract Period: 1999 to Present



JAS Pacific currently provides Building Inspection, Plan Review, Permit Technician and Code Enforcement services. We have assisted the County with plan review and inspection on various high profile projects including the **Neptune Mariner Apartments** ( 830,000 square foot project included five buildings with 526 units, boating slips and associated facilities, retail space and miscellaneous assembly space are incorporated into this waterfront plan), **Pier 44** (80,000 square foot sea wall project with Boating Facility Requirements, supply store, restaurant, dry dock storage, boater's lounge boat repair shop, sales offices, community room and promenade.



*CITY OF IRVINE, CALIFORNIA*  
 COMMUNITY DEVELOPMENT DEPARTMENT,  
 BUILDING & SAFETY  
 One Civic Ctr. Plaza  
 Irvine, C 92623-9575  
 (949)724-6320  
 Contract Services: Inspection, Code Enforcement, Permit  
 Issuance, Plan Review  
 Contract Period: 2010 to Present

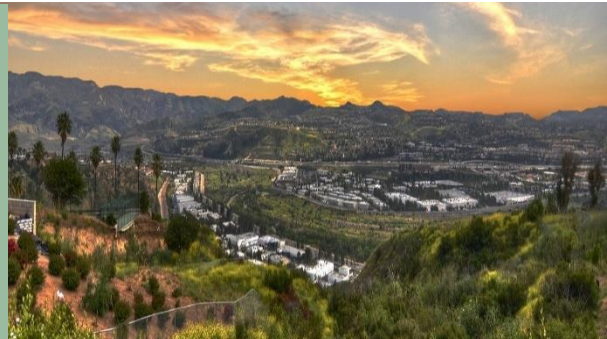
JAS Pacific currently provides Building Inspection, Plan Review, Permit Technician and Code Enforcement Technician services to the City of Irvine. We have performed Plan Review and Inspections on large projects, including but not limited to, **Alton Place Apartments** (5 story complex with roof top amenities, multiple swimming pools and underground parking) and **Cambria Hotel** (5 story hotel with 122 rooms, pool area, meeting areas and restaurants.)



*CITY OF LONG BEACH, CALIFORNIA*  
 BUILDING AND SAFETY DEPARTMENT  
 333 W. Ocean Blvd.  
 Long Beach, CA 90802  
 (562)570-6921  
 Contract Services: Inspection, Plan Review  
 Contract Period: 2009 to Present

JAS Pacific currently provides plan review and Inspection services to the City's Building and Safety Department including ensuring compliance with all applicable building laws and providing expedited plan review services as needed. JAS Pacific has been contacted on numerous occasions to provide expert advice on high profile projects including the \$520,000,000 civic center update and the recently passed legislation regarding the legalization of cannabis. The city is expecting a significant increase in cannabis production due to its accessibility to the Port.

*CITY OF YORBA LINDA, CALIFORNIA*  
 COMMUNITY DEVELOPMENT DEPARTMENT,  
 BUILDING & SAFETY DIVISION  
 4845 Casa Loma  
 Yorba Linda, CA 92885  
 (714)961-7100  
 Contract Services: Plan Review, Permit Issuance,  
 Building Official, Inspection  
 Contract Period: 2002 to Present



JAS Pacific is the Building Official and we are providing plan review and inspection services to the City and formerly provided permit services. Projects that we have been responsible for conducting multi-discipline inspections and plan reviews on include, but are not limited to, the **Yorba Linda Town Center** (new construction, 10 acre commercial redevelopment project consisting of high end markets and retailers, luxury movie theatre, restaurants and a 5 story parking structure), **National Community Renaissance** (new construction, three two-story apartment buildings, a preschool and carports with a combined valuation of \$8,829,682 and totaling 59,000 square feet), and **Yorba Linda Water District Filtration Plant** (17,000 square foot maintenance facility with numerous offices, storage area and work shops.)



*CITY OF RANCHO CUCAMONGA, CALIFORNIA*  
 COMMUNITY DEVELOPMENT DEPARTMENT,  
 BUILDING & SAFETY DIVISION  
 10500 Civic Center Dr.  
 Rancho Cucamonga, CA 91701  
 (909)477-2700  
 Contract Services: Plan Review  
 Contract Period: 2012 to Present

## City Clients

### **City of Anaheim: 2015 to Present**

141 Plumtree Dr., Anaheim, CA (714)765-4311  
Inspection, Plan Review

### **City of Arroyo Grande: 2003 to Present**

300 E. Branch St., Arroyo Grande, CA 93420 (805)473-5400  
Inspection

### **City of Arvin: 2004 to Present**

141 Plumtree Dr., Arvin, CA 9203 (661)854-3134  
Inspection, Building Official, Plan Review, Permit Technician

### **City of Beverly Hills: 2006 to Present**

Inspection, Plan Review, Code Enforcement, Permit Technician

### **City of Cathedral City: 2002 to Present**

68700 Lao Guerrero, Cathedral City, CA 92234 (760)202-2405  
Inspection

### **City of Culver City: 2009 to Present**

9770 Culver Blvd., Culver City, CA 90232 (310)253-5700  
Plan Review

### **City of El Segundo: 2007 to Present**

350 Main Street, El Segundo, CA 90245 (310)520-2307  
Inspection, Permit Technician

### **City of Glendale: 2013 to Present**

633 E. Broadway #101, Glendale CA 91206 (323)520-2307  
Plan Review, Inspection

### **City of Grover Beach: 2002 to Present**

154 2 8th St, Grover Beach, CA 93433 (805)473-4520  
Plan Review, Inspection, Building Official, Code Enforcement

### **City of Guadalupe: 2003 to Present**

918 Obispo St., Guadalupe, CA 93434 (805)343-1340  
Plan Review, Building Official, Inspection, Public Works

**City of Hanford: 2011 to Present**

317 N Douty St , Hanford, CA 92330 (559)585-2581

**Plan Review, Inspection**

**City of Irvine: 2010 to Present**

1 Civic Center Plaza, Irvine, CA (949)724-6320

**Plan Review, Inspection, Code Enforcement, Permit Technician**

**City of Industry: 2016 to Present**

PO Box 3366, City of Industry, CA 91744 (626)333-2211

**Inspection**

**City of La Quinta: 2006 to Present**

78495 Calle Tampico, La Quinta, CA 92253 (760)777-7015

**Plan Review, Inspection**

**City of Newport Beach: 2014 to Present**

100 Civic Center Dr, Newport Beach, CA 92660

**Plan Review, Inspection, Code Enforcement**

**City of Palmdale: 2014 to Present**

38250 Sierra Hwy, Palmdale, CA 93550 (661)267-5100

**Plan Review, Inspection**

**City of Pasadena: 2014 to Present**

175 N. Garfield Ave., Pasadena, CA 91101 (626)744-7087

**Inspection**

**City of Pico Rivera: 2006 to Present**

6615 Passons Blvd., Pico Rivera, CA (562)801-4421

**Plan Review, Inspection**

**City of Rancho Cucamonga: 2013 to Present**

10500 Civic Center, Rancho Cucamonga, CA 91730 (909)477-2710

**Plan Review**

**City of Santa Clarita: 2008 to Present**

23920 Valencia Blvd., Santa Clarita, CA 91355 (661)284-1442

**Inspection, Permit Technician**

**City of Santa Monica: 2002 to Present**

1685 Main Street, Santa Monica, CA 90401 (310)458-6158

**Plan Review, Building Official, Code Enforcement, Permit Technician**

**City of Selma: 2012 to Present**

1710 Tucker Street, Selma, CA 93662 (559)891-2208

Plan Review

**City of Shafter: 2012 to Present**

336 Pacific Ave, Shafter, CA 93263 (661)746-5002

Plan Review

**City of Wasco: 2003 to Present**

764 E St, Wasco, CA 93280 (661)758-7200

Plan Review, Inspection

**City of Yorba Linda: 2005 to Present**

4845 Casa Loma Ave, Yorba Linda, CA 92886 (714)961-7125

Plan Review, Inspection, Building Official, Permit Technician

## County Clients

**County of Fresno: 2012 to Present**

2220 Tulare St, Fresno, CA 93721 (559) 600-4232

Plan Review

**County of Los Angeles: 2001 to Present**

900 S. Fremont Ave, Alhambra, CA 91802 (626)458-

Plan Review, Inspection, Code Enforcement, Permit Technician

**County of Riverside: 2015 to Present**

PO Box 1440, Riverside, CA 92520 (909)955-2514

Plan Review, Inspection

**County of San Bernardino: 2014 to Present**

385 N. Arrowhead, San Bernardino, CA 92415 (909)387-8311

Plan Review, Inspection, Building Official, Permit Technician

**County of San Diego: 2014 to Present**

5510 Overland Ave, San Diego, CA 92123 (858)571-7723

Plan Review, Inspection

## Project Examples

Project	Description	Scope of Work
<b>Distribution Warehouse</b>	New construction, 700,712 square feet, the building has a total of 137 dock-high and three grade-level doors, 4,000-amp heavy power, 36-foot clear heights and a 185-foot truck court.	<b>Building &amp; Fire Life Safety</b>
<b>AMLI Mariner Del Rey</b> (Mixed use Apartment Complex)	New construction, mixed use project consisting of six, 5 story buildings covering over totaling 585 units. Each building has a roof top deck or garden and feature amenities including pool areas, fireplace structures, monument walls, trellises, plazas and promenade. Retail space and boat dock will also be on the grounds.	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>
<b>Aviation Station</b> (Mixed use Apartment Complex)	New construction, mixed use, 264 unit, 420,000 square feet, 5 story apartment complex wrapping around a 5 story parking structure. It has about 30,000 square feet of commercial space on the ground floor.	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>
<b>Terrancia Apartments</b> (Apartment Complex)	New construction, CDC project consisting of 120,000 square feet, 72 units, community room with computer lab, barbeque areas, children's playground.	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>
<b>Millennium Luxury Apartments</b> (Apartment Complex)	New construction, 3-4 story apartment buildings surrounding 4 story parking garage. Amenities include fitness center, pool are and TV viewing room	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>
<b>Oceana Retirement Home</b> (Apartment Complex)	New construction of 228,000 square foot, 114 unit retirement home with salon, restaurant, parking garage and theatre.	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>
<b>Mountain Grove</b> (Commercial – Retail)	New construction, over 670,000 square feet of retail and restaurant space. Performed multi-discipline review, including structural, on various retail shops and restaurants including Nordstrom Rack, buybuy Baby, TJ Maxx, HomeGoods, Hobby Lobby, 24 Hour Fitness, Gap, Banana Republic, Old Navy, ULTA.	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>
<b>Pier 44</b> (Commercial Retail)	New Construction, 8 building project with 83,253-square-foot redevelopment included a Trader Joe's grocery store, a West Marine boating supply store, a updated yacht club and a mix of other retailers and restaurants along a waterfront promenade.	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>
<b>Quartz Hill Library</b>	New Construction 13,000 square foot project, rooftop photovoltaic panels, bioswales, drought-tolerant landscaping, maximized controlled daylighting and controlled interior lighting, achieves a minimum certification of LEED® Silver	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>
<b>Neptune Mariner Del Rey</b> (Apartment Complex)	New Construction, 830,000 square feet, 526 unit apartment complex with Garage, Boater facility, theater room, pool and clubhouse	<b>Structural, Accessibility, Electrical, Mechanical, Plumbing</b>



# Team Qualifications

JAS Pacific understands the importance of the role assigned staff take and their impact on the overall success in the delivery of inspection services for the City. With a management team possessing over 140 collective years of experience, JAS Pacific boasts one of the most qualified and affluent building and safety administrations in the industry. Below is a summary of the proposed key personnel who will be assigned to the City and assisting in the delivery of with building inspection services followed by their individual resumes.

## Principal Team Members

Personnel	Education Licenses/Certifications	Experience
<b>Stuart Tom, PE, CBO</b> President	<b>International Code Council:</b> Building Official, Building Plans Examiner  <b>State of California:</b> Licensed Civil Engineer  <b>Education:</b> Bachelor of Science, Civil Engineering	<b>Over 30 years of building &amp; safety experience:</b> <ul style="list-style-type: none"> <li>• <b>JAS Pacific</b> – President</li> <li>• <b>City of Glendale</b> - Fire Marshal Building Official</li> <li>• <b>City of Los Angeles</b> Engineering Bureau Training Officer Structural Engineering Specialist Earthquake Division Leader</li> </ul>
<b>Fady Mattar, PE, CBO</b> Chief Operating Officer	<b>International Code Council:</b> Building Official, Mechanical Inspector, Plumbing Inspector, Instructor  <b>State of California:</b> Licensed Mechanical Engineer  <b>Education:</b> Master of Science, Mechanical Engineering, Bachelor of Science, Mechanical Engineering	<b>Over 40 years of building &amp; safety experience:</b> <ul style="list-style-type: none"> <li>• <b>JAS Pacific</b> – Chief Operating Officer</li> <li>• <b>City of Long Beach</b> Acting Director of Planning &amp; Building Superintendent of Building &amp; Safety</li> <li>• <b>County of Los Angeles</b> Asst Superintendent of Building District Engineer Section Head, Funding</li> </ul>
<b>Jack Leonard, PE, CBO</b> Vice President Project Manager	<b>International Code Council:</b> Building Official  <b>State of California:</b> Licensed Civil Engineer  <b>Education:</b> Bachelor of Science, Civil Engineering	<b>Over 30 years of building &amp; safety experience:</b> <ul style="list-style-type: none"> <li>• <b>JAS Pacific</b> – Vice-President</li> <li>• <b>City of Santa Monica</b> – Building Director</li> <li>• <b>JTLeonard Engineering</b> – Engineer</li> <li>• <b>City of Bakersfield</b> – Building Director</li> <li>• <b>Minner &amp; Davis</b> – Design Engineer</li> <li>• <b>Boyle Engineering Corp.</b> – Asst. Engineer</li> </ul>
<b>Larry Brugger, CBO</b> Director of Plan Review	<b>International Code Council:</b> Building Official  <b>State of California:</b> Licensed Civil Engineer Licensed Structural Engineer  <b>Education:</b> Bachelor of Science, Civil Engineering	<b>Over 30 years of building &amp; safety experience:</b> <ul style="list-style-type: none"> <li>• <b>JAS Pacific</b> – Director of Plan Review</li> <li>• <b>International Code Council</b> – Gov't Liason</li> <li>• <b>City of Long Beach</b> – Building Official</li> <li>• <b>City of Los Angeles</b> - Plan Review Engineer, Case Management</li> <li>• <b>Jacobs Engineering</b> – Design Engineer</li> </ul>
<b>Ron Takiguchi, PE</b> Principal Engineer	<b>State of California:</b> Licensed Elecgrircial Engineer  <b>Education:</b> Bachelor of Science, Electrical Engineering	<b>Over 20 years of building &amp; safety experience:</b> <ul style="list-style-type: none"> <li>• <b>JAS Pacific</b> – Director of Technical Services</li> <li>• <b>City of Santa Monica</b> – Building Official</li> <li>• <b>County of Los Angeles</b> – Deputy Building Official</li> </ul>

# STUART TOM, PE, CBO, PRESIDENT

## Responsibilities: Lead Consultant, Building and Safety Support Services

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### Building and Safety Work History

With over 30 years of public sector experience, Mr. Tom has thorough knowledge and expertise in various aspects of building and safety services along with fire services. As a State of California and Washington licensed civil engineer, an ICC certified building official and plans examiner, he has held positions such as Chief Building Official, Fire Marshal, Engineering Bureau Training Officer, Staff Engineer and Structural Engineer Specialist. As a building official, Mr. Tom Responsible for the oversight of engineering, inspection, and administrative activities for the third largest city within Los Angeles County. He directed all activities within the Permit Services Center including the review of development plans to ensure compliance with zoning, building, fire, traffic, and grading standards. As a Fire Marshal, Mr. Tom was responsible for oversight of fire- and life-safety standards necessary to protect the general population along with the management of Fire Engineering Division, which performs fire plan check and inspection for all new construction throughout the city. The department also administered programs related to hazardous and industrial waste management critical to protect the environment.

Due to his commitment to safety, Mr. Tom was selected as the state's Building Official of the Year by the California Building Officials Association in 2006, and as Building Official of the Year in 2009 by the California Fire Chiefs Association/Fire Prevention Officers. As a recognized expert in various fields of structural design and life-safety systems, Mr. Tom is the recipient of several other awards, including the CALBO President's Award in 2010, and he was inducted as a Fellow into the Institute for the Advancement of Engineering in. Mr. Tom's experience was acquired while employed with the following entities:

- **JAS Pacific** - President
- **City of Glendale, Fire Department** - Fire Marshal
- **City of Glendale, Building & Safety Department** - Building Official
- **City of Los Angeles, Department of Building and Safety** - Engineering Bureau Training Officer
- **City of Los Angeles, Department of Building and Safety** - Staff Engineer
- **City of Los Angeles, Department of Building and Safety** - Structural Engineering Specialist

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### Education / Professional Licenses and Certifications / Affiliation

**University of California, Berkley**  
Bachelor of Science, Civil Engineering

**California Polytechnic University, San Luis Obispo**  
Master of Science, Civil Engineering

**State of California**  
Licensed Civil Engineer

**State of Washington**  
Licensed Civil Engineer

**International Code Council**  
Certified Building Official  
Certified Plans Examiner  
Board of Directors

**California Building Official**  
Fire Advisory Committee  
Seismic Safety Committee  
Building Official of the Year (2006)  
President's Award (2010)

**California State Fire Marshal**  
Core Advisory Committee  
Height & Area Code Amendment Committee  
WUI Committee



# FADY MATTAR, PE, CBO, CHIEF OPERATING OFFICER

## Responsibilities: Building and Safety Support Services

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### Building and Safety Work History

With over 40 years of public sector experience, Mr. Mattar has thorough knowledge and expertise in all aspects of building services. As a California licensed mechanical engineer, an ICC certified building official, instructor, and mechanical and plumbing inspector, he has held positions such as Mechanical Engineer, Chief Plumbing and Mechanical Inspector, and Supervising Mechanical Engineer. Mr. Mattar served as the Assistant Superintendent of Building for the Los Angeles County Department of Public Works from which he retired. Mr. Mattar's lengthy public works experience includes expertise in National Pollutant Discharge Elimination System (NPDES), and energy, mechanical, and plumbing reviews. Mr. Mattar has held several key positions with regulatory agencies and has been recognized by the California Building Standards Commission, ICC, IAPMO, and CALBO, among others, with many honors and awards. Following his retirement from Los Angeles County, Mr. Mattar served as the Superintendent of Building & Safety for the City of Long Beach for five years and currently the President of JAS Pacific. Additionally, Mr. Mattar has authored multiple ordinances that subsequently were adopted into the Model Code and the State of California Code in recognition of their value. He also authored the ICBO "Mechanical Code Applications Manual" and several chapters of the IAPMO "Uniform Mechanical Code Illustrated Training Manual." Mr. Mattar's experience was acquired while employed with the following entities:

- **JAS Pacific** - Chief Operating Officer
- **City of Long Beach, Planning and Building Department** - Acting Director of Planning & Building
- **City of Long Beach, Planning and Building Department** - Superintendent of Building and Safety
- **Los Angeles County, Building and Safety Division** - Assistant Superintendent of Building
- **Los Angeles County, Building and Safety Division** - District Engineer, Bellflower Regional Office
- **Los Angeles County, Public Works, Planning Division** - Section Head
- **Los Angeles County, Building and Safety Division** - Mechanical Section, Engineer
- **Los Angeles County, Public Works, Waterworks Division** - Mechanical Engineer

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### Education / Professional Licenses and Certifications / Affiliations

#### California State University, Long Beach

Bachelor and Master of Science, Mechanical Engineering (with honors)

#### John F. Kennedy School of Government, Harvard University

Graduate of the Senior Executives, State and Local Government Program

#### State of California

Licensed Mechanical Engineer

#### International Code Council

Certified Building Official  
Certified Mechanical Inspector  
Certified Plumbing Inspector  
Certified Instructor

#### California Building Official

Educator the Year Award (2004)  
Residential Mechanical Code Committee

#### California Building Standards Commission

Past Vice Chair

# **JACK LEONARD, PE, CBO, VICE PRESIDENT-Project Manager**

## **Responsibilities: Building and Safety Support Services**

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### **Building and Safety Services History**

With over 30 years of experience, Mr. Leonard has a strong combination of both private and public sector expertise in building services. As a California licensed civil engineer and ICC certified building official, he has held positions such as Assistant Engineer, Design Engineer, Plan Review Engineer, Building Director, and Building Official. Mr. Leonard served as the Building Director for the City of Bakersfield from which he retired after over 16 years of service. Mr. Leonard's lengthy experience includes expertise in building structural, building life safety, mechanical, plumbing, and electrical reviews. He was responsible for the development and implementation of department policy; managed, organized, and oversaw the acquisition of personnel; directed the development and implementation of annual budget.

Mr. Leonard also chaired and participated as a member of the Board of Zoning Adjustment; acted as the Public Hearing Officer for Code Enforcement Hearings and Animal Control Appeals Board; represented the Building Division at City Council meetings, Planning Commission meetings, Board of Building Appeals hearings, Accessible Appeals Board hearings, and at civil and criminal court proceedings. Another key area of responsibility was the interpretation and enforcement of California Building codes, laws, ordinances and regulations and the calculation and development of fee structures for building divisions. Having managed several types of building departments at different levels in the public sector, Mr. Leonard has acquired the ability of quickly and efficiently assessing service levels and needs. While with JAS Pacific, Mr. Leonard has served as the Building Official for the City of Hermosa Beach and as the Building and Safety Director for the City of Santa Monica. Additionally, Mr. Leonard has authored multiple ordinances that subsequently were adopted into the State of California Building Code. Mr. Leonard's experience was acquired while employed with the following entities:

- **JAS Pacific** - Vice President
- **City of Santa Monica, Building Department** - Building Director
- **JT Leonard Engineering** - Structural Engineering Consultant
- **City of Bakersfield, Development Services Department** - Building Director/Plan Check Engineer
- **City of Bakersfield, Public Works Department** - Design Engineer I & II
- **Minner & Davis Structural Engineering** - Design Engineer
- **Boyle Engineering Corporation** - Assistant Engineer

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### **Education / Professional Licenses and Certifications / Affiliations**

**California State University, Fresno**  
Bachelor of Science, Civil Engineering

**International Code Council**  
Certified Building Official

**State of California**  
Licensed Professional Civil Engineer

**International Conference of Building Officials**  
San Joaquin Chapter – Past President

**State of Arizona**  
Licensed Professional Civil Engineer

**American Society of Civil Engineers**  
Member

# LARRY BRUGGER, PE, CBO

## Responsibilities: Building and Safety Support Services

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### Building and Safety Work History

Over 33 years of experience as a building official, director of case management that dealt with larger projects, assistant office manager handling a large field office with plans examiners, inspectors and permit technicians, chief of earthquake safety division, code adoption engineer and plans examiner reviewing and analyzing plans with an emphasis in structural, architectural, and accessibility projects. He is experienced in plan review against the California Building Code And California Residential Code. Mr. Brugger has extensive expertise of engineering principles as they relate to design and calculations of loads and forces. He has been responsible for the preparation of comprehensive correction lists for structural, building accessibility and fire life safety for the firm. He provides technical and procedural assistance to architects, engineers and contractors pertaining to building construction and related activities. Mr. Brugger acquired his experience while employed with the following entities:

- **JAS Pacific** - Director of Plan Review
- **International Code Council** - Director of Government Relations
- **City of Long Beach, Planning and Building Department** - Building Official
- **City of Long Beach, Planning and Building Department** - Supervising Plan Check Officer
- **City of Los Angeles, Department of Building and Safety** - Building Director/Plan Check Engineer

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### Education / Professional Licenses and Certifications / Affiliations

#### California State University

Bachelor of Science, Civil Engineering

#### State of California

Licensed Civil Engineer

Licensed Structural Engineer

#### International Code Council

Certified Building Official

#### Structural Engineers Association of California

President (2004)

Board of Directors (1990-1996)

#### American Society of Civil Engineers

Co-Chair (2007)

#### International Conference of Building Officials

ES Evaluation Committee

Accreditation Committee

Enforcers Guide to Performance Designs

Developers of Performance Building Code

# RON TAKIGUCHI, PE

## Responsibilities: Building and Safety Support Services

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### Building and Safety Work History

With nearly 20 years of experience in the building and safety field, Mr. Takiguchi is a licensed professional electrical engineer and certified Green Point Rater, and has served in the capacity of building official and division manager; and now as the Director of Plan Review Services for JAS Pacific. Mr. Takiguchi successfully oversaw the planning division for the City of Santa Monica and was responsible for the application and enforcement of building codes and standards including the adoption of Title 24 California Building Standards Codes and local municipal amendments. Mr. Takiguchi also served as the Deputy Building Official for the County of Los Angeles and oversaw daily operations in seven regional areas for including construction and permitting management. Additionally, he served as the principal for County building code development and adoption. Mr. Takiguchi served as the CALBO President (2016-17) and Vice-President (2015-16), as well as Treasurer and Committee Member. He is an active member and sits on numerous committees for the California Building Standards Commission and the Los Angeles Basin Chapter ICC. Mr. Takiguchi also has extensive experience as an instructor with CTI CALBO Training Institute and UCLA Extension in the field of construction management. Mr. Takiguchi acquired his experience while employed with the following entities:

- **JAS Pacific** - Director of Technical Review
- **City of Santa Monica** – Building Official, Division Manager
- **County of Los Angeles** – Deputy Building Official

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### Education / Professional Licenses and Certifications / Affiliations

#### California State University, Los Angeles

Bachelor of Science, Electrical Engineering

#### State of California

Licensed Electrical Engineer

#### California Building Officials

President (2016-17)

Vice-President (2015-16)

Second Vice-President/Treasurer (2014-15)

Board of Directors (2012-16)

#### CALBO Training Institute

Committee Member (2013-14)

#### California Building Standards Commission

Code Advisory Committee Chair

Code Advisory Committee Member

#### International Code Council – Los Angeles Basin

President (2015)

Board of Directors (2011-15)

Green Building Standards Committee Chair (2010-11)

## Project Team Members

JAS Pacific is prepared to provide as-needed plan review services to the City and has adequate resources to meet existing and future increased workloads. This provides for an instant reliable workforce to continue providing services within the varied communities throughout the City. With nearly 100 employees, JAS Pacific shall have resources available to meet the City's varying needs through the duration of the contract.

All assigned staff have experience with a California city or county and/or in a related construction field. Additionally, staff are registered or certified in accordance with the CA Health and Safety Code Section 18949.28 from the ICC (International Code Council), APWA (American Public Works Association), NFPA (National Fire Protection Association), and/or other appropriately recognized state, national, or international organizations or agencies, as determined by the City. The area of registration or certification will be closely related to the primary job function, as determined by the City.

Team Member	Education Licenses/Certifications	Work Performed
<b>Kris Anderson</b> Building Inspector	<b>International Code Council:</b> Certified Building Inspector, Electrical Inspector, Mechanical Inspector, Plumbing Inspector	<b>Over 8 years of building &amp; safety experience:</b> <ul style="list-style-type: none"> <li>• <b>JAS Pacific</b>, Senior Building Inspector</li> <li>• <b>City of Bellflower</b>, Contract Building Inspector</li> <li>• <b>Home Depot</b>, Contractors Desk</li> <li>• <b>Clear Flow Plumbing</b>, President</li> <li>• <b>McDonald Douglass</b>, Sr. Planning Engineer</li> </ul>
<b>Christopher Oberle</b> Building Inspector	<b>International Code Council:</b> Certified Building Inspector, Electrical Inspector, Mechanical Inspector, Plumbing Inspector	<b>Over 18 years of building &amp; safety experience and 20 years of construction experience:</b> <ul style="list-style-type: none"> <li>• <b>JAS Pacific</b>, Senior Building Inspector</li> <li>• <b>City of Torrance</b>, Contract Building Inspector</li> <li>• <b>City of Chino Hills</b>, Building Inspector</li> <li>• <b>Various Employers</b>, Union Carpenter</li> </ul>
<b>Richard Eldridge</b> Building Inspector	<b>International Code Council:</b> Certified Fire Inspector, Fire Sprinkler Reviewer, Building, Electrical, Mechanical, Plumbing Inspector  <b>State of California:</b> Fire Code Inspector  <b>Education:</b> Associate of Science	<b>Over 20 years of building &amp; safety experience:</b> <ul style="list-style-type: none"> <li>• <b>JAS Pacific</b>, Building Inspector</li> <li>• <b>City of Huntington Beach</b>, Fire Inspector</li> <li>• <b>City of Huntington Beach</b>, Building Inspector</li> <li>• <b>US Navy</b>, Chief Petty Officer Builder</li> </ul>

# KRIS ANDERSON

## Responsibilities: Building Inspection Services

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### Building and Safety Work History

With nearly 8 years of performing building inspections and over 25 years in the construction industry, Mr. Anderson has obtained extensive experience in all aspects of inspection services. As an ICC certified Building Inspector, Residential Electrical Inspector, Commercial Electrical Inspector, Mechanical Inspector, and Plumbing Inspector, he has held positions such as Senior Building Inspector, Building Inspector, and Senior Planning Engineer. While serving in these capacities, Mr. Anderson has gained comprehensive experience conducting inspections of various residential, commercial, and industrial projects ensuring code compliance. Additionally, he conducted inspections of new construction, underground utilities, and alterations/remodels and verified that as-built drawings were maintained and materials met required standards. Mr. Anderson is also responsible for reading and interpreting architectural and engineering drawings and performing field checks and verifying accessibility requirements; inspects and approves work at each of the required stages of construction and orders corrective action if necessary; prepare reports for inspections. Mr. Anderson assists the general public, architects, contractors, and builders in the field and in the office; explain and interpret requirements and restrictions, respond to inquiries, and provide code clarification. Mr. Anderson experience was obtained while employed with the following:

- **JAS Pacific** – Building Inspector
- **City of Bellflower, Building & Safety Division** – Contract Building Inspector
- **Home Depot** – Contractor's Desk
- **Clear Flow Plumbing** – President
- **McDonald Douglass** – Senior Planning Engineer

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### Education / Professional Licenses and Certifications / Affiliations

#### Interantional Code Council

Building Inspector  
Residential Electrical Inspector  
Commercial Electrical Inspector  
Mechanical Inspector  
Plumbing Inspector

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### Relevant Experience

**Building Inspection, City of Bellflower, CA:** provided multi-discipline inspection of mixed use Belmont Court which consisted of 30 2-story condos over 6000 square feet of ground level retail shopping space for restaurants with outdoor dining along with a 60 space parking garage.

**Building Inspection, Rancho Mirage, CA:** provided multidiscipline inspections of 16 story casino with 314 rooms being equivalent to 510,000 square feet including 24 executive suites, with 60,000 square feet of meeting space of which 10,000 square foot a conference center. Additionally, a 13,000 square foot spa, 40,000 square feet of high end restaurants were also built.

**Building Inspection, City of Bellflower, CA:** provided multidiscipline inspection of 650,000 square foot, 6 story Kaiser hospital and medical office building renovation with parking garage along with 43,000 square foot central plant. The facility also included pharmacies, eating areas and surgical center.

# Christopher Oberle

## Responsibilities: Building Inspection Services

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### Building and Safety Work History

With over 18 years of experience in the building and safety field, Mr. Oberle has acquired invaluable experience in many aspects of construction and conducting building inspections services. As an ICC Certified Combination Inspector, Mr. Oberle has held positions such as Building Inspector I, II & III while working on behalf of various jurisdictions. While serving in these capacities, Mr. Oberle has gained comprehensive experience conducting inspections of various commercial, industrial, and residential projects. Duties performed included but not limited to interpreting and applying the building code, has knowledge of all phases of the permitting process, ensured project's compliance with issued permit, assisted public as necessary. Mr. Oberle also brings 25+ years of construction experience as a Union Carpenter. Mr. Oberle's experience was acquired while employed with the following entities:

- **JAS Pacific** - Contract Building Inspector
- **City of Chino Hills, Building & Safety Department** - Contract Building Inspector
- **Union Carpenter** - Various Employers

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### Education / Professional Licenses and Certifications / Affiliations

#### International Code Council

Building Inspector  
Electrical Inspector  
Mechanical Inspector  
Plumbing Inspector

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### Relevant Experience

**Building Inspection, Rancho Palos Verdes Estates, CA:** provided multidiscipline inspections on a 17,000 square foot custom home including a septic tanks, media room, multiple bathrooms, a 6 car garage, swimming pool and "mother-in-law" quarters. A complete dry cleaning facility was located in the basement that required special permits for venting. The project has a \$33 million valuation in Rancho Palos Verdes.

**Building Inspection, City of La Mirada/County of Los Angeles, CA:** performed multidiscipline inspections on new construction and renovations for Biola University. Projects included an official size soccer field on top of parking garage, renovation of a 10,000 square foot cafeteria, a new 12,000 square foot library, a 5 story coed dormitory with parking structure, a 200 yard foot bridge and a 300 person occupancy chapel.

**Building Inspection, City of Chino Hills, CA:** provided multidiscipline inspections of residential and commercial projects including various new home tracts throughout the City and commercial projects that included Starbucks, Costco and Lowes.

# Richard Eldridge

## Responsibilities: Building Inspection Services

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### Building and Safety Work History

With over 15 years of experience in the inspection field, Mr. Eldridge has acquired invaluable experience in many aspects of construction and conducting building inspections services. As an ICC certified Commercial Building and Fire Inspector, Mr. Eldridge has held positions such as Building Inspector I, II & III, Fire Inspector I & II and Special Inspector on various high end commercial projects. While serving in these capacities, Mr. Eldridge has gained comprehensive experience in conducting inspections of various building and facility projects including foundations, building, electrical, plumbing, and mechanical systems. Mr. Eldridge is also responsible for interpreting and applying the building codes, issuing inspection notices and notices of non-compliance, and assisting the public as necessary. Mr. Eldridge has an extensive construction background in the development of high end custom homes, multifamily residential and commercial projects. Mr. Eldridge's construction background as a designer and builder allows for a more broad understanding of construction practices, therefore, a higher level of customer service is provided. Mr. Eldridge's experience was acquired while employed with the following entities:

- **JAS Pacific** - Contract Building Inspector
- **City of Huntington, Beach Fire Department** – Fire Prevention Inspector
- **City of Huntington Beach, Building & Safety Department** – Building Inspector
- **City of Fullerton** – Building Inspector
- **City of Irvine, Building & Safety Department** – Building Inspector
- **Leisure World, Building & Safety Department** – Building Inspector
- **County of Los Angeles, Building & Safety Department** – Construction Inspector

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### Education / Professional Licenses and Certifications / Affiliations

#### Arizona State University

Bachelor of Art, Mass Communication

#### Ventura College

Associate of Science, Construction Technology

#### Orange Coast College

Associate of Art, Photography

#### International Code Council

Fire Inspector I

Residential Fire Sprinkler Plan Checker and Inspector

CA Fire Code Inspector

CA Building Inspector Commercial and Residential

CA Electrical Inspector Commercial and Residential

CA Plumbing Inspector Commercial and Residential

CA Mechanical Inspector Commercial and Residential

Structural Masonry Special Inspector

Reinforced Concrete Special Inspector

#### American Concrete Institute

Concrete Field Testing Technician Grade I



# SCOPE OF SERVICE

JAS Pacific is prepared to provide the City with seamless quality inspection services within exceptional timeframes. Our service procedures are thorough meeting all expectations including great customer service and efficient response times, without compromising quality. As part of JAS Pacific's over arching goal to attain customer satisfaction, a tailored service delivery system is developed, service models are effective and efficient, and procedures adapted to meet the City's requirements. We are confident that we can accommodate the City's financial needs as well as provide the desired level of customer service. Additionally, because of our available resources, we have the ability to alter the levels and types of service to address increased workloads and customer needs.

JAS Pacific Services	City Benefits
Personnel	Superior Level of Service
Expertise	Consistent Code Application
Staffing Resources	Flexibility to Meet Various Levels of Demand
Contract Costs	Expenses are Consitent with Revenues

JAS Pacific will ensure that all structures are equal to or exceed the applicable City, State, and Federal regulations. JAS Pacific understands the City's needs and we have the resources to provide timely deployment. With limited City resources, contracting with JAS Pacific will afford the City more flexibility in the allocation of such resources. Assigned personnel will provide building and safety support and related services as-needed ensuring compliance with the most recent adopted version of California Building Codes, including the following:

- ✓ California Residential Code
- ✓ California Building Code
- ✓ California Green Building Code
- ✓ California Mechanical Code
- ✓ California Plumbing Code
- ✓ California Electrical Code
- ✓ Local Ordinances

Acting on behalf of the City, JAS Pacific will provide superior levels of customer service, consistent code application, and develop seamless working relationships with City staff. Contracting with JAS Pacific will provide the City with a cost-effective alternative to a fully internally staffed department and allow the City to focus on other critical municipal matters. JAS Pacific will perform applicable functions as an extension of City staff and will follow all City procedures and directives. JAS Pacific understands the importance of excellent customer service not only to the City but to the clients we serve. We strive to meet and exceed all client expectations and we will create a cooperative work environment with the City and the clients we serve. Staff will not only identify building code issues within the plans, but also will address the big picture and offer helpful suggestions to reach life-safety and code compliance standards. JAS Pacific will support the City in attaining its goal of providing timely, efficient, and effective services. Our understanding and approach to the proposed services is detailed below.

# Building Inspector Duties & Responsibilities

- ✓ Inspects buildings in a thorough manner detecting errors and deviations from approved plans, and assures compliance with the applicable building codes, and applicable provisions of all state and local ordinances and regulations.
- ✓ Ensures that the quality of building materials and methods used in construction or alteration are in conformance with the applicable codes.
- ✓ Provides useful and helpful information to builders and others regarding state and local construction requirements as well as land use/zoning requirements.
- ✓ Checks building sites to ensure proper building permits have been obtained for the work being done; takes appropriate action to correct violations.
- ✓ Issues code violations, confers with the Senior Building and Safety Inspector, and prepares case records for presentation to the City Attorney's office when prosecution becomes necessary.
- ✓ Makes and keeps accurate logs and records regarding building inspections, violation notices, investigations and other related data which are legible, complete, and up to date.
- ✓ Studies new materials and methods of building construction to keep abreast of modern development.
- ✓ Recommends issuance of certificates of occupancy after conducting a final inspection of completed work and giving approval to structures and installations.
- ✓ Anticipates construction problems and consistently takes steps to minimize the amount of corrective work that needs to be done by the applicant or contractor.
- ✓ Makes efficient use of time, keeping up with assigned inspection workloads and inspection appointments, and completes a reasonable number of inspections given work time available.
- ✓ Reads and understands building plans and effectively interprets such plans in conducting field inspections required for the project.
- ✓ Inspects construction of buildings in a timely manner to assure compliance with applicable codes, approved plans, and policies. Identifies needed corrections.
- ✓ Assures that deficiencies identified during inspections are promptly corrected.
- ✓ Maintains accurate documentation of construction errors, omissions, and violations which are upto-data, legible, complete, and descriptive of problems encountered and resolution thereof.

# DELIVERY: SCOPE OF SERVICE

JAS Pacific proposes to tailor a service delivery system that meets and exceeds the City's expectations. Additionally, due to our available resources we have the ability to offer flexibility that results in the greatest benefit to the City. We can provide the City with options on the configuration of staffing for the delivery of as-needed building inspection services that strike a balance between efficiency and quality. JAS Pacific, in the delivery of these services, takes care of staffing – including salaries and benefits – transportation, insurance, certifications, and continuing education. All staff are provided a reasonable degree of annual training in accordance with the requirements of AB 717 (California Health and Safety Code 18965 et seq). We understand the City's requirements and know that a service program addressing both components will be satisfactorily negotiated. Our approach to providing qualified staff is detailed in **"Staff Augmentation Flow Chart."**

JAS Pacific will provide all labor, materials, transportation, and equipment necessary for personnel to perform these services throughout the City. Equipment shall include, but is not limited to: business cards, email-enabled smart phones or equivalent, digital cameras, and electronic portable devices such as notebook computers, or any other additional devices as determined by the City. The equipment shall be of a type acceptable by the City. Materials shall include, but are not limited to, all necessary code books and reference materials. Our approach to performing building inspection services is detailed in **"Building Inspection Procedures Flow Chart."**

## Customer Service

Customer service is an ongoing strategy that starts with JAS Pacific's key personnel as they are each accessible to City staff at their convenience and this same strategy is utilized by our assigned staff. We strive to be proactive before issues arise and resolve issues quickly.

## Quality Control

JAS Pacific prides itself in the technical capabilities of its staff members and we take a multi-faceted approach to ensuring the quality of work provided to our clients. Quality control is addressed at three different levels including staff work performance, administrative oversight, and customer satisfaction. To ensure satisfactory staff work performance and work product quality, staff is encouraged to consult with other staff members on various code-related or jurisdictional topics, seek advice on unique or complex projects, look for specific areas of expertise, and/or learn the new code requirements.

Administrative oversight is also provided which involves our principal staff maintaining a close working knowledge of the product that our staff provides in order to make sure that their work is of the highest quality through periodic work sampling. Additionally, periodic meetings are held to review their progress and the client's needs. Our administrative staff is also highly trained on up-to-date industry methods in their respective area of expertise.

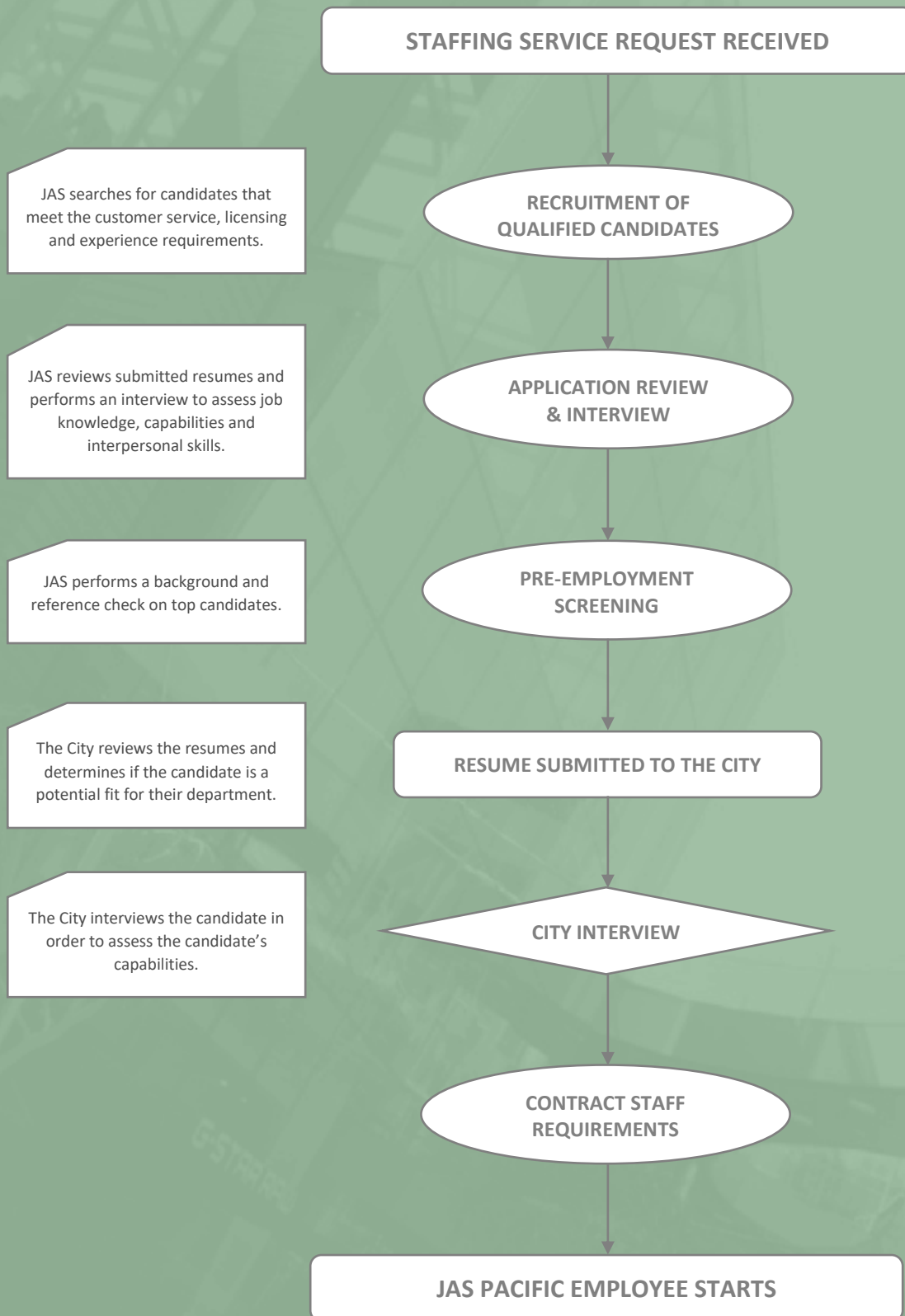
Lastly, quality control is addressed through ensuring customer satisfaction. Any issues or complaints are handled immediately upon receipt. The process leading up to resolution is monitored to ensure a satisfactory outcome and processes are followed to prevent a reoccurrence.

## Communication

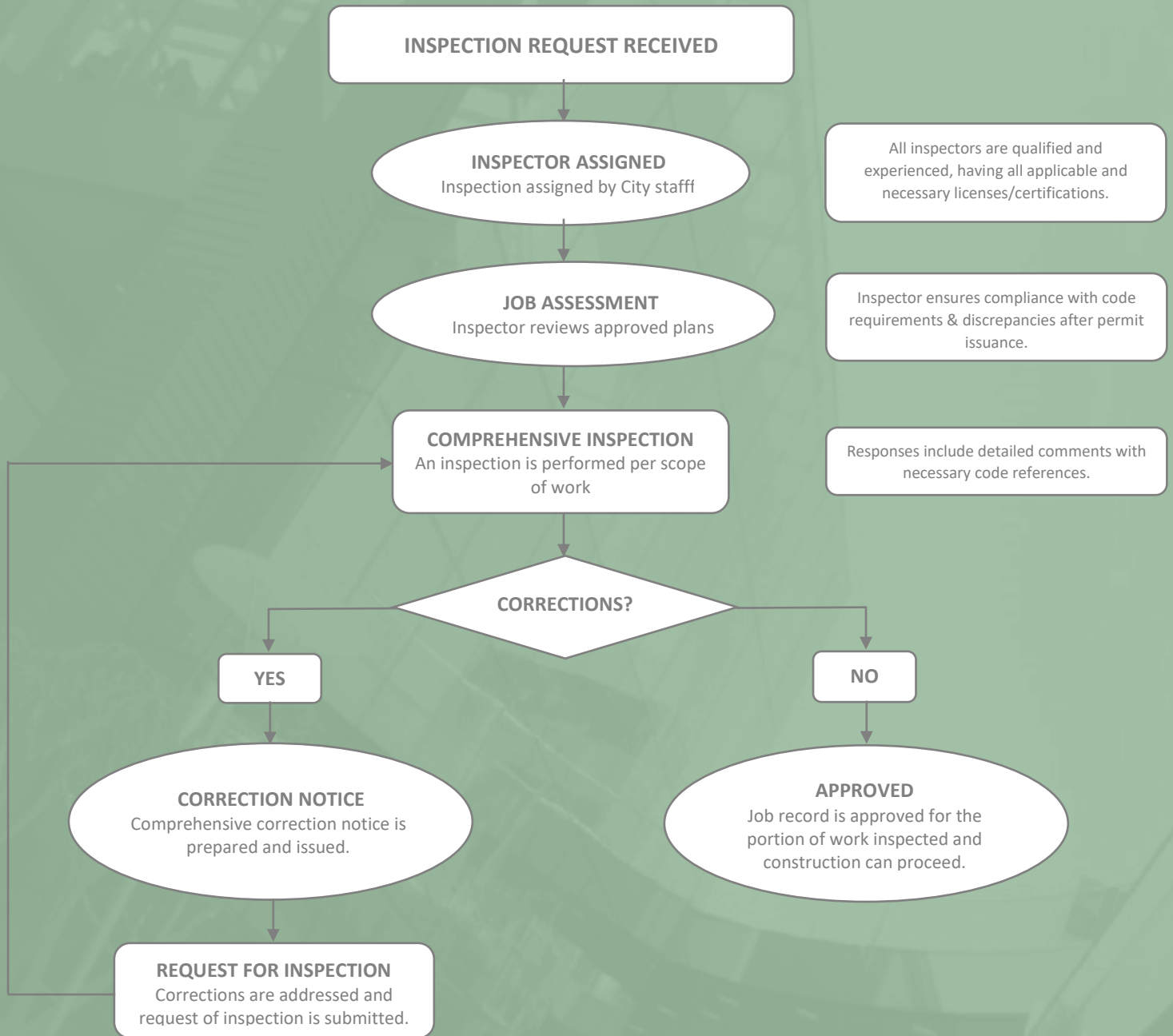
JAS Pacific believes that effective communication at all levels is a key component to our partnership with the City. Our staff is trained and understands that establishing and maintaining professional working relationships with the City is essential to our success. Staff will attend all meetings as necessary and respond to inquiries by the City, applicants, or other stakeholders promptly and within a 24 hour period. Our general approach to ensuring this includes:

- ✓ **Project Manager** – Oversees Municipal building inspection services being provided to the City, maintains close liaison with City staff as well as our assigned staff ensuring overall satisfaction as well as understanding of outstanding assignments. Manages the assignment of all projects to ensure a balanced and manageable workload.
- ✓ **Building Inspectors** – All assigned staff possess the necessary interpersonal skills required to ensure successful and productive working relationships. All staff maintain open and on-going communication with City staff, applicants, officials, and other stakeholders collaborating to ensure customer satisfaction. Staff report out to the Project Manager regularly to ensure all expectations and deadlines are met.
- ✓ **Management** – Available to provide the City with all the necessary support to meet staffing, reporting, and accounting needs.

# Staff Augmentation Flow Chart



# Building Inspection Procedures Flow Chart



# FEE SCHEDULE

Plan Review - Hourly	
Category	Hourly Rate
Building Inspector I	\$75.00
Building Inspector II	\$85.00
Building Inspector III	\$95.00
Building Inspector IV	\$105.00

## Invoicing

The City will receive an invoice on or before the 15<sup>th</sup> of each month for services provided the month prior. JAS Pacific and the City shall agree to payment terms of Net 45 in the form of electronic deposit or paper check.

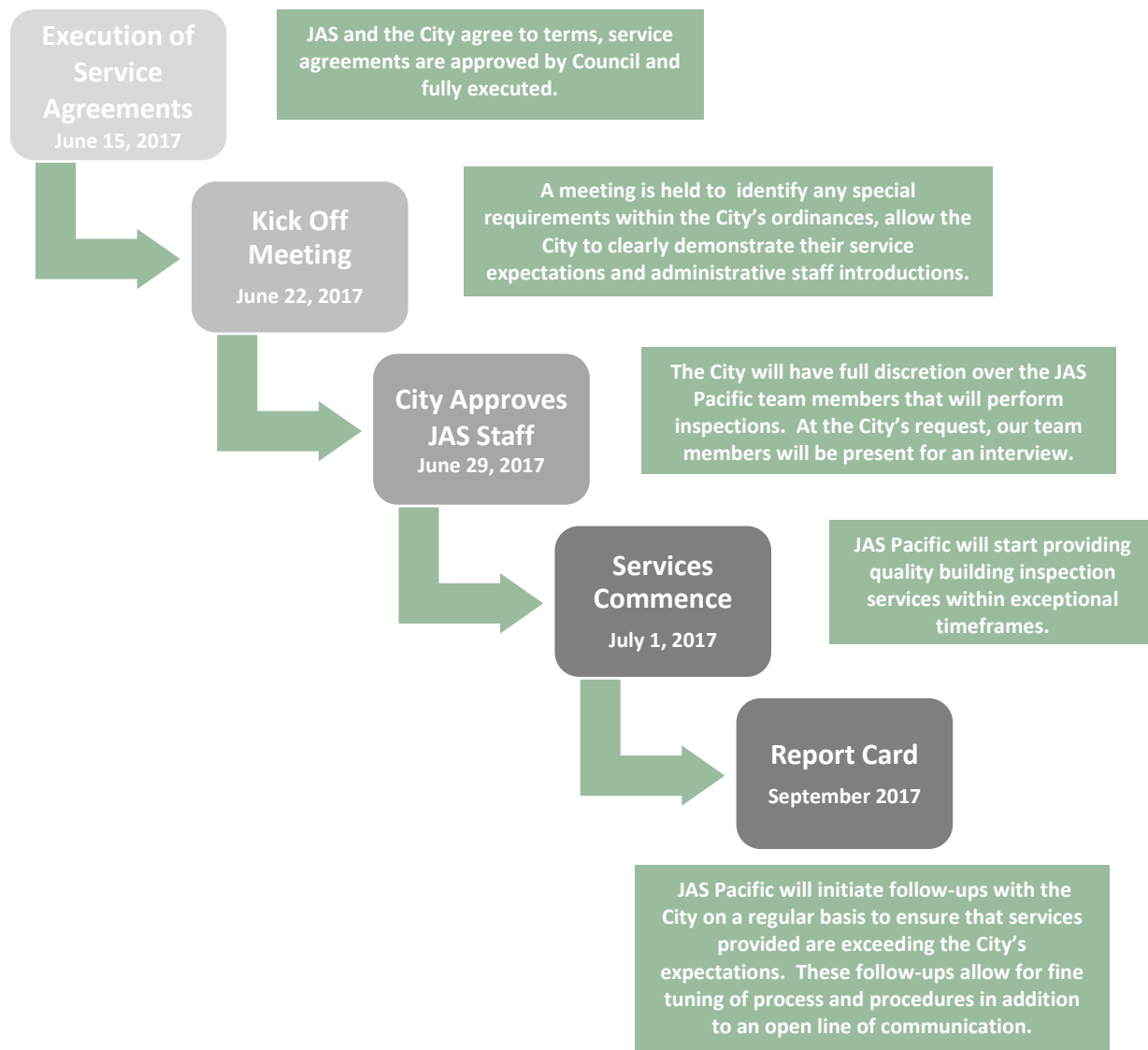
# REFERENCES

Organization/ Dates of Service	Contact	Services Provided	Telephone Number	Mailing Address
<b>County of Los Angeles 1999 to Present</b>	<b>Hassan Alameddine, PE</b> Asst. Superintendent halamedd@dpw.lacounty.gov	Plan Review, Inspection, Code Adoption, Permit Issuance	(626)458-6387	900 S. Fremont Ave. Alhambra, CA 91803-1331
<b>City of Santa Monica 2002 to Present</b>	<b>Salvador Valles</b> Assitant Director Salvador.Valles@smgov.net	Plan Review, Buiding Official, Inspection, Code Enforcement, Permit Issuance	(310)458-6185	1685 Main Street Santa Monica, CA 90401
<b>City of Irvine 2010 to Present</b>	<b>Joe Kirkpatrick, PE</b> Building Official jkirkpatrick@ci.irvine.ca.us	Plan Review, Inspection, Permit Issuance	(949)724-6320	One Civic Ctr. Plaza Irvine, CA 92623-9575
<b>City of Glendale 2014 to Present</b>	<b>Jan Edwards, PE</b> Building Official jedwards@glendaleca.gov	Plan Review, Inspection	(818)548-3200	633 E. Broadway Rm 101 Glendale, CA 91206
<b>City of Long Beach 2010 to Present</b>	<b>David Khorram, PE</b> Building Official David.khorram@longbeach.gov	Plan Review, Inspection	(562)570-6921	333 West Ocean Blvd. Long Beach, CA
<b>County of Riverside 2015 to Present</b>	<b>Mike Lara, PE</b> Building Official mlara@rctlma.org	Plan Review, Inspection	(909)955-2514	PO Box 1440 Riverside, CA 92520
<b>County of San Bernardino 2014 to Present</b>	<b>Gia Kim, PE</b> Assistant Director gkim@lus.sbcounty.gov	Plan Review, Building Official, Inspection, Code Adoption	(909)387-8311	385 N. Arrowhead San Bernardino, CA 92415
<b>City of Palmdale 2013 to Present</b>	<b>Bud Davis, CBO</b> Building Official bdavis@cityofpalmdale.org	Plan Review, Permit Issuance	(661)267-5100	38250 Sierra Hwy Palmdale, CA 93550
<b>City of Yorba Linda 2005 to Present</b>	<b>David Brantley, AIA</b> Comm. Dev. Director dbrantley@yorba-linda.org	Plan Review, Official, Inspection, Permit Issuance	(714)961-7125	4845 Casa Loma Ave Yorba Linda, CA 92886



# IMPLEMENTATION SCHEDULE

JAS Pacific proposes to tailor a service delivery system that meets and exceeds the City's expectations. Additionally, due to our available resources we have the ability to offer flexibility that results in the greatest benefit to the City. We can provide the City with options on the configuration of staffing for the delivery of building inspection that strike a balance between efficiency and quality. JAS Pacific, in the delivery of these services, takes care of staffing – including salaries and benefits – transportation, insurance, certifications, and continuing education. We understand the City's requirements and know that a service program addressing both components will be satisfactorily negotiated. The following flow-chart details our implementation plan:



# ADDITIONAL SERVICES

## Plan Review

JAS Pacific can provide the Jurisdiction with plan review services both off-site and on. Off-site services will be provided in a timely manner and will be seamless, as our team members are accessible to promptly respond to all inquiries. Upon contract award, JAS Pacific will analyze the Jurisdiction's needs and propose the appropriate service level striking a balance between desired services and cost efficiency.

## Permit Technician Services

JAS Pacific CAN provide permit counter services through the contracting of certified Permit Technicians. All permit technicians meet all qualifications, education, and certification/licensing requirements including as needed to perform all required duties. All JAS Pacific assigned permit technicians shall be equipped with the necessary tools and equipment when performing building inspection services on behalf of the City. All assigned Permit Technicians shall work as an extension of City staff.

JAS Pacific personnel shall be responsible for public counter services such as processing automated and manual permits, receiving plan submittals, preparing reports, cashiering, handling customer needs over the phone and in person, and maintaining records in locations throughout the City.

## Training

JAS Pacific is committed to the continuous education of all staff through both in-house and external training. Mr. Fady Mattar and Mr. Stuart Tom are ICC certified instructors and have provided training to various clients on the building and other codes and regulations. Mr. Mattar's area of instruction includes plumbing, mechanical, green building, energy and residential fire-sprinkler systems topics. Mr. Stuart's area of instruction includes the California Building and Residential Codes, emergency response, fire and other related topics.

Mr. Mattar has worked with various JAS clients and industry related organizations providing instruction on a range of topics. He was the Training Coordinator for the County of Los Angeles Building Division, creating the training programs for entry-level inspectors, as well as on-going training for inspectors, plan review staff, permit technicians and district office managers. Mr. Mattar prepared and created training booklets and PowerPoint presentations for training on the California Mechanical and Plumbing Codes, Green Building Code and Residential Fire Sprinklers then conducted trainings for ICC Orange Empire, LA Basin, Foothill, Hi Desert, Coachella Valley, and Ventura Chapters of ICC. He has also presented training on code update to jurisdictions including the Cities of Los Angeles, Long Beach, Beverly Hills, Santa Monica, El Monte and the County of Los Angeles. Mr. Mattar has also conducted code classes for UCLA Extension Program and for organizations such as ICC, IAPMO and PHCC.

## Counter

JAS Pacific can provide the City with permit issuance/counter services for on-site grading, erosion control, building, electrical, mechanical, and plumbing work on an as needed basis to supplement the City's full -time Senior Building Permit Technician, through the contracting of Permit Technicians. All Permit Technicians meet all qualifications, education, and certification/licensing requirements including an ICC Permit Technician certification, two years experience performing technical building and safety support functions, high school diploma, and strong solution-oriented customer service as detailed in the request for proposals. Basic services shall include public counter services such as processing automated and manual permits, receiving plan submittals, preparing reports, cashiering, handling

customer needs over the phone and in person, and maintaining records in locations throughout the City. Detailed duties and responsibilities are further discussed below and services shall be provided based on service demand.

## Code Adoption

At the request of the City, JAS Pacific can perform research of the City's Municipal Code and provide draft documents for review by the City Attorney and other responsible departments for the adoption of the codes, along with any desired City amendments to these codes. Once these documents are approved, JAS Pacific can help schedule the required hearings before the City Council, testify before the City Council, and answer questions regarding proposed amendments. JAS Pacific personnel has extensive experience in area of code adoption and can assist the City in future local adoptions.

## Code Enforcement

JAS Pacific can provide code enforcement services by proactively identifying conditions that threaten the health and welfare of the citizens of the Jurisdiction and to developing long-term strategies that resolve contemporary community problems, and promote community pride and stability. In order to enhance and sustain the highest quality of life standard, we will provide exceptional customer service and rapid and effective responses.

## CASp

JAS Pacific can provide CASp certified inspections and plan review with staff knowledgeable the requirements of the State Senate Bill. Our staff not only can perform these duties but are available to City staff for further clarification on various issues that arise with the bill's implementation.



**CORPORATE OFFICE**

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