



A. COVER LETTER

May 18, 2017

City of Culver City
City Clerk
9770 Culver Blvd.
Culver City, CA 90232

Subject: RFP #1644 for On Call Building Inspection Services

Attention: Mr. Anthony Karroum

The Code Group, Inc., dba VCA Code (VCA) is pleased to respond to the City of Culver City's (City) request for a proposal for On Call Building Inspection Services. The proposal contains statements about our profile, experience and qualifications, references, principal contact person, staff and resumes, our philosophy regarding customer service, and implementation of the scope of service, and the cost of providing services.

VCA is uniquely qualified to assist the City with our team of extremely proficient Plan Check Engineers capable of responding to any type of project. Our team consists of licensed professional engineers who are also ICC certified plans examiners. Our employees are a highly-qualified, technically-oriented and talented group who possess an outstanding knowledge of the codes.

VCA is nearby and readily accessible for meetings with the City staff or applicants. VCA has excellent references, and during the past 37 years has successfully provided plan checking services to many similar jurisdictions like the City of Culver City. The key members of VCA Code to serve the City are Tom VanDorpe, S.E./President, Charles Russell, CBO/Sr. Vice President, and Janet Boydell, Vice President of Staffing.

To ensure the City's satisfaction and quality assurance, we will assign Charles Russell, CBO/Sr. Vice President as your dedicated Project Manager, who is located at our Orange office. Charles brings 30 years of experience managing similar projects. He is an acting Certified Building Official and is extremely knowledgeable about codes. In addition, he participates in many code-related organizations, including being the 2015 Past President of the ICC Orange Empire Chapter, and is an ongoing instructor for CALBO's Educational weeks.



Janet Boydell will serve as Assistant Project Manager and brings 22 years of management and generalist recruiting expertise. Janet has placed plan check engineers, city engineers, building inspectors, permit technicians and others at many jurisdictions and is capable of filling any type of position for the City. She is the author of two books about how to successfully attract, hire and retain the top talent needed to achieve goals. Janet developed proprietary tools and techniques that will be utilized to ensure the proper fit and talent is hired into the right position for any type of function.

VCA is a financially stable company with a two-million dollar E&O insurance package. There is no pending or previous litigation over the past five years related to our firm's work. VCA will provide an updated insurance certificate should we be awarded the contract.

The conditions of this proposal will be valid for a period of 360 days from the date of the submittal. VCA complies with nondiscrimination requirements of the State and Federal Government.

Please do not hesitate to call me with any questions, or if you need any clarification on any part of this proposal.

Sincerely,

VCA CODE

A handwritten signature in blue ink that reads 'Charles Russell'.

Charles Russell
Sr. Vice President/CBO



B. TABLE OF CONTENTS

A. COVER LETTER1

B. TABLE OF CONTENTS3

C. EXECUTIVE SUMMARY4

 A. LIST OF PROFESSIONALS.....6

D. QUESTIONNAIRE.....7

E. FEES:13

F. REFERENCES15

ADDITIONAL INFORMATION:16

ATTACHMENTS (RESUMES)18

C. EXECUTIVE SUMMARY



**1845 W. Orangewood Avenue, Suite 210
Orange, California 92868
Principal Contact: Charles Russell, CBO
(714) 363-4700 Ext. 501
crussell@vcacode.com**

- Founded in 1979, over 37 years of experience in building department services
- Like services with multiple clients and jurisdictions
- VCA consists of three divisions: Staffing, Plan Check, and Sustainability
- Over 50 technical personnel who have the experience and ability to provide a full range of services required including:

Registered Structural Engineers Registered Civil Engineers	Licensed and ICC Certified Plans Examiners
ICC Certified Building Inspectors	AICP Planners
State Certified CAsp experts	Fire, Life, Safety, and Egress
Energy & Green Building Codes	Ca/Green
Mechanical Engineers	Site Design & Site Accessibility
Structural Calculations and Soils Reports	Commissioning, GPR measures, HERS Raters, LEED-AP (BD+C Homes)

- Various Reporting, Construction Documentation, and Extensive Code Knowledge
- Electronic Plan Check services available – training provided to City & applicants
- No Charge to City for pickup or overnight UPS or FedEx plan transfers

- a. We're located 47 miles from Culver City, which means we could be at your office within 55 minutes...with just a call, we're on our way!
- b. The City and its' community will feel as though we're just across the street.

1. Staff and Expertise: VCA and its' professional staff bring extensive years of experience in both plan check and field inspection services.

- a. **Our Plan Check Engineers** are CA licensed professional engineers and are ICC Certified Plans Examiners. The City may rely upon and be assured about our knowledge of, and compliance with, all current state building code requirements, as well as compliance with all City ordinances. VCA's licensed professionals are capable of reviewing plans for any type of structure: architectural, structural, mechanical, electrical, plumbing, fire, green building, landscape and grading, as well as disability access requirements.

- b. **Our Building Inspectors** are ICC Certified inspectors. Many possess multiple certifications including: Residential, Commercial, and residential and commercial for: Mechanical, Plumbing, and Electrical. Our inspectors also bring years of City experience to inspect additions, remodels, pools, retaining walls, and more. Our inspectors are well-trained, courteous, and act as an extension of the City.



- c. **Our Permit Technicians** are ICC Certified, knowledgeable about codes and procedures. They are well-trained to work at a City county to assist applicants with permitting needs. They are courteous and understand they must be an extension of the City staff by treating people with respect and courtesy.
- d. **Our Expert Recruiters** are experienced and capable of finding any function for the City. Janet Boydell, Vice President of Staffing & Executive Recruiting, has 22 years of recruiting and authored two books about how to find, attract, and hire the very best talent to achieve goals and objectives. She will ensure the City has the best qualified as well as the best fit for your City.



A. List of Professionals

Name	Qualifications - Licenses/Certifications	Type of Review/Insp Work	Years of Exp.
Thomas VanDorpe	Registered Structural S-4611 Registered Civil Engineer ICC Certified Building Plans Examiner ICC Certified CALGreen Plans Examiner	President	20+
Charles Russell	ICC Certified Building Official ICC Certified Plans Examiner ICC Certified CALGreen Plans Examiner ICC Certified CALGreen Building Examiner	Building Official/ Exec. Vice President Project Manager	30
Nick Gisler	ICC: Certified Residential Building Inspector ICC: Certified Commercial Building Inspector	Building Inspector	15
Dan F.	25 Certifications (ICC: Residential, Commercial, Mechanical, Electrical, Plumbing, Plan Review) Inspection of Residential, Commercial, Structural, Plumbing, Mechanical, Electrical, Tenant Improvements.	Sr. Combination Building Inspector	25
Rich H.	ICC: Commercial, Industrial, and Residential: building, electrical, mechanical, plumbing, TI's ++	Sr. Building Inspector	20
Mikel D.	ICC: Residential and Commercial: Inspection of Residential, light commercial, electrical, plumbing, remodels, additions, pools, and T24.	Combination Building Inspector	20
William T.	ICC: Combination inspections of rough-in trades: framing, rough fire, plumbing, electrical, mechanical, and energy standards	Building Inspector	2
Moe Fakih	Master of Public Administration LEED AP-O+M, Certified BPI CCP-CX, Certified CGBP	Director of Sustainability	9
Janet Boydell	Expert recruiter and author of two books about hiring. Provides staffing services for any type of function for jurisdictions.	Vice President	2.5
Danielle Roubian	Recruiter. Experienced generalist in finding contract employees for building inspection, permitting, plan check, planners as well as design engineers and CAD drafters.	Recruiter	3



CASp Sub-consultants:

Terry McLain	Certified Access Specialist (CASp)	AIA/CASp Expert Sub- Contractor to VCA	15 years exp.
--------------	------------------------------------	--	---------------------

D. QUESTIONNAIRE

A. COMPANY AND GENERAL INFORMATION

1. Company Name and Address: The Code Group, Inc., dba VCA Code. 1845 W. Oranewood Ave., #210, Orange, CA 92868
2. Letter of Transmittal: VCA and Charles Russell, Sr. VP/CBO have read and will comply with all the terms and conditions of the RFP.
3. The primary contact will be Charles Russell, Sr. VP/CBO, 714.363.4700 Ext. 501, crussell@vcacode.com

B. Qualifications and Experience of the Firm

1. Describe your firm's history and organizational structure. Include the size of the firm, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.
 - a. VCA is a California Corporation and was founded in 1979 with headquarters in Orange, CA and a satellite office in Oakland, CA. The firm is owned and managed by Tom VanDorpe, S.E. There are three other senior officers: Charles Russell, Sr. Vice President/CBO, Janet Boydell, Vice President of the Staffing division, and Moe Fakih, Vice President of the Sustainability division. VCA Code has 22 full-time employees and approximately 40 full-time contract employees working at various municipalities around Southern California.
2. What is the primary business of the parent company and/or affiliates?
 - a. The primary business is providing code related services to municipalities. These services include contract staffing, plan check, and energy management.
3. Which office(s) of your organization will have primary responsibility for managing this account? List the members of your team who will be responsible for providing the services and for ongoing support.
 - a. The primary office will be the Orange, CA location.
 - b. The primary members of the team to provide services to the City are Charles Russell, Sr. Vice President and Janet Boydell, Vice President.



Code

4. What is your firm's experience conducting the services requested? Describe comparable projects performed by your firm in the last five years, including the number of projects, scope of service, and status of projects.

City Name & Services	Description of Projects	Project Manager
West Hollywood Plan Check Services	Commercial Building, High Rise Buildings, Hotels, Mixed-Use projects	Charles Russell Janet Boydell - staffing
Irvine Permit Processing & Inspection Services	Commercial, Residential, Industrial, TI's, hotels, pools, additions, remodels	Charles Russell years, Janet Boydell - staffing
San Clemente Plan Check Services	Outlets at San Clemente	Charles Russell Janet Boydell - Staffing
LA County Plan Review, Permit Processing and Inspection Services	Multiple Cities contracted with LA County for Like-Services	Charles Russell Janet Boydell - staffing
Dana Point Plan Review & Permit Processing Services	Dana Point Harbor Accessibility Upgrades	Charles Russell Janet Boydell - Staffing
Arcadia Plan Check Services	Westfield Mall Strip Shopping Center Restaurants	Charles Russell
San Marino Plan Check Services & Inspection	Huntington Library Expansion Chase Bank Interior Remodel	Charles Russell, CBO
Newport Beach Building Inspectors	SFD, MFD, Commercial, TI's, additions, remodels, inspections, pools, etc.	Charles Russell Janet Boydell - staffing
Newport Beach Plan Review	High-rise structural peer review for 6-story building, new and existing homes (SFD, MFD), Commercial and Industrial	Charles Russell Janet Boydell - staffing
Bradbury Plan Review, Inspection and Counter Services	Large Single Family Homes, remodels, additions, access, pools, garages, etc.	Charles Russell

5. Comment on other areas that may make your firm different from your competitors.
We believe there are a number of differentiators to be considered:
- A former building official who is responsible for managing the three areas very city needs: Staffing, Plan Check, and energy related issues, especially CalGreen.



Code

- b. A very experienced generalist recruiter, Janet Boydell, VP who authored two books about how to attract, hire, and retain the best talent for any type of function.
- c. The benefits provided to our contract employees includes: paid holidays that match the City, paid sick days, paid vacation, 100% paid medical, dental, and vision, and 401(k) matching to program.
- d. On-going training and support to ensure our employees stay at the forefront of code changes. VCA pays for certifications and CALBO education week.

Qualifications and Experience of Proposed Project Team

1. Describe the qualifications of staff proposed for the assignment, position(s) in the firm, and types and amount of equivalent experience. Be sure to include any municipal agencies they have worked with in the past three years and their level of involvement.

Name	Qualifications - Licenses/Certifications	Type of Review/Insp Work	Years of Exp.	City Exp.
Charles Russell	ICC Certified Building Official ICC Certified Plans Examiner ICC Certified CALGreen Plans Examiner ICC Certified CALGreen Building Examiner	Building Official/ Exec. Vice President Project Manager	30	Bradbury, San Marino, Colton, Laguna Woods
Nick Gisler	ICC: Certified Residential Building Inspector ICC: Certified Commercial Building Inspector	Building Inspector	15	Culver City
Dan F.	25 Certifications (ICC: Residential, Commercial, Mechanical, Electrical, Plumbing, Plan Review) Inspection of Residential, Commercial, Structural, Plumbing, Mechanical, Electrical, Tenant Improvements.	Sr. Combination Building Inspector	25	LA County, Laguna Beach
Rich H.	ICC: Commercial, Industrial, and Residential: building, electrical, mechanical, plumbing, TI's ++	Sr. Building Inspector	20	Costa Mesa, LA County
Mikel D.	ICC: Residential and Commercial: Inspection of Residential, light commercial, electrical, plumbing, remodels, additions, pools, and T24.	Combination Building Inspector	20	Orange, Whittier
William T.	ICC: Combination inspections of rough-in trades: framing, rough fire, plumbing, electrical, mechanical, and energy standards	Building Inspector	2	LA County
Janet Boydell	Expert recruiter and author of two books about hiring. Provides staffing services for any type of function for jurisdictions.	Vice President	2.5	VCA Office



1. Continued: A description of how overall supervision will be provided should be included.
 - a. Our contract employees are supervised at the city their assigned to work. They are responsive to the needs of their immediate supervisor and all City staff. They also know they must communicate well and keep both VCA and City staff informed about their whereabouts, reporting needs, and maintain a seamless presence.
2. Identify and provide the resume(s) of the personnel who will be assigned to this project.
 - a. Resumes of key individuals are provided in the Attachments section at the end of this proposal.

Questions/Response to Scope of Services

1. Describe the methods by which your firm will fulfill the services requested in the Scope of Services and subsequent sections.

VCA will provide all of the services specified in the RFP for Building Inspection. It is our management philosophy that regulation of building construction through effective enforcement of adopted codes is beneficial to the public interest and the building industry. We believe in a cooperative effort between the building industry and regulatory agencies for the benefit of all.

1. **ICC Certified Inspectors:** VCA has several ICC certified inspectors, many with multiple licenses and a strong combination inspection background. VCA attracts and retains talent through our commitment to training of codes, compliance, and reimburses our inspectors for their achieving each new ICC certification.
2. **Effective communication:** our inspectors are trained how to communicate with the members of the community. Utilizing their understanding that an applicant may face timing issues, possess a lack of familiarity with codes, or laws, our inspectors patiently explain the benefits of the code and inspection process as it relates to their life safety and compliance with the law.
3. **Continuing education for Field Staff:** VCA encourages all inspectors and code enforcement officers to obtain additional licenses and reimburses them for their achievements.
4. **Code Compliance:** VCA provides all field staff with the code books and equipment such as tape measures, sophisticated levels, and other gear.
5. **Reimbursements:** VCA provides allowances for cell phones and mileage reimbursement if a City vehicle is unavailable.

Inspection Services and Procedures

Our inspection services include the following services and procedures:

- | | |
|--------------------------------------|--|
| ▪ Qualified ICC certified inspectors | Compliance with all City policies and procedures |
| ▪ Combination inspections | Written corrections and record keeping |
| ▪ Compliance with AB 717 | Coordination with other agencies |



Qualified ICC Certified Inspectors:

Our inspection personnel will perform the same duties as a regular City Building Inspector and in accordance with all City codes and ordinances, including the following:

Building Inspections:

- Foundation Inspection - after all reinforcing steel is in place
- Concrete slab or under-floor inspection
- Frame inspection
- Lath or gypsum board inspection
- Oversight of work performed by special inspectors
- Other inspections as required to ascertain compliance with the Building Code or other laws enforced by the Building Official
- Final building inspection

Plumbing Inspections:

- Underground installations Waste lines
- Water piping Plumbing top out
- Shower pans Sewer lateral and connection
- Gas piping Gas test
- Other inspections as required to ascertain compliance with the Plumbing Code
- Final plumbing inspection

Mechanical Inspections:

- Underground ducts and piping Ducts and piping
- Return air Combustion air
- Exhaust systems HVAC equipment including FAU
- Vents and registers Fire dampers
- Other inspections as required to ascertain compliance with the Mechanical Code
- Final mechanical inspection

Electrical inspections:

- Temporary power poles Underground conduit
- Main service entrance Sub-panels
- Grounding and GFI Rough wiring
- Receptacles and fixtures Smoke detectors
- Other inspections as required to ascertain compliance with the Electrical Code
- Final electrical inspection

Compliance with all City policies and procedures

VCA inspection personnel will act as an extension of the City's own staff. Our inspectors comply with all policies and procedures established by the City of Culver City. Our inspectors will inspect all work in accordance with the Approved plans. Whenever a question arises regarding an interpretation of the Code or the approved plans, our inspectors will consult with a member of the City staff for a final determination.



VCA will provide the following, but not limited to:

1. Perform all building and safety inspections required by the City;
2. Provide accurate daily inspection sheets and note all discrepancies, cite code violations, and issue correction or stop-work notices if needed;
3. Perform all inspections in accordance with the City's adopted version of the California Building Code, California Residential Code, California Green Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, and the Accessibility, Noise and Energy Conservation requirements as mandated by State Title 24 and all applicable codes; and
4. Review permit packages to verify that onsite conditions are consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable.

Written corrections and record keeping

VCA inspections are trained to maintain detailed and accurate correction notices and inspection records. All inspections will be recorded in accordance with the City's established procedures. Each correction is written in plain language stating the item shown on the plans that are deficient and the requirement that must be indicated in order to show compliance with the code.

Provide a statement of the service(s) that differentiate your firm from other respondents.

- a. Courteous and Professional Inspectors:** VCA inspection personnel are experience and ICC certified. Our inspectors know they wear two hats: one for the City and one for VCA. They understand their behavior and attitude in the field matter and make an impact on the communities they serve. Our Inspectors are well-trained and VCA provides and pays for future opportunities for inspectors to continue their education, and sharpen their skills and knowledge of building codes in order to better serve the City.
- b. Methodology and Quality Assurance:** VCA's policies, capabilities and quality management are a multi-layer approach. Charles Russell, Executive Vice President and CBO will be the project manager dedicated to the goals of the City. VCA provides continuing education and training for all staff members to keep them at the forefront of knowledge, technology, and code development. VCA continually updates an extensive library of all applicable and adopted building codes and reference standards; and modifies and upgrades review standards to reflect code changes and guarantees that plan reviews are in alignment with the current standards. We participate in the code development community for the purpose of contributing when called upon and by keeping abreast of the policy changes with the different agencies in our state.



E. FEES:

Compensation for various staffing functions will be based on experience and determined by an agreement between the City and VCA.

Sr. Building Inspector (DOE/Certs)	
Hourly Rate	\$85.00 to \$95.00
Combination Building Inspector (2 or more Certs)	
Hourly Rate	\$75.00 to \$85.00
Building Inspector (Min. 1 Cert)	
Hourly Rate	\$65.00 to \$75.00
Code Enforcement Manager	
Hourly Rate	\$70.00 to \$80.00
Sr. Code Enforcement Officer	
Hourly Rate	\$60.00 to \$70.00
Code Enforcement Officer	
Hourly Rate	\$55.00 to \$60.00
CALGreen Inspector	
Hourly Rate	\$80.00 to \$95.00
Sr. Planner, AICP	
Hourly Rate	\$85.00 to \$165.00
Planner (I or II) DOE	
Hourly Rate	\$75.00 to \$85.00
Permit Technician	
Hourly Rate	\$50.00 to \$60.00
CASp Plan Check Hourly Rate.....	\$150.00
CALGreen Plan Check Hourly Rate.....	\$95.00
Plan Check Engineer at City	
Hourly Rate	\$105.00



Client Consultation at City Hall	
Hourly Rate	\$105.00
Building Official	
Hourly Rate	\$115.00
Mileage Reimbursement.....	\$0.535/mile (or current IRS Rate)

F. REFERENCES



City of San Marino

Aldo Cervantes, CBO
2200 Huntington Dr.
San Marino, CA 91108
(626) 300-0700
dsaldana@cityofsanmarino.org

Building Department & Staffing
Plan Review
Inspection
Planning Services (AICP)
Fire Sprinklers
Staffing and Inspection Services
(Providing services since 1997)



City of Bradbury

Bruce Inman
Interim City Manager
600 Winston Ave.
Bradbury, CA 91008
(626) 358-3218
binman@cityofbradbury.org

Full Building Department
Building Official, Staffing and
Inspection Services
Engineering Plan Review
(Providing services since 2008)



City of Laguna Beach

Dennis Bogle, CBO
361 Forest Avenue, Suite 200
Laguna Beach, CA 92651
(949) 497-0336

Plan Review Services
Building Inspection
Permit Processing Staff
Current: Staffing as-needed
(Providing services since 2005)



County of Los Angeles

Joshua Hussey & Mazen Dudar
District Engineer – La Puente Office
Building and Safety Division
Los Angeles County Department of
Public Works
jhussey@dpw.lacounty.gov
mdudar@dpw.lacounty.gov
626 961-9611

Plan Review
Building Inspection
Permit Processing Staff
Staffing as-needed
(Providing services since 2010)



City of Culver City

Mark Tomich
Director of Development
Development Services Department
City of Culver City
659 N. Cadena Drive
Culver City, CA 92324
mtomich@ci.Culver City.ca.us
(909) 370-5099

Full Building Department
Plan Review
Staffing and Inspection Services
Engineering Plan Review
(Providing services since 2016 – Contract
concluded)



City of West Hollywood

Cynthia Zabala, Acting Building Official
Building & Safety Dept
8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069-4314
czabala@weho.org
(323) 848-6475

Building Plan Review
and Staffing Services
(Providing services since 2014)

ADDITIONAL INFORMATION:

1. **VCA's full range of engineering disciplines and plan check capabilities** consists of full plan review of architectural, structural, mechanical, electrical, plumbing, energy, geotechnical, accessibility and fire-life protection. VCA conducts plan review for residential, commercial, and industrial. VCA was the reviewing agency for the Hollywood Park project located in the City of Inglewood. In the medical field, our experience includes plan review of the Orange County Health Care Facility, dialysis treatment facility, health clinics, and drug rehabilitation centers. In the commercial domain, our reviews include the mall expansions in the cities of Long Beach and Buena Park, fitness center, office buildings for the Department of Social Services, and various structures using concrete tilt-up construction methods. To show diversity and depth of our staff, VCA has reviewed all the amusement rides added to Knott's Berry Farm since 2000.
2. **Electronic Plan Check:** As part of VCA's service, an electronic plan review process will be offered, called E-Plan Review. With the mutual consent of the city, guidelines for the electronic plan review will be created for the submittal process that meets the City's electronic plan review process.
 - a. VCA is proficient at the electronic plan review. VCA's knowledge and efficiency at electronic plan checking helps eliminate the paper and goes directly to project review utilizing a digital format for review and reporting purposes.
 - b. **In addition, and at no charge to the City,** VCA can reach out to educate the public and City employees about the E-Plan Review process. VCA is very capable and flexible with the implementation of various types of projects. Please call us to learn more about how this process could work for your City.
 - c. **VCA's E-Plan Service is extremely efficient,** saves time, saves money, and helps the City reduce waste. (Note: Smaller projects such as small room additions do not benefit from this process and will be reviewed using the conventional method.)
3. **CASp Services:** VCA has reviewed construction drawings since the beginning of accessibility requirements. Reviews include provisions of the California Building Code, Federal Fair Housing Act, Uniform Federal Accessibility Standards and the Americans with Disabilities Act. VCA professionals serve on local committees that regularly contribute to the creation of the state codes for accessibility. VCA has worked on more projects than any other local consultant during the past thirty years. VCA can provide CASp evaluation of existing buildings and sites, CASp transition ADA planning, CASp review of the proposed project with the City, and CASp training and education upon request. Terry McClain, who is CASp certified, is our sub-contractor. Terry is uniquely qualified to help clients meet their overall program goals and objectives for accessibility compliance.



Code

4. **Sustainability and Disabled Accessibility:** VCA is a recognized, well-known thought-leader when it comes to training and conversing on the subject and practical challenges of implementing Title 24 regulations. VCA has provided more technical presentations on sustainability, ADA and Structural Building Code development than other like firms.
5. **Industry Associations:** VCA has a long-standing participation and technical involvement with the International Code Council (ICC), Los Angeles Regional Uniform Code Program (LARUCP), Structural Engineers Association of California (SEAOC), International Association of Plumbing and Mechanical Officials (IAPMO), and others.
6. **Training:** VCA has earned an unparalleled reputation for effectively conveying highly technical building regulations into common-sense, best-practice solutions. We've assisted architects, building department officials, and engineers. VCA's qualifications have earned the respect of building officials and industry professionals, many of whom reach out to us for clarification.
7. **Communication and Meeting with the City Staff and Applicants:** As practicing building officials and engineers, we understand the struggle our clients experience while striving to meet the growing demands of the building code. VCA and its staff have been well-trained about how to work with a client's staff to help them understand codes requirements. VCA is happy to meet with City staff as requested.



ATTACHMENTS (RESUMES)



Tom VanDorpe, S.E.

President

Years of Experience 25

RELEVANT PROJECT EXPERIENCE

- 10 years plan review for over 20 jurisdictions including residential, mixed-use, tilt-up, and masonry

EDUCATION

- Bachelor of Science, California State Polytechnic University, Pomona
- Master of Science in Civil Engineering, California State University, Long Beach

LICENSES & CERTIFICATIONS

- Registered Structural Engineer - 4611
- Registered Civil Engineer
- ICC Certified UBC Building Plans Examiner
- ICC Certified CALGreen Plans Examiner

EXPERIENCE

- Plan checking skills include Structural Engineering, Building Code Consulting, Building Inspection, Fire Protection Engineering, Structural Observation, research and forensic engineering services
- Over 20 years of professional experience in structural design, building plan reviews and construction
- Has extensive knowledge of the International Building Code and the California Building Code, including fire and life safety portions of the code, and is familiar with the provisions of Title 24, including ADA regulations and Energy Conservation Standards
- Active in several industry associations and has served on a number of committees involved with the development and interpretation of structural building codes
- Involved with several seismic-retrofit projects
- Voting member of the statewide SEAOC Seismology Systems Committee
- Frequent author and speaker on topics related to the economic design of low-rise structures



Charles “Russ” Russell, CBO

Executive Vice President /Project Manager

Years of Experience
30 (10 as Building Official)

RELEVANT PROJECT EXPERIENCE

- Municipal Experience as Building Official & Plans Examiner
- Managed a building department with a budget of over \$2 million and a large staff
- Directly responsible for the adoption of applicable building codes
- Authored several local ordinances that have proven to benefit the welfare of the community

EDUCATION & CERTIFICATIONS

- ICC Certified Building Official (5036960-CB)
- I.C.B.O. Certified Plan Examiner (5036960-60)
- ICC Certified CALGreen Plans Examiner
- ICC Certified CALGreen Building Inspector
- CA-OES Certified Safety Assessment Program (SAP) for building damage assessment
- Hands-on Construction Trade and Superintendent Roles
- Bachelors of Science, University of Phoenix – *Business Management*

EXPERIENCE

- Executive Vice President responsible for the management and successful operations of VCA Code
- Ensures building code evaluation and plan checking services for municipal building departments across California for previous 9 years
- Member of the International Code Council (ICC) Los Angeles Basin Chapter Green Building Code Committee and the Fire Life Safety Committee and responsible in the development of Chapter training
- 2015 Past President of ICC Orange Empire Chapter
- Presentor on state wide tour of seminars for the implementation of CALGreen in collaboration with the Building Standards Commission (BSC), State Department of Housing and Community Development (HCD), and Green Technology of Pasadena.
- Established VCA-Green, a division within VCA Code that provides outstanding service to clients in need of green building project management and consulting. This division offers building owners, developers, and architects a team that shares a passion for sustainable building.
- Taught architects, engineers, building and planning personnel, contractors, developers, and educators for in-depth residential and commercial applications.
- Former building official of City of El Monte
- Former project manager for a construction corporation and had direct supervision of multi-million dollar projects. These projects included shopping centers, multi-story office buildings, construction and alteration of hospital facilities, new dialysis buildings, medical laboratories, multi-family dwelling units, public works projects, multi-level span-crete structures, and specialized residential projects



Code
Janet Boydell

Vice President of Staffing Solutions and Executive Recruiting

Years of Experience 25

**STAFFING and RECRUITING
EXPERIENCE**

- Full P&L responsibility for VCA Code Staffing Solutions and Executive Recruiting
- A generalist recruiter placing ICC certified contract personnel into multiple jurisdictions
- 20 years of retained executive recruiting for Manager to C-Level functions working various industries
- Founded the retained executive search firm A Hire Connection, Inc.®

EDUCATION

- Bachelor of Science in *Business Administration* with an emphasis in finance and law from California State Polytechnic University, at Pomona

ACHIEVEMENTS

- **Author:** *A Hire Connection: How to Make Your Next Hire your Best Hire*
- **Co-author:** *You're NOT The Person I Hired!: A CEO's Survival Guide to Hiring Top Talent*
- Forward Resume™ (FFR)

EXPERIENCE

- More than 20 years of helping CEOs and City Officials hire Top Talent to achieve their goals
- Recruit and manage contract personnel working for multiple jurisdictions and in various functions including:
 - ICC certified: Plan Checkers & Building Inspectors,
 - ICC Permit Technicians, AICP Planners,
 - Licensed Public Works Engineers
 - Real Estates Asset Managers, and more
- A generalist recruiter who brings an intuitive knowledge about people, skillful interviewing techniques and strong business acumen
- Recruited thousands of people from various industries including: municipalities, engineering, manufacturing, distribution, transportation, medical, and technology
- Developed trade-marked hiring tools and processes
- Creator of the Fast-Forward Resume™ (FFR) a unique hiring tool that identifies the Key Deliverables to be achieved on the job. And the Fast-Forward Questionnaire™ (FFQ) helping managers ask the right questions during an interview
- Met thousands of candidates at all levels from: entry, manager, director, vice president and C-Level. Functions included: P.E.s, S.E.s, design engineers, accountants, sales reps, quality control, human resources, operations, vice presidents, CFOs, COOs, presidents and CEOs
- Active in several industry associations and serves on a number of executive committees
- Presented half-day workshops based on her two books. Traveled throughout the U.S. for Vistage® international and Qualcomm®
- Prior to founding A Hire Connection, Janet was a partner at Impact Hiring Solutions, and VP at CJA Executive Search. Previously Janet worked as a Controller in the investment banking industry where she possessed a Series 27 license.



Code
Hue Luu, P.E.

Director of Plan Check Services

Years of Experience 25+

**RELEVANT PROJECT
EXPERIENCE**

- Over 15 years' experience as a Plan Check Engineer & Structural Designer
- Over 15 years' experience in Construction Management and Inspection
- Extensive knowledge of the California, Electrical, Mechanical, and Plumbing Codes including the fire and life safety portions, Title 24, Energy Conservation Standards and CALGreen

**EDUCATION &
CERTIFICATIONS**

- Bachelor of Science, California State University Long Beach – *Architecture Technology & Design*
- Registered Professional Civil Engineer – California C-66454
- ICC Certified Building Plans Examiner – 08631353-B3
- State of California Safety Assessment Program – Certified for the Governor's Office of Emergency Services
- General Contractor – (B-592775)

EXPERIENCE

- Mr. Luu performs design calculations, supervises structural drawings for structures including residential, commercial, and industrial buildings, TI's, additions and remodels
- Expert on design reinforced concrete masonry, steel, wood frame, and tilt-up construction
- Extensive experience in the Plan Checking on parking structures, post tension slab and seismic upgrade and retrofit buildings to conform to current regulations of Division 88 Uniform Building Code
 - This experience also includes non-structural plan check and design on tenant improvement work on type A and B occupancies
- Prior experience includes designing metal buildings and service stations for Shell Oil, Unocal, and Thrifty Oil



Moe Fakh, MPA, LEED AP, BPI, CGBP

Director of Sustainability

Years of Experience 9

RELEVANT PROJECT EXPERIENCE

- Director of Sustainability Division at VCA Code
- Manages a team of seven highly accredited individuals representing disciplines in:
 - Architecture
 - Mechanical
 - Modeling
- LEED accredited professional with construction and building
- Certification experience
- Strong communicator

EDUCATION & CERTIFICATIONS

- Master's in Public Administration, emphasis in Urban Planning, San Diego State University
- Bachelor of Arts International Security and Conflict Resolution, specialization in Global Systems

EXPERIENCE

- Strong research and project management abilities with a focus on tenant improvements and LEED Certification
- Ability to effectively present and pitch project information
- Competent with entitlement processing
- Efficient plan reading, proof reading and document review abilities
- Possesses effective interpersonal, written and communicative skills and a natural capability or resolving conflicts with positive results
- Able to scope projects, manager resources and determine the critical path to project completion
- Delivered construction and project management on tenant improvements and LEED certified projects.
- Coordinated with building ownership, municipalities and subcontractors to deliver completed projects within budget
- Engaged in operating costs reductions through energy auditing and implementation of no and low cost measures
- Presented financial projections for building cost reduction measures (ROI, NPV, SRR, SPP)
- Consulted with City and Public Utilities to earn rebates for installed building systems
- Advised building engineers on new products that would assist with energy cost reductions
- Fire Code, Uniform Building Code and NFPA standards



Code
Glen Folland, LEED AP (BD+C, Homes), CEM, CEA, HERS Rater
Assistant Project Manager - Sustainability

Years of Experience 11

**RELEVANT PROJECT
EXPERIENCE**

- LEED accredited professional with architecture, engineering and construction industry experience

**EDUCATION &
CERTIFICATIONS**

- Bachelor of Architecture, Southern California Institute of Architecture (SCI-Arc)
- Associate of Science, West Los Angeles College – Physics
- CEA
- LEED BD+C
- LEED for Homes
- CEPE Residential
- CEPE Non-Residential
- HERS Rater

EXPERIENCE

- Provides expert green building and energy consulting services for multiple clients from design throughout construction and occupancy
- Involved in producing green building certification support documentation and analysis
- Coordinates multi-disciplinary green building efforts with owners, architects, engineers and contractors
- Conducts on-site visits for field verification of measures being implemented
- Provides simple solutions for navigating mandatory code requirements such as CALGreen
- Provides expert knowledge of voluntary rating systems such as LEED and GreenPoint Rated
- Able to scope projects, manager resources and determine the critical path to project completion
- Delivered construction and project management on tenant improvements and LEED certified projects.
- Coordinated with building ownership, municipalities and subcontractors to deliver completed projects within budget
- US Green Building Council, Los Angeles Chapter Membership Committee Chair (2012 – Present)
Green Gala Co-Chair (2010 – Present)
Green Gala Committee Member (2008 – 2009)
Awards Committee Member (2011 – Present)
- Project Experience:
Urban Housing Group – Fremont Apartments
AMLI Residential – Lex on Orange
AMLI Residential – Spanish Hills Apartments
Amnet Holdings – 11 Whatney
Avalon Bay – Avalon Irvine II
Sares-Regis – Woodhills Apartments
One Santa Fe, LLC – One Santa Fe Mixed-Use Dev.
Biomat Plasma Center



Code
Dan F.

Sr. Building Inspector and Plans Examiner

Years of Experience

25 +

**RELEVANT PROJECT
EXPERIENCE**

- Licensed Building Inspector for 20+ years at various cities.
- City of La Habra Heights—Building Inspector Residential and Code Enforcement
- Performed Residential and Commercial Inspections for Cities of Costa Mesa, La Puente, Palmdale and other jurisdictions: Rancho Mirage and Palmdale

**MULTIPLE LICENSES &
CERTIFICATIONS**

- ICC Residential Building Inspector
- ICC Building Plans Examiner
- ICC Commercial Building Inspector
- ICC Commercial Mechanical, Electrical and Plumbing Inspector
- Residential Combination Inspector
- Residential Electrical Inspector
- Butte College, Oroville, CA
 - Non-Structural Plan Checking – Certificate of Completion
 - Building Inspection Technology – Certificate of Achievement

EXPERIENCE

- Building Inspector for City of Laguna Beach, City of Diamond Bar, City of La Habra, LA County—Lancaster Office, Costa Mesa, and others performing inspections on structures under construction, evaluating building, electrical, mechanical and plumbing systems for compliance with applicable codes.
- Special emphasis on fire-resistive standards, reading blueprints, and truss inspections.
- Worked at LA County – Lancaster Office as a Building Inspector performing inspection on ALP1 Alpine Solar Project 70 Mega Watts, and AVSR1 Solar Project 380 Mega Watts. As well as inspections on New Residential and Commercial Buildings
- Extensive experience working on construction projects:
 - CA Dept of Forestry Barracks in Donner Pass
 - Westwood Visitor's Center in Susanville, CA
 - USMC Winter Training facility Mechanical Room, Bridgeport, CA
 - Reno Airport, Retrofitting Windows & Doors for soundproofing on 120 homes
- Certification Types:
 - CA Building Plan Examiner
 - CA Commercial Building Inspector
 - CA Commercial Electrical Inspector
 - CA Commercial Mechanical Inspector
 - CA Commercial Plumbing Inspector
 - CA Residential Building Inspector
 - CA Residential Combination Inspector
 - CA Residential Electrical Inspector
 - CA Residential Mechanical Inspector
 - CA Residential Plumbing Inspector
 - Combination Inspector
 - Combination Inspector-Legacy
 - Commercial Combination Inspector
 - Commercial Electrical Inspector
 - Electrical Inspector
 - Mechanical Inspector & Mech. Inspector—UMC
 - Plumbing Inspector & Plumbing Inspector—UPC



Rich H.

Senior Building Inspector

Years of Experience

20 years' experience

RELEVANT PROJECT EXPERIENCE

- Over 18 years' experience as a Building Inspector with Project Management experience
- Worked as Building Inspector for the cities of Buena Park and Downey, Costa Mesa, and the County of Los Angeles

PROFESSIONAL MEMBERSHIPS:

- International Code Council
- IAPMO
- IAPMO Orange Chapter
- CALBO
- Southern California District Royal Rangers

LICENSES & CERTIFICATIONS

- ICC Certified #511009 (Building Inspector)
- OES Certified #SAP62211
- FEMA Certified (ICS) IS-00100
- FEMA Certified (NIMS) IS-00700
- CALBO Certified
- General Contractor, HIC, Landscape B-1 C-27 #753445
- Recycle & Resource Management Certified

EXPERIENCE

Multiple Cities and County experience as a Sr. Building Inspector (LA County, Costa Mesa)

- Inspection of Commercial, Industrial, and Residential Construction including Structural Elements
- Experience with Mechanical, Electrical, Plumbing, Accessibility Regulations, and Public Assistance
- Performed business license Inspections
- Assisted Orange County Fire Department with Structural Inspections
- Worked in all aspects of Residential and Commercial Construction
- Knowledge of tenant improvements, framing, drywall, stucco, windows, doors, and roofing
- Worked with subcontractors, city planners, and building inspectors in a project management role
- Responsible to oversee new construction projects, grading, excavating, and hauling. Worked with soil inspectors, building inspectors, and directly with general contractor



Code

Mikel D.

Sr. Building Inspector

Years of Experience: 20+

RELEVANT PROJECT EXPERIENCE

- City and construction experience
- Inspector of Record on major projects
- Union Carpenter

CERTIFICATIONS:

- ICC CA Building Inspector (Exp. 08/10/2019)
- ICC CA Building Plans Examiner (Exp. 08/10/2019)
- ICC CA Mechanical Inspector UMC (Exp. 08/10/2019)
- ICC CA Plumbing Inspector UPC (Exp. 08/10/2019)
- Currently working on CASp Certification

EXPERIENCE

Cities of Orange, Whittier, San Marino, Bradbury, Palos Verdes Estates and Rancho Palos Verdes

Building Inspector – Contract positions for 2.5 years

- Structures include: residential, commercial, and industrial buildings and projects including:
 - Trader Joe's
 - Hotels
 - Pet Hospital
 - Mausoleum
 - Army facilities
 - Portable power
 - Fire Sprinklers
 - Roofs
 - Water Heaters
 - Pools
 - Retaining Walls
 - ADA Striping for a Toyota Dealership
- Maintained construction documentation on a daily basis, including: Surveying, Geology, and Third Party Testing
- Provided Plan Check for residents
- Collaborated with Architects and Engineers
- Reviewed As-Built design changes
- Inspector of Record for:
 - Trader Joe's
 - Palos Verdes Animal Hospital
 - Green Hills Mausoleum
 - Salvation Army College Remodel and Officer Barracks

Union Carpenter

- Worked on a variety of different constructions sites, including: custom homes, high schools, university housing, and Camp Pendleton.



Code
William T.

Building Inspector – County and City Inspection Experience

Years of Experience

15+ Years in Building & Construction

LICENSES & CERTIFICATIONS

- ICC Building Inspector
- Cal E.M.A. Safety Assessment Program Certified
- “CASp 101: Certification and Practice” course regarding significant changes to the DSA Certified Access Specialist Program by the Division of State Architect

OTHER

- Dedicated and strong work ethic
- Adaptable and versatile
- Bilingual in Spanish

EDUCATION & SERVICES

- Riverside Community College (No degree)
- Victor Valley College 1996 – current
- Inspection Technology – San Bernardino Valley College 2004 -2006
- United States Navy E-3 Ranking 1997 - 2000

EXPERIENCE

- County of Los Angeles & City of Hesperia | Building Inspector | Current
- County of Riverside TLMA/Building & Safety | Building Inspector (6 months)
 - Combination inspections of rough-in trades: framing, rough fire, plumbing, electrical, mechanical, and energy standards compliance for California Building Codes.
 - Various field inspections for light commercial and residential structures. Involved in pre-construction meetings and followed through all projects for final. Included: Lennar Homes, Beazer, Meritage and KB Homes.
 - Inspections included: Photovoltaic Systems, HVAC change outs, water heater change outs, swimming pools, electric meter upgrades, block walls, retaining walls, and (Title 25) mobile homes.
 - Temporary utility releases for Tracts in Winchester, Menifee, Murrieta, and Temecula.
 - Utilized ‘Map my County’ and ‘InspectTrac’ software; inspection log and database for results and actions of inspections.
 - Daily and monthly time and accountability log and mileage forms.
- County of San Bernardino Public Works | Maintenance and Construction Worker II: 6 years
- County of San Bernardino | **Building Inspector II: 3 years**
 - Pre-site inspections to verify dwellings would fit on lot and if there were any natural drainage courses in the direct path of presumed pad.
 - Conducted all construction phased inspections of single family dwellings, mobile homes, and commercial job sites through final inspection.
 - Communicated directly with job site engineers and superintendents for all delegated repairs.
 - Wrote correction notices and conducted plan reviews.
 - Utilized PIMS, Permit Plus, Magic Button, and inspection logs.

Responsible for understanding laws, policies, procedures, code enforcement, and compliance.



Talent Specialist

Years of Experience: 3

Experience

HIGHLIGHTS

- Detail-oriented, efficient and organized.
- Possess strong analytical problem solving skills, with the ability to make well thought out decisions.
- Extremely versatile, fast learner, ability to work well under pressure and with minimal supervision.
- Strong written and verbal communication skills.
- Experienced in: time management, delegation, decision-making, staff development, and interpersonal communication.
- Self-confident, reliable, committed, and energetic.

Technical Experience

- Well versed in HRIS & ATS systems; Career Builder, Cal Jobs, and Recruiter Workspace
- Complete Microsoft Office Suite and Google Docs

EDUCATION

- Fullerton Junior College – Sociology
- Cal State University Fullerton – Sociology

ADDITIONAL

- Negotiated wage rates and other terms and conditions for employment with candidates.
- Completed necessary pre-employment processes including references and background screenings.

▪ VCA Code | Talent Specialist

- Develop recruiting strategies designed to identify qualified candidates utilizing various databases
- Instrumental at finding and meeting candidates for:
 - Building inspectors
 - Permit Technicians
 - Plan checkers
 - E.I.T.s and P.E.s
 - Code Enforcement Officers
 - Planners
 - CAD Drafters
- Evaluate candidates' strengths compared to client requirements by phone screening, evaluating, and face-to-face interviewing
- Write creative ads and post at appropriate sites
- Sustain employee personnel archives to contain employee position modifications
- Prepare VCA format resumes & submit to cities
- Coordinate and schedule candidates for interviews at VCA and at multiple jurisdictions

▪ Aerotek | Recruiter

- Managed contract employees while on assignment. Assessed and investigated contractor related problems, and administered performance counseling, coaching, and disciplinary measures when necessary.
- Worked with Account Managers to identify top accounts, target skill sets, key market segments, and to assess client staffing requirements.
- Communicated effectively with others to create a productive and diverse environment.
- Maintained relationships with industry contacts to provide customer service, gain industry knowledge, and receive referrals and sales leads.
- Coordinated new employee processes that comprised of onboarding, new hire orientation, and documentation handling.



This page intentionally left blank.