



# City of Cathedral City

PROPOSAL FOR

## Professional Services - Building and Safety Plan Check and Inspection Services

APRIL 12, 2024



### Carlos Yado, CBO, ICC-Certified

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Palm Desert, CA 92260

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April 12, 2024

Patrick Bumstead, Financial Analyst  
City of Cathedral City  
68-700 Avenida Lalo Guerrero  
Cathedral City, CA

**Re: Professional Services for Building and Safety Plan Check and Inspection Services**

Dear Patrick and Other Selection Committee Members,

To provide high quality, responsive services and enhance the e-plan review process within the context of your ongoing, robust development activity (e.g., new residential, multi-family and mixed use developments under construction or planned for the near future), the City of Cathedral City requires a multi-faceted consulting firm with the industry reputation, thought leadership, breadth and depth of capabilities, and resources focused on turnkey plan review (building and civil), training, outreach, and permitting using electronic platforms, and proven best practices.

The City's mission statement "Moving Cathedral City Forward with Commitment, Pride, and Excellence," is inspiring and resonates with that of **HR Green Pacific's (HR Green)** vision to deliver the highest quality of service to our clients and communities everyday, one project at a time. We prioritize fostering purposeful relationships with integrity, engaged compassion, clear communication, and transparency similar to the City of Cathedral City with quality and creativity. We understand the City's strategic plan to serve the community with pride and dedication, fiscal stability, community investment, innovation, safety, and embracing an inclusive community. **HR Green is an industry leader in the Coachella Valley will help you achieve these goals and objectives through our best practices in partnership with the City.**

Your significant priorities around implementing sustainable building code solutions and development strategies center on:

1. Perform all plan checking services in a diligent and professional manner
2. Creating a vigorous and streamlined electronic document review system utilizing Energov and Bluebeam platform/portal,
3. Coordinate building permit requirements and interface with City Departments and other agencies, and
4. Provide on-call inspection services.

**HR Green checks ALL these boxes!**

HR Green is an industry recognized thought leader and service provider in delivering the very services you are seeking to more than 75 public agencies throughout the United States with a special focus on leveraging Energov with Bluebeam and other electronic plan review platforms. Our proposed team members are recognized within the industry to be the "best in the business." From coast to coast we lead the industry in paperless plan review, digital analysis, real-time progress reporting, performance tracking – just to name a few.

### Our Unparalleled Differentiators

While there are many things that set HR Green apart from the competition, here are a few listed that will be covered in detail throughout the proposal.

- ▶ Our team knows Cathedral City
- ▶ We provide concierge-level services
- ▶ Over 110 years of experience providing similar services
- ▶ Our team has 75+ engineers/ICC Professionals
- ▶ We have a 98% Turnaround success rate
- ▶ Proficient with EnerGov, Bluebeam and other softwares

George Wentz, PE, a registered engineer in California and HR Green Board Director/Vice President, is authorized to sign and negotiate all terms and conditions of this proposal. Carlos Yado, CBO, is a trusted professional in the industry and is the assigned Project Manager for day-to-day management for the City of Cathedral City. Timothy Jonasson, PE, a familiar face throughout the Coachella Valley, will serve as our Principal-in-Charge.

We bring a demonstrated successful track record and look forward to the prospect of serving the city. If selected, HR Green is prepared to move ahead promptly to address your specific needs. Included in this proposal are all documents/forms required by the City including references, key personnel, our qualifications/experience, our project approach, and fees.

This proposal will remain valid for a minimum of 90 days.

Sincerely,

**HR GREEN PACIFIC, INC.**



**Carlos Yado, CBO**  
Project Manager



**George Wentz, PE**  
Vice President



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**110+**

Continuous service for  
more than 110 years

## b) Executive Summary

### Project Understanding for Cathedral City

The City of Cathedral City is proactively implementing various improvements to enhance cost-effective efficiencies, and facilitate customer responsiveness.

These steps include leveraging streamline electronic processes using the City's Energov permitting software and also partnering with a third party plan review consultants with the breadth of technical proficiency to meet or beat your turnaround review schedule performance metrics. Also providing efficient and effective inspection services as needed.

HR Green has extensive experience including working in the Coachella Valley, providing a range of engineering services to almost all of the cities in the Valley. This, along with our company's Plan Review experience in La Quinta and Palm Desert, provides a wealth of knowledge specifically related to region. This includes similar climatic, geological, and topographic issues as well as managing code solutions for Cannabis Manufacturing and Grow operations/buildings.

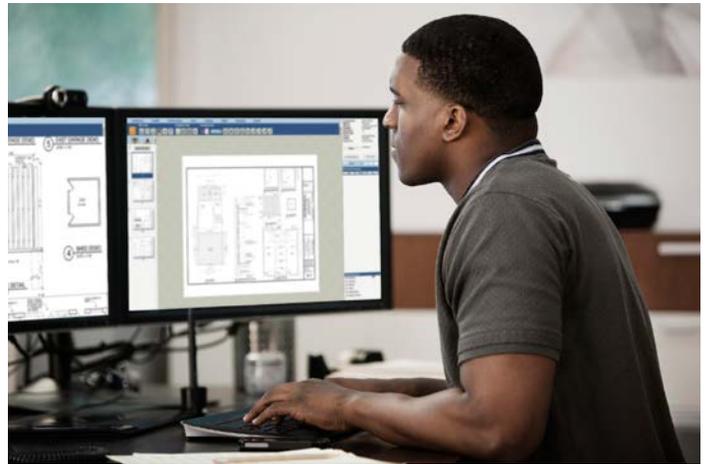
HR Green understands some of your key Concerns and has solutions in mind, based upon our record of experience.

#### Key Concern: NUMBER OF REVIEWS

We consistently hear from agencies, applicants, and constituents frustrated at experiencing too many review cycles prior to plan approval, blindsided by new review comments made in subsequent reviews, and lack of plan reviewer assigned continuity for each review. This lack of customer service can be found in lackluster satisfaction surveys, heard at Board meetings from vocal constituents, and experienced by City leadership.

**Our Solution:** HR Green prides itself on efficient and effective customer service. Nationwide, we consistently experience a 98% success rate meeting our public agency review schedules and approvals within three reviews or less for non-over-the-counter projects. We do this by:

- ▶ Assigning the same highly qualified plan reviewer to a project from initial review to final approval. This creates critical continuity and rapport between the applicant and the reviewer to understand the project's needs, City requirements, and what is required for expeditious and efficient approval.



- ▶ Consistently formalizing and automating the intake and review process (our **GreenTReX** program). This allows for efficient routing of plans, consistent digital comments, tracking logs, and 24/7 access to project status.
- ▶ Working collaboratively with the designers, contractors, and developers for a team approach to code compliance.

#### Key Concern: COMMUNICATION CHALLENGES

Communication bottlenecks between applicants, City departments, regulatory agencies, and the consultant reviewers and inspectors can extend the review process, foster frustration, negatively impact relationships, and compound inefficiencies. Applicants may not be informed as to submittal requirements or understand Conditions of Approval, code intent, and Certificate of Occupancy requirements. Consequently, either comments grow after plans have already been resubmitted, causing even more delays, and/or otherwise unnecessary re-inspections are required.

**Our Solution:** HR Green prioritizes seamless communication among all stakeholders by:

- ▶ Facilitating workshops and training sessions for prospective stakeholders, applicants, architects, and engineers.
- ▶ Disseminating educational handouts and checklists through various avenues (e.g., City website, emails, at the counter, etc.) detailing what is required for a complete submittal application, codes, regulations, plan review timelines.
- ▶ Establishing and sharing key performance metrics and expectations.

- ▶ Utilizing either City-provided or customized internal plan review checklists and forms tied to your EnerGov permitting system to provide consistency by our consultant staff.
- ▶ Initially meeting with applicants upon receipt of the submittal to clarify the required steps for project approval, code requirements, alternate construction means and methods, key milestones, and contact information.
- ▶ Holding virtual meetings to review digital comments, explain the rationale for these comments, and real-time collaboration to incorporate changes and corrections.
- ▶ Responding to phone calls and emails within one day.

### Key Concern: INEFFICIENCIES

Agency staff and applicants have voiced cascading concerns of inefficiencies due to myriad of issues. These include not having qualified staff assigned to plan review, permit counter, code enforcement, and inspection assignments; not mobilizing enough qualified staff and/or quickly enough to meet current workloads, assigning staff either not familiar with your agency-specific processes and standards or not possessing the customer-centric skills needed which otherwise creates an adversarial relationship.

**Our Solution:** HR Green’s greatest resource is our staff and their commitment to deliver the highest level of service to our clients. As an employee-owned firm with a 100+ year reputation, we embrace and enrich their technical proficiency and communications skills to become trusted advisors and solution finders to our municipal clients. They are expected to live our **Mission: BUILDING COMMUNITIES. IMPROVING LIVES.** Our success is grounded in our collective commitment to our Core Values: Leadership, Performance, Operational Excellence, Collaboration, and Community. We do this by:

- ▶ Consistently meeting and communicating with the agency staff to establish goals, understand expectations, monitor current and future workload, and review staff performance.
- ▶ Verifying that all proposed assigned staff seamlessly mirror the background and needs of the agency so they can hit the ground running upon notice to proceed.
- ▶ Familiarizing our staff before deployment with your specific needs, codes and standards, documentation, performance expectations, and chain of command.



- ▶ Proactively providing ongoing cross-training and financially supporting staff to obtain professional credentials and other critical skills (public speaking, change management, software proficiency, conflict resolution, etc.).
- ▶ Assigning cross-trained staff to maximize flexibility by competently and efficiently handling various tasks as diverse needs arise in the most cost-effective manner.
- ▶ Mentoring agency staff, if desired, to help them become more valuable employees as they continue their career growth.

### Key Concern: High Quality Building Inspection Services

HR Green’s ICC-certified and bilingual building inspectors shall provide the following field services and be assigned during normal business hours, and as-needed:

- ▶ Read and study project specifications, plans, and drawings to become familiar with project prior to inspection, ensuring that structural or architectural changes have been stamped as approved by City and recognizing the need for and requiring plan checks for electrical, plumbing, and mechanical code requirements.
- ▶ Perform and document inspections on construction projects to determine that all aspects of the project, such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, green building and disabled access requirements, including known county, state, and federal requirements.
- ▶ Provide excellent customer service to the public as an extension of City staff. Our certified inspectors are knowledgeable and specialize in on-site problem solving

and working closely with property owners through completion of the inspection.

- ▶ Identify and document deviations between approved plans and actual field installations.
  - ▶ Write detailed correction and/or stop work notices, as applicable.
  - ▶ Proficiently communicate with contractors, architects, engineers, and building owners to provide clear and concise direction.
  - ▶ Bring to the attention of the City for approval of any changes in building, plumbing, mechanical, electrical, and related work consistent with code and ordinance requirement.
  - ▶ Provide convenient building inspection appointments with 2 hour windows to better serve the public.
  - ▶ Participate in reviews with fire, health, and other government agency inspectors, as well as owners.
  - ▶ Maintain a record of non-complying items and follow up to resolution of such items.
  - ▶ Update inspection reports using the City's system
- Our building inspection activities can be adjusted on fast track projects to provide a high level of coordination



specifically suited to the design build concept and to gain compliance with all applicable codes required by the City. Fast track projects may be built into small phases based on incremental design and fabrication steps. In such cases, our inspection team keeps daily logs to track corrections and plan review changes. We recognize that there are alternate materials and methods of construction that can be used to satisfy and comply with the provisions of the code. Our experience with the use of alternate materials, alternate design and methods of construction enhances our ability to solve specific issues that arise in design and construction.

### HR Green's Building Inspection Process



## YOUR OBJECTIVES

- ▶ Assign qualified, ICC-certified staff and professional engineers/architects who are competent in: Plan Check and Permitting Assistance (as needed), as well as Building Inspection services.
- ▶ Staff members will verify proper documentation of plan reviews and customer inquiries to deliver clear communication and seamless processing in your permitting system.
- ▶ Complete standard building and structural plan reviews within the City's stated requirements. Our plan reviewers will work with designers, developers, and contractors with a proactive code compliance effort to limit the number of reviews. HR Green's Plan Review team is capable of consistently beating agency-established time frames.
- ▶ Review site-civil components including items such as; stormwater and drainage management, parking, lighting, landscaping, signage etc.
- ▶ Assign qualified HR Green staff who are competent in all plan review disciplines and permit processing who will not only assist with daily duties, but also quickly and effectively respond to natural disasters and emergencies. Our team will work cohesively with City staff, other departments, stakeholders, business owners, and residents within the communities to facilitate a safe, sustainable, and positive outcome with their applications.

### HR Green is ideally suited to accomplish these

**metrics.** We will assign a team of highly qualified plan reviewers and permitting staff (if needed to enhance your processes/EnerGov system), all of whom have served either as public agency employees or in an extension of staff role. They will be responsive and flexible, exhibit a high level of customer service, provide timely and cost-effective service, and communicate in a detailed and transparent manner.

These positions include:

- ▶ ICC-certified Building Official as a Project Manager with high-level experience and skills in transitioning and successful mentoring and management of development services staff, thorough knowledge of building department policies and procedures, national code development reputation, and partnership with other City departments and outside agencies.

- ▶ Registered Plan Review Engineers/Architects, Master Code Professionals, and ICC/LEED-certified Plans Examiners for thorough and timely plan review that complies with applicable codes, ordinances, design standards, and regulatory requirements.
- ▶ ICC-certified Permit Technicians to provide remote support associated with intake, routing, and document control.
- ▶ Building and Civil Inspectors.
- ▶ Registered Professional engineers (civil, structural).
- ▶ Certified Flood Plain Managers.

### HR Green Differentiators

- ▶ Deep pool of certified and registered engineers (including structural), licensed architects, Master Code Professionals, and certified staff (CASp, ICC, CAL-OES, QSD/QSP, CESSWI, CISEC, etc.) / Served 75+ agencies
- ▶ Dedicated core staff with extensive plan review experience with Coachella Valley communities
- ▶ Proficiency using automated permitting systems, including EnerGov and Bluebeam deployment and utilization, as well as various inspection software
- ▶ Nationally recognized Subject Matter Professionals to facilitate staff training, community engagement, and developer/architect code intent workshops
- ▶ Highly responsive, technically proficient staff who are also strong communicators / No learning curve
- ▶ Highly qualified registered/certified staff capable of offering scalable solutions (accomplish more with fewer staff, greater flexibility and efficiency)
- ▶ Proven ability to quickly ramp up and expedite plan reviews
- ▶ Established relationships working with regulatory agencies and responding to emergency needs (CalFire, FEMA, etc.)
- ▶ Technical consultant to various automated permitting software companies to enhance their latest electronic plan review and integrated solutions
- ▶ Consistently utilize field inspection apps and digital reporting
- ▶ 30+ year working relationships with nearby agencies providing multi-faceted engineering consulting

## c) Qualifications and Experience

### i) Firm Contact Information

<b>Project Manager:</b>	<b>Carlos Yado, CBO</b>	<b>Authorized Negotiator: George A. Wentz, PE</b>
	44651 Village Court, Suite 123	Same Address
	Palm Desert, CA 92260	Phone: 855.900.4742
	Phone: 949.444.9916	Email: gwentz@hrgreen.com
	Email: cyado@hrgreen.com	

### Our Commitment to and Track Record in the Coachella Valley

Establishing a long-term, local presence in the Coachella Valley was a key initiative of our strategic plan a few years ago. We maintain a fully operational and staffed office in Palm Desert working with a variety of Coachella Valley agencies, including a majority of local cities to share our thought leadership. Since this plan was conceived, we have purposely and proactively implemented a culture that embraces our Mission, Vision, and Values of **Building Communities. Improving Lives.**

**We have provided multi-faceted consulting services to eight Coachella Valley cities.** Given our extensive local experience, we are very familiar with city and regional standards, such as Riverside County environmental health department, the Coachella Valley Association of Governments (CVAG), the Coachella Valley Water District (CVWD), and PM10 requirements. Our local services have included the following:

City Cathedral City	CIP Project/Program Management, Civil Plan Review, Land Development Coordination, Design
City of Palm Desert	<b>Building Plan Review</b> , Civil Plan Review, Staff Augmentation, Engineering, Design, Construction Management, Inspection, Broadband Master Planning, Traffic Engineering
City of Rancho Mirage	Civil Plan Review
City of Indian Wells	Design, On-Call Engineering
City of Coachella	Construction Management, Inspection
City of Desert Hot Springs	Civil Plan Review
City of La Quinta	<b>Building Plan Review</b> , Civil Plan Review, Inspection
City of Palm Springs	Broadband Master Planning
CVAG	Traffic and Transportation Coordination, Broadband Planning

#### THOROUGH AND ACCURATE

“HR Green provides **thorough and accurate review** comments to our development engineers and responds quickly to expedited review requests. Their proficiency to collaborate using digital commenting of plans (electronic plan check) has saved us time and money.”

Daniel Wozniak | Project Manager, Pulte Homes Corporation

#### COLLABORATIVE AND STREAMLINED

“As Building Official for San Juan Capistrano, Carlos (Yado) played an instrumental role in seamlessly processing our major development. He was very involved at the onset and throughout the project, regularly met with our team, and set up a **collaborative, streamlined process and concierge level service** through entitlement, permit processing, plan approval and construction acceptance to deliver our project in a timely, efficient, and easy manner.”

Dan Friess | Principal, Mission Commercial Properties, Inc.



## ii) List of Qualifications and Experience for Personnel

Your primary point of contact is **Carlos Yado, CBO**, our assigned **Project Manager**. Carlos will be your day-to-day contact and will see that all resources are allocated to your projects as needed, serve as part of our QA/QC team, and will be available for requested meetings with the City. **Tim Jonasson, PE**, our assigned **Principal-in-Charge**, and **George Wentz, PE**, our **QA/QC Manager**, are **long-time Coachella Valley residents and have a long-established working experience with the City of Cathedral City and most cities in the Coachella Valley**. Their biosketch resumes and work experience, along with those of our proposed personnel, appear in the following pages.

### Staffing and Project Organization





## Carlos Yado, CBO, ICC-Certified | Project Manager

Carlos brings more than 15 years of supervisory experience of the daily operations of the Building and Code Enforcement Departments for various Southern California cities. As a Director of professional associations he developed a mentoring program and provided training on the latest codes. His expertise includes counter customer service, permitting, plan check, field inspection, code interpretation, departmental management and optimization, strategic business planning, and gathering of data and completing required reports. His progressive, customer service oriented, collaborative approach enables departments the opportunity to elevate their potential and increase efficiency and effectiveness. He has implemented and monitored compliance with the applicable building codes and city ordinances, while providing counsel on appropriate alternate construction means and methods. Carlos is proficient using various software applications, including **Bluebeam Revu**, **EnerGov**, TRAKiT, Accela, Adobe, e-PlanSoft, and ePermitHub.

### EXPERIENCE

15+ Years

### EDUCATION

MBA (in process)

BA, Public Administration

### ICC CERTIFICATIONS

Certified Building Code Official

Certified Electrical Code Official

Residential Combination Inspector

Combination Inspector

Plumbing Inspector

Mechanical Inspector

Electrical Inspector

Electrical Plans Examiner

California Building Plans Examiner

### PROFESSIONAL ASSOCIATIONS

President, ICC Code Enforcement Chapter of Orange County

Past President - Board of Directors, ICC Orange County Chapter

### RELATED PROJECT EXPERIENCE

▷ **Building Plan Review, City of Palm Desert.** Project Manager for on-call building plan review of a variety of residential, commercial, and destination facilities, including a high-profile \$98 million 5.5-acre surf lagoon and wave machine, surf center and associated facilities, 92 room hotel, and 83 for-sale residential units and clubhouse. Our building plan check staff reviewed a 269 unit multifamily affordable housing project, residential custom homes and duplexes, commercial tenant improvements, museum buildings and large solar reviews. **All reviews are 100% electronic with a 100% success rate meeting plan review schedules.**

▷ **Building & Safety Services, Cities of Hemet, San Juan Capistrano, Palos Verdes Estates, and Whittier.** Building Official/Building and Code Enforcement Manager responsible for supervising the daily operations of the Building and Code Enforcement Divisions, including building inspections and code compliance. Recommended and administered policies and procedures. Managed and participated in the development and implementation of Building and Code Enforcement Division’s goals, objectives, policies, and priorities. Assessed and monitored workload, administrative and support systems and internal reporting relationships. Identified opportunities for improvement. Selected, trained, motivated, and evaluated personnel; provided or coordinated staff training; worked with employees to correct deficiencies; implements discipline and termination procedures. Reviewed and approved building plans; conferred with developers, architects, engineers, builders, and contractors; performed plan checks; monitored compliance with Federal, State, and local codes; and recommended modifications as necessary. Served as a liaison between the Divisions, other City divisions, and outside agencies.

▷ **Building Plan Check and Inspection, Cities of Irvine, Santa Ana, and Anaheim.** Senior Building Inspector/Electrical Plans Examiner while employed by various cities. Over this period of diverse experience, he was the plans examiner responsible for electronic and hardcopy review of commercial and residential projects. This included building, mechanical, electrical, plumbing, accessibility, and energy compliance reviews. He conducted various commercial and residential combination inspections. Carlos implemented staff training that engaged his peers to be committed to their professional development along with outside developers and contractors. He is proficient in using various inspection tracking software and electronic plan review software.

“As Building Official for San Juan Capistrano, Carlos played an instrumental role in seamlessly processing our major development. He was very involved at the onset and throughout the project, regularly met with our team, and set up a collaborative, streamlined process and concierge level service through entitlement, permit processing, plan approval and construction acceptance to deliver our project in a timely, efficient, and easy manner.” - **Dan Friess | Principal, Mission Commercial Properties, Inc.**





## Tim Jonasson, PE | Principal-in-Charge

**A long-time Coachella Valley resident, Tim currently serves almost every city in the Coachella Valley as either a Principal-in-Charge or Project Manager for HR Green.** He has 33 years of land development coordination, plan review, design, CIP program management, design management, NPDES/water quality compliance, and construction management experience of municipal public improvement projects. He has served as construction manager and design engineer on a variety of municipal improvement projects.

### RELATED PROJECT EXPERIENCE

#### EXPERIENCE

33 Years

#### EDUCATION

MBA

BS, Civil Engineering

#### REGISTRATION / LICENSE

Registered Civil Engineer,  
CA #45843

- ▶ **Land Development Engineering, Plan Review, and CIP Program Management, City of Cathedral City.** City Program Manager for all capital projects, overseeing the programming and design of a variety of capital projects including traffic signal, ADA, parks and street improvement projects. Coordinate on-site land development engineering staff augmentation for entitlement review and permit processing of private development projects, including developing plan review check lists, preparing conditions of development for both entitlement and permitting of private development projects, and plan review services. Worked closely with the city staff on plan review, estimating, contract administration and construction administration on capital projects to develop project management skills. Assisted Public Works Director on staffing levels and organizational structure to improve departmental operations.
- ▶ **Development Coordination and Municipal Engineering, City of La Quinta.** Public Works Director/City Engineer for 15 years. Tim oversaw engineering, planning, and building and safety including entitlement, plan review, and encroachment permit process for the City. Tim led two department reorganizations of Public Works as well as was part of a team who performed a city-wide reorganization of all departments associated with development services into the Design and Development Department. This reorganization facilitated collaboration between Planning, Building and Engineering and included creating a one stop permit center with permit tracking software to streamline permitting, improve customer service and overall transparency of development services operations.
- ▶ **Municipal Engineering and Development Review, City of Palm Desert.** Since April 2022, Tim has been overseeing land development engineering support for the development services department coordinating review of higher profile private development projects with the City's public works and building departments. Prior to that served as Interim Public Works Director who managed the day-to-day departmental operations. This included the planning, design, and construction of CIP and land development projects. Tim oversaw the development of the 2018-2023 five year CIP including recommending funding for priority projects. He also led the discussion with the department heads and City Council for capital projects as part of the City's budget adoption in 2018.
- ▶ **Development Services, City of Jurupa Valley.** In 2019, as a Senior Manager for Development Services and Economic Development, Tim assessed the development services operational efficiency between the Planning, Building, and Public Works/Engineering Departments. This led to the creation of the Design Review Committee composed of staff from all departments involved in development services who meet weekly to streamline development review and ensure key development projects are kept on schedule through the entitlement and permitting process. Tim also oversaw the selection and implementation of its first permit tracking software, Accela, in just over a year, improving development processing and increasing transparency to the development community.
- ▶ **City Engineering and Development Services, City of Palos Verdes Estates.** As City Engineer, Tim was responsible for development review (building and civil plan review and inspection) and managing all capital improvement projects, including all pavement rehabilitation projects and the overall Pavement Management Program.



## George Wentz, PE | Vice President and QA/QC Manager

**A long-time Coachella Valley resident**, George brings 50+ years of municipal management experience. George currently is a Vice President for HR Green and supports our engineering, management and building and code-related services. **He has overseen the provision of a wide array of building plan review, grading plan review, and inspection services to more than 20 cities and various counties throughout Southern California.**

### EXPERIENCE

50+ Years

### EDUCATION

Master, Public Administration

BS, Civil Engineering

### REGISTRATION

Registered Civil Engineer,  
CA #43273

George has directed and administered projects which range from on-call support to full city contract services. His responsibilities have ranged from accountability for day-to-day completion of activities associated with a contract to Principal-in-Charge of particular projects. His managerial experience and high level of success is well documented and recognized by the cities he has served. He is recognized in the field as having a unique talent in working well with City Councils, boards, commissions, committees, ad-hoc groups, managers, department heads and staff to achieve desired agency results. He has focused on the master planning and implementation of high-profile projects, revenue-producing developments, golf courses, and mixed-use resort communities.

Moreover, George has served as a development manager, responsible for identifying specialty designers, contractors, and operators; preparing and maintaining documentation; incorporating applicable procedures and standards into design and construction documentation; coordinating closely with agency, developer, city departmental staff, approving agency, and community stakeholders; facilitating community outreach; and coordinating project management, estimating, constructibility, and scheduling efforts.

### RELATED PROJECT EXPERIENCE

#### ▷ **Principal-in-Charge, On-Call Building Plan Review and Inspection, Southern California Municipalities throughout Riverside, San Bernardino, Orange, San Diego, and Los Angeles Counties**

Principal-in-Charge for the delivery of building plan review, civil plan review, inspection, staff augmentation, contract City Engineer/Public Works Director, and engineering support to deliver the planning, design, and construction of CIP project/programs and land developments. Agencies he has served include, but are not limited to the cities of **La Quinta, Palm Desert, Indio, Coachella, Desert Hot Springs, Rancho Mirage, Indian Wells**, Chino Hills, Moreno Valley, San Bernardino, Hesperia, Victorville, Ontario, Upland, Anaheim, Placentia, Diamond Bar, Laguna Hills, Irvine, Mission Viejo, Yorba Linda, Palos Verdes Estates, Rolling Hills Estates, Rolling Hills, Hemet, Lake Elsinore, Jurupa Valley, Anaheim, Orange, and the Counties of Riverside, Los Angeles, San Diego, and Orange.



## Beth Jay, ICC-Certified

### *Building Plan Review Task Lead*

Beth has 20+ years of diverse ADA compliance, architectural and building safety experience on a wide variety of projects. She brings architectural, energy, NPDES, green building code, non-structural, accessibility, mechanical, electrical, plumbing, fire, fire alarm, smoke system, and life-safety plan review experience of residential, commercial, and industrial facilities. **Beth has been involved in the plan review, coordination, tracking and routing of project plans and supports our engineering plan check contracts in the performance of ADA compliance for ramps, curbs, sidewalks, and the public right-of-way as well as buildings/structures.** She has worked on historic preservation projects, as well as seismic retrofits on existing structures. Beth oversees the best practice implementation of building plan reviews for our clients. She focuses extensively on work processes to streamline the intake and reporting of plan review status reporting as well as quality reviews of plans, implemented software solutions to implement paperless Building & Safety operations for permit issuance and inspection. She works closely with agency representatives to establish best practices to most effectively coordinate with public agencies, applicants, and other stakeholders.

#### EXPERIENCE

20+ Years

#### EDUCATION

BA, Business Administration

#### CERTIFICATIONS

ICC-Certified Building Plans Examiner

ICC-Certified Residential Building Inspector

CAL-OES-Certified

#### RELATED PROJECT EXPERIENCE

▷ On-Call Building Plan Review, City of La Quinta

▷ On-Call Building Plan Review, City of Palm Desert

▷ On-Call Building Plan Review, Cities of Hemet, Moreno Valley, Palos Verdes Estates, and Jurupa Valley



## Jose Ibarra, CBO, ICC-Certified

### *Inspection Task Lead*

A Riverside County resident, Jose brings excellent interpersonal and operations experience to field activities and documentation associated with code compliance. He brings exceptional organizational and time management skills in the coordination of multi-task responsibilities. Jose is also very technologically savvy and proficient with various software programs. **While with HR Green, Jose has served as the CBO for the cities of Hemet and Jurupa Valley.**

#### EXPERIENCE

10 Years

#### EDUCATION

BS, Urban and Regional Planning

#### REGISTRATION / LICENSE

ICC-Certified Chief Building Officer

CAL-OES-Certified

#### CERTIFICATIONS

Zoning Inspector | Residential Building Inspector | Property Maintenance and Housing Inspector | ICC/AACE Code Enforcement Administrator | California Residential Building Inspector - Residential Mechanical Inspector | ICC/AACE Code Enforcement Officer | Residential Plumbing Inspector | California Residential Plumbing Inspector | California Residential Mechanical Inspector | Accessibility Inspector/Plans Examiner | Residential Electrical Inspector | Residential Combination Inspector | Residential Plans Examiner | California Residential Electrical Inspector | California Residential Combination Inspector | Commercial Building Inspector | Building Inspector | Building Plans Examiner | Legal | Management Module | California Building Plans Examiner | California Commercial Building Inspector | Certified Building Official | Building Code Specialist | Housing and Zoning Code Specialist | ICC-Certified Building Official | Certified in Peace Officer Standard and Training, PC 832





## Tina York, PE

### *GRADING—Plan Review Task Lead*

Tina has 38 years of experience focusing on civil plan review, project management, civil engineering, site grading and drainage design, and review of hydrology and hydraulics studies. She has also performed construction inspection for municipalities. Having overseen plan review services for 40+ agencies, she has customized plan review reports and tracking logs, checklists, and budgetary worksheets for tracking project costs. Tina has also managed a web-based plan check tracking system to give agency staff 24/7 project status and implemented electronic plan checking to enhance communication, reduce review times, and save money. She is proficient with many software applications, including: Accela, LMS, NewForma, Blubeam Revu, TRAKiT, Adobe, and e-PlanSoft.

#### EXPERIENCE

38 Years

#### EDUCATION

BS, Civil Engineering

#### REGISTRATION / LICENSE

Registered Civil Engineer, CA #46367

#### RELATED PROJECT EXPERIENCE

- ▷ Grading/Civil Plan Review, City of La Quinta
- ▷ Grading/Civil Plan Review, City of Palm Desert
- ▷ Grading/Civil Plan Review, City of Rancho Mirage
- ▷ Grading/Civil Plan Review, City of Desert Hot Springs
- ▷ Grading/Civil Plan Review, City of Cathedral City
- ▷ Plan and Map Review, Various Cities/Agencies in Riverside, San Diego, Orange, San Bernardino, and Los Angeles Counties
- ▷ Plan and Map Review, City of Jurupa Valley, Moreno Valley, Hesperia, Victorville, Pomona, Chino Hills, Corona, Lake Elsinore, Placentia, Lancaster, Laguna Hills



## Sandra Schmitz, PE, ICC-Certified

### *BUILDING—Plan Review*

Sandra brings 10+ years of building/structural plan review, design, and counter support for multiple cities throughout Southern California. She is also proficient in the coordination of historic preservation properties and working with various permitting/plan review systems and inventory databases. Apart from being a registered civil engineer, Sandra is also an ICC-certified Building Plans Examiner.

#### EXPERIENCE

10+ Years

#### EDUCATION

MA, History

BS, Architecture

#### REGISTRATION / LICENSE

Registered Civil Engineer, CA #83448

#### CERTIFICATIONS

ICC-Certified Plans Examiner

#### RELATED PROJECT EXPERIENCE

- ▷ Building and Structural Plan Review, City of La Quinta
- ▷ Building and Structural Plan Review, City of Palm Desert
- ▷ Building and Structural Plan Review, City of Jurupa Valley
- ▷ Building and Structural Plan Review, City of Laguna Hills
- ▷ Structural Plan Review, (Wireless Telecommunications Facilities), City of Beverly Hills
- ▷ Building and Structural Plan Review, City of Palos Verdes Estates
- ▷ Historic Preservation, City of Pomona
- ▷ Structural Design, Various Southern California cities
- ▷ Structural Plan Review, City of Aurora, CO



## Ken Welch, CFM, CBO, MCP, Level 1 NCET

### *BUILDING—Plan Review*

Ken joined HR Green in 2015 as a Building Code Enforcement Official and has more than 30 years in the construction field as a carpenter and electrician, and 20 years of experience in inspections, code enforcement and plan review in local government. He has performed inspections and code enforcement for numerous communities around the country. He focuses on providing plan review using electronic review/digital commenting platforms for complex building projects processed through various public agencies. Ken has also served as a Building/Electrical/Mechanical/Property/Fire Inspector, responsible for building inspections, combination plan reviews, zoning ordinances, property maintenance, and code enforcement.

#### EXPERIENCE

30+ Years

#### EDUCATION

MS, AAS

#### CERTIFICATIONS

- Master Code Professional, #5169326MCP
- Level 1 NICET
- Chief Building Official
- Building Code Plan Reviewer
- International Residential and International Commercial Plan Review
- Energy Conservation Code Inspector Fire Code Plan Reviewer & Inspector
- ISBE Qualified Plans Inspector - Building/Electrical/Mechanical/Energy
- ISBE Qualified Plans Examiner - Building/Electrical/Mechanical
- NIMS Certification



## Jim Waters, CBO, ICC-Certified

### *BUILDING—Plan Review / Inspection*

As a seasoned Senior Building Inspector with more than 26 years of experience, Jim brings a wealth of expertise and a distinguished list of certifications to the table. Holding the titles of Certified Building Official, Certified Plans Examiner, and Certified Residential & Commercial Building, Electrical, Plumbing, and Mechanical Inspector, Jim is a trusted authority in the field. He did construction evaluations for future projects and also reviewed and inspected municipal buildings for construction defect, code compliance, and remodel possibilities.

#### EXPERIENCE

26+

#### EDUCATION

AS, Construction Inspection

#### CERTIFICATIONS

Certified Res/Comm Building Inspector

Certified Building Official

Certified Plans, Electrical, Plumbing & Mechanical Examiner Inspector

#### SELECTED PROJECT EXPERIENCE

- ▷ Sr. Plans Examiner, City of San Clemente
- ▷ Building Inspection Manager, City of Jurupa Valley, CA
- ▷ Inspection Manager, City of Rancho Cucamonga, CA
- ▷ CIP Project Manager and Building Inspector, Town of Camp Verde, AZ



## Linda Nguyen, ICC-Certified

### Permit Technician

**Having successfully deployed and utilized EnerGov**, Linda brings more than 18 years of experience working in local government and professional offices. She has interfaced at all levels with residents, general public, contractors, design professionals, and members of other local government. Linda has provided various permit and front desk services, including calculation and verification of valuation, issuing permits for commercial, residential, and accessory structures, maintaining permit records, and preparing reports for community development directors. She has also tracked plan check applications from submission through approval using EnerGov and routed plan checks via electronic plan review through Bluebeam Studio.

#### EXPERIENCE

18 Years

#### CERTIFICATION

ICC Permit Technician

#### TRAINING

ICC Photovoltaic Plan Review

CALBO/ICC Residential Additions Plan Review

#### RELATED PROJECT EXPERIENCE

- ▶ **Permit Processing, City of Jurupa Valley**
- ▶ **Building and Safety, City of Palos Verdes Estates**
- ▶ **Permit Technician, City of Laguna Hills**
- ▶ **On-Call Development Services, City of Huntington Beach**
- ▶ **Front Desk and Counter Assistance, City of Laguna Hills**



## Robert Stauffacher, ICC-Certified

### Permit Technician

Robert has more than 32 years of experience managing personnel, deadlines and workloads, including more than three years of experience as a building permit technician for the City of San Juan Capistrano. He has provided technical customer support to the public, contractors, and licensed professionals, which included receiving and reviewing plans to ensure compliance with city ordinances and State building codes. Robert has been responsible for computing and assessing fees, providing building code, city ordinance, and county requirements/regulations to customers and staff. He has maintained various required tracking logs and systems, updated databases, and processed documents for retention. In addition, Robert has provided research related to permits during submission and historical/previously issued permits as required by the public or members of the city staff. He managed the City of San Juan Capistrano's Construction and Demolition Program, including the intake of documentation and fees, processing forfeitures and refunds, and maintained associated records. Robert also has experience with the EnerGov system.

#### EXPERIENCE

32 Years

#### EDUCATION

MS, Homeland Security

BS, Business Management

#### CERTIFICATIONS

ICC Permit Technician

#### RELATED PROJECT EXPERIENCE

- ▶ **Permit Processing, City of Hemet**
- ▶ **Building Permit Technician, City of San Juan Capistrano**
- ▶ **City Managers Department, City of San Juan Capistrano**
- ▶ **Remote Permit Processing, El Paso County, Colorado**



## William Janowski, ICC-Certified

### *BUILDING - Inspection*

William has more than 16 years of experience as a combination building inspector for a large metropolitan city, and more than 10 years of information technology and construction field engineering project management. He was the lead engineer on the Byron, IL nuclear station auxiliary building pipe support design and field installation effort, and established procedures to track tasks and transmit all field information to design offices. He successfully managed more than 50 information technology projects, providing more than \$10 million in revenue in a four-year period. William was also awarded Boeing's highest honor, the Spirit of Excellence, as a member of the team that developed a new process to sell aircraft surplus parts.

#### EXPERIENCE

16 Years

#### EDUCATION

MBA, Finance

BS, Civil Engineering

BS, Computer Science

#### REGISTRATION / LICENSE

ICC-Certified Residential Combination Inspector

ICC-Certified Commercial Combination Inspector

#### RELATED PROJECT EXPERIENCE

- ▷ Building Inspection, City of Palos Verdes Estates
- ▷ Building Inspection, City of Anaheim
- ▷ Field Engineer/Estimator/Contract Administrator, Morrison-Knudsen Company, Irvine
- ▷ Senior Engineer, Westinghouse Electric Corporation, Pittsburgh, PA



## Eric Muse, ICC-Certified

### *BUILDING - Inspection*

Eric has 30+ years of construction experience working through various construction trades, such as carpentry and framing, as well as building inspection for various municipalities. Prior to joining HR Green, Eric served as a general contractor for residential and commercial properties, providing high-end millwork and framing for new homes and remodels. He has also served as a Construction Superintendent on various projects and as Project Manager on pilot projects for TLC and HGTV cable shows.

Current and past projects include building inspection for the cities of Palos Verdes Estates, Laguna Hills, Jurupa Valley, and the County of Orange.

#### EXPERIENCE

30+ Years

#### EDUCATION

CA CBO Training Institute: Plan Check/Plan Review

International Code Council

Construction/Contractor Coursework

#### CERTIFICATIONS

ICC-Certified Residential Building Inspector

#### RELATED PROJECT EXPERIENCE

- ▷ Building Inspection, City of Jurupa Valley
- ▷ Building Inspection, City of Palos Verdes Estates
- ▷ Building Plan Review and Inspection, City of Laguna Hills
- ▷ Building Inspection, County of Orange





## James Xiong, PE

### *GRADING—Plan Review*

James brings 30+ years of project management, design, plan review, hydrology, hydraulics, water quality, transportation engineering, office engineering, and construction management experience related to public works, infrastructure, drainage, rail facilities, bridge, highway, and utilities projects. He has handled engineering plan review for nearly 20 agencies. Also, for nearly two years he served on-site as a Project Engineer at SANDAG for CIP projects and a few years at the County of San Diego and Jurupa Valley for plan check services.

#### EXPERIENCE

30+ Years

#### EDUCATION

MS, Transportation Engineering

BS, Civil Engineering

#### REGISTRATION / LICENSE

Registered Civil Engineer, CA #67998

#### RELATED PROJECT EXPERIENCE

- ▷ Civil and Grading Plan Review, Cities of La Quinta, Indio, Jurupa Valley, Corona, Moreno Valley, Upland, Hemet, Diamond Bar, Victorville, Palos Verdes Estates, Hesperia, Carlsbad, and Escondido
- ▷ Civil and Grading Plan Review, Riverside County Transportation Department, County of Orange, and County of San Diego
- ▷ Civil and Grading Plan Review, Elsinore Valley Municipal Water District
- ▷ Civil/Grading Plan Review and Map Review, City of Chino Hills



## Miranda Martin

### *GRADING—Plan Review*

Miranda has 22 years experience managing construction projects and scheduling, and has been responsible for communications with the clients She has prepared and negotiated joint venture agreements with private parties and communicated regularly with assigned principals and office managers relative to project status and performance. Miranda has an emphasis of civil engineering experience and knowledge including construction review and administration. She collaborates with engineers, architects, contractors and all team staff, to determine the specifications of the project. In addition, Miranda has been responsible for obtaining permits and licenses from appropriate authorities, determining resource needs, including personnel assignments, equipment and materials with attention to budget. She has planned all construction operations and scheduled intermediate phases to ensure deadlines, and acquired equipment and material and monitor stocks to timely handle inadequacies. Miranda has experience working with AutoDesk Land Desktop Suite Civil 3D 2016, AES, GIS, GeoMedia, Project and Access, Adobe Acrobat Professional, and Primavera.

#### EXPERIENCE

22 Years

#### EDUCATION

BS, Civil Engineering

#### RELATED PROJECT EXPERIENCE

- ▷ Civil and Grading Plan Review, City of La Quinta
- ▷ Civil and Grading Plan Review, City of Diamond Bar
- ▷ Civil and Grading Plan Review, City of Jurupa Valley
- ▷ Civil and Grading Plan Review, Cities of Eastvale, Moreno Valley, and Upland



## Behrouz “BJ” Azarvand, CASp (Subcontractor)

### *BUILDING—Plan Review*

HR Green has a long-established relationship with Behrouz and he has worked with us on numerous projects requiring CASp services. Behrouz has 30 years of hands-on building and safety expertise, including serving as Building Official, plan reviewer, building inspector, and managing permit counter activities for Southern California cities. He has conducted numerous code and process-related training sessions and seminars. Moreover, he is very proficient in the electronic plan check process. Behrouz has served as a Building Official where he planned, managed, and monitored the activities of the Building Division, including participating in new staff selection, training for all division staff members, and the development of policies and procedures. In addition, Behrouz has experience providing counter service to public customers, explaining the interpretation of codes; expediting reviews; facilitating educational and public outreach workshops and materials for in-house staff and developers, engineers, architects, and other applicants; and serving as a facilitating bridge between Building and Safety, Public Works, and Planning Departments to efficiently shepherd projects through the approval process.

#### EXPERIENCE

20+ Years

#### EDUCATION

BS, Architecture

#### CERTIFICATIONS

ICC-Certified, Building Plans Examiner

CASp-Certified (CASp-313)

#### RELATED PROJECT EXPERIENCE

- ▷ CASp Compliance, City of Palm Desert
- ▷ Building and Safety, City of Jurupa Valley
- ▷ Building Official and Plan Check Supervisor, City of Tustin
- ▷ Building and Safety, County of Orange
- ▷ Building and Safety / Planning, City of Irvine

## HR Green’s as needed Subconsultant - NV5



In an effort to meet any peak, or unusual workflow demands in the City during the course of this contract, HR Green will work with our subconsultant, NV5 on an as-needed basis. **We have a long-standing and successful working relationship on various plan check and consulting engineering projects.**

NV5, Inc. has been providing engineering and consulting services to public and private sectors for more than 70 years, delivering solutions through six business verticals: Testing, Inspection and Consulting; Infrastructure; Utility Services; Environmental Health Sciences; Buildings and Program Management; and Geospatial Technology.

NV5 has a long-established track record of providing as-needed professional consultant services for municipal agencies throughout Southern California. Their team has provided Plan Check Services (civil and/or building and safety) to dozens of municipalities throughout the area, including for the cities of El Monte, Pico Rivera, Compton, Villa Park, La Habra Heights, Dana Point, Seal Beach, Ventura, Moreno Valley, Costa Mesa, Desert Hot Springs, Beaumont, San Diego, Imperial Beach, National City, Escondido, Carlsbad, Encinitas, the Counties of San Bernardino, Imperial, Riverside, and San Diego.

**Plan Review** - NV5 staff reviews plans and relevant documents for compliance with the adopted Building Codes as well as any other pertinent Federal, State, County, or City regulations. A detailed list of deficiencies needing correction identifying code sections is created and distributed to the design team and the City. NV5’s team works hand-in-hand with permit applicants and designers to review plans quickly, remedy issues effectively, and recommend approval upon substantial compliance with applicable standards.

**Building Inspection** - NV5 possesses high-quality, ICC-certified inspectors who understand the need to complete projects that comply with industry standards and regulations while conforming to approved designs in a safe and effective manner.

Resumes for their key staff are provided beginning on the next Page.





## Eric Rodriguez, PE, SE (NV5)

### *Building Plan Review*

Eric has more than 20 years of project engineering and structural design experience. His experience encompasses a variety of projects, including power plants, schools, health care facilities, industrial, and commercial facilities. He also has conducted structural code compliance reviews of various power plant structures, non- building structures, and commercial and retail structures. His levels of involvement have included preparation and review of proposals, preparation and review of structural drawings, supporting calculations, and specifications, as well as construction support.

#### EXPERIENCE

20+ Years

#### EDUCATION

BS, Civil Engineering

#### REGISTRATION / LICENSE

Registered Civil Engineer,  
CA #C56757

Structural Engineer, CA  
#S4617

#### SELECTED PROJECT EXPERIENCE

- ▷ Citywide Plan Check Review Services, City of Ventura
- ▷ On-Call Plan Check and Inspection Services, City of San Diego
- ▷ On-Call Plan Review and Building Inspection Services



## Arsanious Hanna, PE, CBO, QSD (NV5)

### *Building Plan Review*

Arsanious has more than 30 years of experience serving public works and building departments, including design, plan check, project management, construction management and personnel/department management from the planning and design phases through the construction phase. He has held various positions at public agencies, including five years at the City of Irwindale and 17+ years at the County of Los Angeles Public Works Department. He has managed capital improvement programs, reviewed and approved plans and managed construction of contract work for compliance with plans and specifications.

#### EXPERIENCE

30+ Years

#### EDUCATION

BS, Civil Engineering

#### REGISTRATION / LICENSE

Professional Civil Engineer,  
CA #70743

Land Surveyor, IL  
#035-003443

#### SELECTED PROJECT EXPERIENCE

- ▷ Senior Plan Check Engineer, Los Angeles Public Works, Building & Safety
- ▷ Senior Civil Engineering Assistant, Los Angeles Public Works, Construction
- ▷ As-Needed Plan Check Services, County of San Diego



## **Alan Ho, PE, SE, LEED AP (NV5)**

### *Building Plan Review*

Alan has more than 30 years of extensive experience, knowledge and work history performing plan review for structures and facilities of all sizes and complexity. He is proficient in ETABS, SAP2000, RISA 3-D, STAAD, and other programs used to design buildings and bridges. He performs exceptional review of complex structural components and projects. He provides a fair, professional analysis of code compliance and works effectively with designers to work through challenges and ultimately approve plans for construction.

#### **EXPERIENCE**

30+ Years

#### **EDUCATION**

MS, Civil Engineering

BS, Civil Engineering

#### **REGISTRATION / LICENSE**

Registered Civil Engineer, CA #42260 | Structural Engineer, CA #3551 | DSA Certified Access Reviewer and Structural Reviewer | LEED Accredited Professional

#### **SELECTED PROJECT EXPERIENCE**

- ▷ On-Call Plan Review Services, County of San Bernardino
- ▷ As-Needed Plan Review, City of San Diego
- ▷ On-Call Plan Review and Inspection Services, City of Tracy

#### **EXPERIENCE**

36 Years

#### **REGISTRATION / LICENSE**

ICC Certification, CA # 827267

## **Kyle Soldan, ICC-Certified (NV5)**

### *Building Inspection*

Kyle is an experienced Certified Building Inspector with the proven ability to work independently with others in order to serve the community by establishing a level of rapport and communications with all stakeholders in order to obtain compliance with the required codes and to move the projects along in a timely manner. As Supervising Building Inspector, he supervised approximately 35 to 40 inspectors who provided daily inspections throughout the County of Orange.

#### **SELECTED PROJECT EXPERIENCE**

- ▷ Supervising Building Inspector, County of Orange
- ▷ Senior Building Inspector, County of Orange

## EXPERIENCE

20 Years

## EDUCATION

Building Inspection  
Technology

## REGISTRATION / LICENSE

ICC Certification, CA #  
5053131

## Bruce Boyer, ICC-Certified (NV5)

### *Building Inspection*

Bruce has more than 20 years of code compliance experience with more than 16 years of specialized experience in commercial and energy infrastructure compliance.

He has in-depth knowledge of jurisdictional compliance requirements for local agencies, including cities, counties, fire departments and planning departments, as well as multiple state and federal agencies. In addition, Bruce has extensive knowledge of wood, steel frame and concrete masonry buildings, special inspection requirements, and approved fabricator requirements, and he has the ability to work with project stakeholders to assure the successful delivery of code-compliant projects.

### SELECTED PROJECT EXPERIENCE

- ▶ Alamitos Energy Center, CA Energy Commission, City of Long Beach, Lead On-site Inspector
- ▶ Inland Empire Energy Center, CA Energy Commission, CALPINE, Chief Site Inspector
- ▶ Manchester Pacific Gateway, Navy GAF Building, Manchester Financial Group, City of San Diego, On-site Inspector

### iii) Company Skills, Abilities and Services



**110+**

Continuous service for more than 110 years

For more than a century, HR Green has been dedicated to providing the services that public agencies need to achieve success.

#### Experience and Qualifications

HR Green is highly qualified to meet and/or exceed your expectations for Building and Safety Plan Check and Inspection services. HR Green is honored to be one of the nation's longest operating engineering firms. Established in 1913, HR Green, Inc. is employee owned. We collaborate across geographies and markets to provide the engineering, technical, and management solutions that connect and shape communities and are driven by the commitment of our clients.

#### Demonstrated Record

##### Completing Projects On-Time / Within Budget

HR Green has been nationally recognized for delivering efficient and cost-effective plan review, agency staff augmentation, and inspection services for some of the nation's largest developments. We have reviewed plans for the nation's 10 largest developers, leveraging electronic plan check/paperless platforms for more than 20 years, and are recognized by both municipalities and developers for creating a constructive, win-win review and approval process on time and within budget.

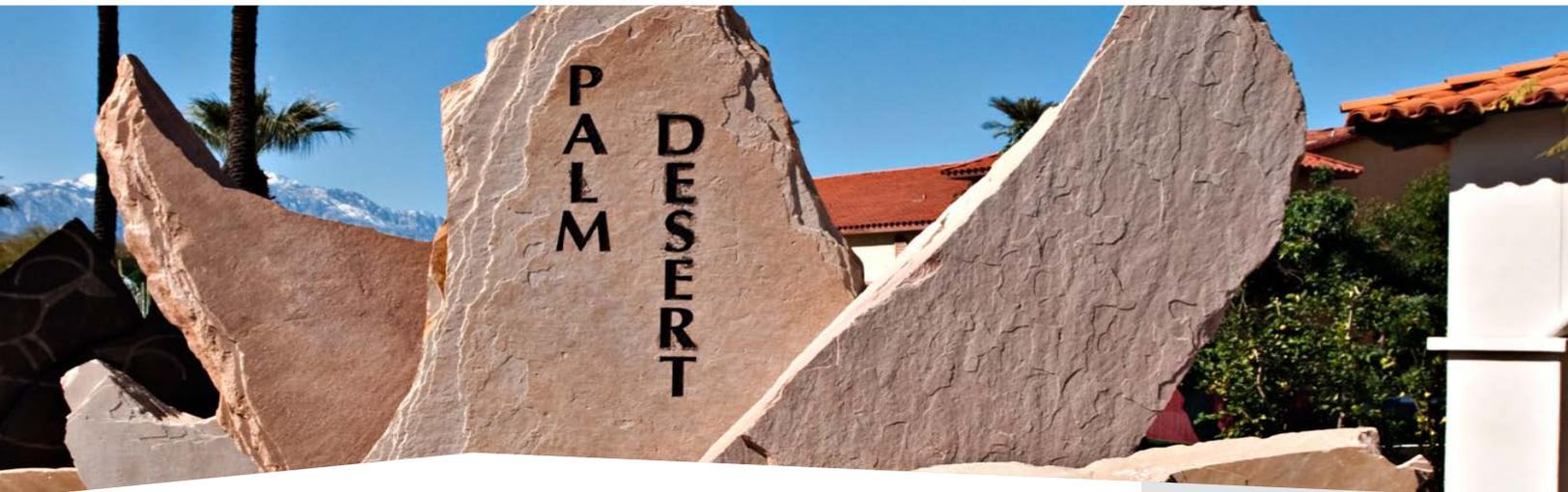
**700+** HR Green has **700+ employees nationwide and 60 based in Southern California in our offices in Palm Desert and Corona.**

**We have consistently maintained a 98+% turnaround around review schedule success rate,** exclusively using paperless solutions to review, process, and inspect large single family communities and a number of multi-family, commercial, and industrial developments.

#### Comprehensive Consulting Services



## iv) Previous Completed (or in-process) Projects



### Building Plan Review Services

#### *City of Palm Desert*

The City of Palm Desert is centrally located in the heart of the Coachella Valley in southeastern Riverside County; it has approximately 21 square miles with a population of 52,500, and a small in-house municipal staff. As a forward-thinking community, the City wished to implement some key initiatives and needed consultant assistance to achieve these program and project objectives.

Following a competitive procurement process to identify a consultant with the ability to deliver a breadth of services, **HR Green was contracted to deliver a full range of consulting services, including building and civil plan check, a land development engineer, as well as construction management and inspection services for public works.** Our services are provided both on-site and remotely. In 2021, the City issued permits for \$200 million of construction valuation. The City completed 1,060 new single family homes and 192,000 square feet of commercial space was approved. In 2022, a major 18-acre development project at Desert Willow Golf Resort, just south of the existing Desert Willow Clubhouse, was approved by our HR Green Team for plan review. The development project includes a 5.5-acre surf lagoon and wave machine, surf center and associated facilities, 92 room hotel, and 83 for-sale residential units and clubhouse. Also in 2022, HR Green reviewed a 269 unit multifamily affordable housing community project for the City. We have successfully collaborated with designers, contractors, and other City departments to streamline the path to plan approval, saving the City and developers time and money through an efficient and effective process.

Other plan checks for the City include residential custom homes and duplexes, commercial tenant improvements, museum buildings and large solar reviews. All reviews are 100% electronic with a 100% success rate meeting plan review schedules. Our key to success with applicants and stakeholders has been through the use of electronic technology to streamline reviews, working cohesively with the City officials, and taking a proactive approach to problem solving for a timely turnaround to plan review.

HR Green's commitment has allowed us to meet the City's performance objectives for their core service needs while accelerating new initiatives, such as updating the City's design standards and creating a broadband feasibility study and master plan.

#### REFERENCES

Jason Finley  
Chief Building Official

City of Palm Desert  
73-510 Fred Waring Dr.  
Palm Desert, CA 92260  
P: 760.776.6420  
E: jfinley@palmdesert.org

*"Our plan review team from HR Green is top-notch! Beth (Jay) and Sandra (Schmitz) provide comprehensive reviews that fit our jurisdictional needs. Responsive and quick communications but also a valuable resource in getting projects to permit issuance. With their experience in various jurisdictions, I've used them as a sounding board for model code interpretations and information. Good people, great team!!"*

Jason Finley  
Chief Building Official



## On-Call Building Plan Review and Inspection Services

### City of Jurupa Valley

**Our proposed Project Manager for the City of Pomona, Carlos Yado, CBO, currently works as the Interim Chief Building Official for the City of Jurupa Valley.**

Since 2011 City incorporation, HR Green has provided full departmental management and on-site staffing until the City hired our Building Official in 2020. Our staff managed all building and safety services (building plan review, permit counter staffing, building inspection, and code compliance). **We were instrumental in helping the City's Building Department to be awarded the 2021 CALBO Building Department of the Year award.** We continue to provide comprehensive building and civil plan review and inspection services. Our plan check staff review grading, drainage, utility, water quality, structural, non-structural, energy, green, mechanical, electrical, and plumbing plans. Accessibility-certified staff reviewed facility plans and specifications for compliance with State and Federal accessibility laws, codes, and regulations; investigated facilities for compliance with State and Federal accessibility codes and regulations; and conducted accessibility research for reports and handling accessibility inspections.

**We have achieved a 98% success rate meeting plan review schedules.** Annually, this involves 2,100+ improvement plan sheets being reviewed, 2,200+ building plan reviews completed annually, and 150+ new planning projects reviewed. We have processed grading plans, improvement plans, architectural plans and maps for 2,000+ new residential units. Our staff have customized plan check checklists, leveraged electronic plan check, digital commenting, and mobile apps for web-based field inspections in real time; established development review processes; and consistently hold developer workshops and pre-planning meetings to facilitate entitlement process. Moreover, we have provided daily permit counter staffing (issue >60% of permits over the counter), accomplished 15,000+ building inspections annually (100% completed on-time); issued 1,500+ building permits annually, and performed 1,500+ code enforcement inspections annually. Our efforts have reduced costs in permit processing and inspection fees to applicants by an estimated 20 – 35% due to shorter turnaround times and lower costs. We provide developers with estimated hours to complete plan checks in advance of initiating work and holding HR Green staff accountable to meet these budgets. Our team members regularly facilitate round table discussions with developers to create cognizance of current standards to help speed review times and ease approvals.

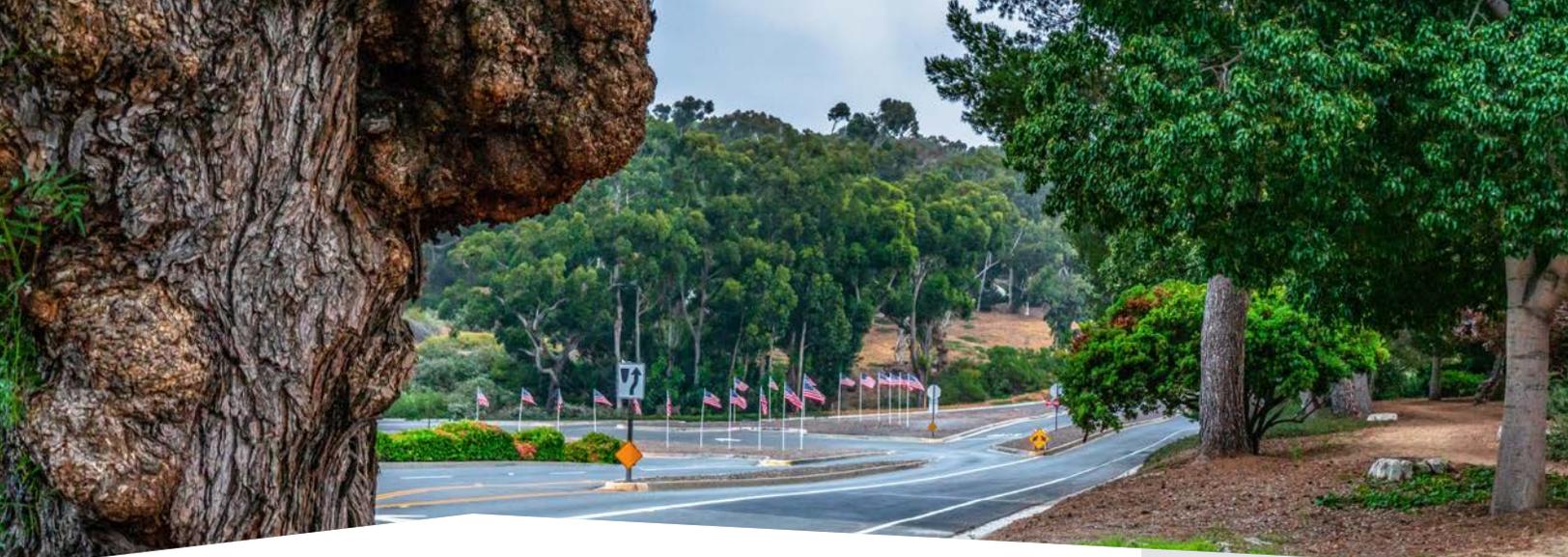
### REFERENCE

Rod Butler  
City Manager

City of Jurupa Valley  
8930 Limonite Avenue  
Jurupa Valley, CA 92509  
P: 951.332.6464  
E: rbutler@jurupavalley.org

*"I have had the pleasure of working with 20 HR Green employees in my department. These HR Green staff members perform plan check, building inspections, permit issuance, management/supervision, and code enforcement duties. This staff is highly qualified in terms of education, certification and experience, which results in a high level of customer service productivity. Furthermore, I would highly recommend HR Green to any city or agency that needs their services."*

Keith Clarke  
Former Chief Building Official/  
Director



## On-Call Building and Safety Review Services

### City of Palos Verdes Estates

The City of Palos Verdes Estates recognized that they needed to improve their level and quality of services to the community. Because Palos Verdes Estates is in a semi-isolated portion of Los Angeles County, it was realized that there may be some difficulty in the breadth of services that could be provided by private providers. The goal was to assure that the proper dedication of staff and level of response could be provided by the selected contract provider. In 2015, they solicited proposals to seek a provider of city engineering and building and safety services.

Following extensive interviews, HR Green was identified as the preferred provider. Following negotiations with the City, HR Green was contracted to deliver full city engineering and building and safety services. Since 2015 HR Green has provided a full range of consulting services. This includes but is not limited to comprehensive building and safety services including: building official, building inspection and building plan review. HR Green also provides city engineering, civil site review, design, public works engineering, transportation planning, traffic engineering, CIP program management, grant writing/administration, and project management. Our staff members consistently meet or beat plan review turnaround schedules, provide over-the-counter and electronic plan review, and achieve a 100% success rate on building and safety inspections within two-hour windows. Last year our staff successfully completed over 1,233 plan checks for the City. HR Green provides a “one stop shop” to achieve excellent customer satisfaction and implemented a building permitting and community development system (SmartGov) which the City now owns and operates. Our services are provided both on-site and remotely. Our staff interfaces closely with the City’s permit technicians and has initiated best practices (e.g., new forms, tracking tools, electronic plan review, code updates, ADA transition plan, etc.). **HR Green is the Building Department in the City, providing the Building Official on-site two half days per week and is available for questions from staff and the public at other times.** We have our plan review manager on site for most of the week, giving the City access to the most technically up-to-date code information in the industry. We provide all manner of building and safety inspections, including custom homes, commercial, tenant improvements, and grading.

HR Green’s commitment has resulted not only in an increased level of service but also in significant community benefit. For contractors and developers, it has resulted in improved turnaround times and cost savings. The end result quality of services and product has been clearly recognized. For the residents, there has been significant improvement in satisfaction of services delivered and response to community needs. The City has also realized cost savings due to the improved response and efficiency of services provided to the community.

### REFERENCE

Sheryl Brady  
Director of Community  
Development

City of Palos Verdes Estates  
340 Palos Verdes Dr West, Palos  
Verdes Estates, CA 90274

P: 310.750.9801  
E: sbrady@pvestates.org

“I’ve worked with the HR Green Building & Safety staff for over 2 years and continue to be impressed by their professionalism, expertise, and genuine best interest for the city. From public inquiries to final inspection and the entire building process in between, the staff’s unwavering commitment to compliance, deadlines, and relationships is appreciated.”

Brianna Rindge, AICP  
Former Community Development  
Director  
City of Palos Verdes Estates  
(now at City of Lomita)

## v) Maximum Proposed Turn-around Times

Services Category	Turnaround Time (Business Days)	Expedited (Initial/Recheck) (Business Days)
<b>Initial Plan Reviews</b>		
1. Minor Alterations or Additions	5-7	3
2. Solar or ESS Systems	2	1
3. Single Family Dwellings	5-7	5
4. Multi-Tenant Dwellings	5-7	5
5. Commercial Tenant Improvement Construction < 10,000 sf	10-14	5
6. Commercial Tenant Improvement Construction > 10,000 sf	10-14	5
<b>Subsequent Reviews</b>		
1. Minor Alterations or Additions	2-3	2
2. Solar or ESS Systems	1	1
3. Single Family Dwellings	3-5	3
4. Multi-Tenant Dwellings	3-5	3
5. Commercial Tenant Improvement Construction < 10,000 sf	5-7	3
6. Commercial Tenant Improvement Construction > 10,000 sf	5-7	3

Turnaround times depend on the complexity of the project. Our plan review process will provide for an initial plan review, and two additional re-checks under the plan review fees paid at the time of plan review submittal (three plan review rounds total). Large scale and complex commercial/industrial building projects may additional business days for first review based upon their complexity. These include, but are not limited to, high rise buildings, multi-story mixed use, and projects with multiple buildings exceeding 25,000 sf. or larger.

**Our staff is knowledgeable and proficient using the EnerGov permitting system**, and will provide updates and status reports as desired by the City. We will work closely with applicants so that projects will not go through useless rounds of corrections or comments. We pride our ourselves on a work product that can effectively and efficiently deliver the highest quality plan review while partnering with designers, developers, contractors, and others in order to work through any code deficiencies that enables a prompt turnaround of approved plans.

**Beth Jay, ICC-Certified, our Building Plan Review Task Lead, will be responsible for the day-to-day management of the Plan Review Schedule and, along with our Project Manager, Carlos Yado, CBO, will assure schedule compliance.**

## vi) Firm's Technical Capabilities

There must be a coordinated effort and responsibility to review, track and coordinate Construction Documents. HR Green has a proven internal plan review coordination process, **GreenTReX**, to make certain that each plan received is properly processed and returned on time. **GreenTReX** supports our tracking efforts and complements any software systems used by public agencies. The status of any plan can be easily determined at any point in time. Moreover, we recognize that there are alternate materials and methods of construction that can be used to satisfy and comply with the provisions of the code. Our experience with the use of alternate materials, alternate design and methods of construction enhances our ability to solve specific issues that arise in design and construction.

1. All plan checks will be overseen by registered engineers in California and completed by a combination of registered engineers, architects, Master Code Professionals, and ICC, CASp, LEED AP, QSD, and QSP-certified plan reviewers.
2. The specific tasks, codes, regulations, and ordinances are as follows:

**Architectural Review:** We will provide a thorough architectural review of design drawings and details for compliance with the California Building Code (CBC) and City amendments and policies. We also perform architectural reviews that include, but are not limited to emergency egress, building use and occupancy, type of construction, and other safety requirements.

**Structural Engineering Plan Check:** Complete structural review of design drawings, details, and calculations for both vertical loads and lateral seismic and wind forces, in accordance with the Title 24 Building Code structural provisions shall be performed by a Registered Professional Structural Engineer. Our staff is familiar with the revised structural lateral requirements of this code.

**Title 24 Energy Plan Review:** We provide energy calculation review and field inspection of energy law requirements. Because the energy regulations have been radically modified and continue to change, considerable confusion in the building industry has resulted. We provide a format that is easily understood by both the inspector and the builder facilitating improved field relations and improved quality of the end product.

**Mechanical/Plumbing/Engineering Plan Review:** The California Mechanical Code and the California Plumbing Code and any other specifically designated standards, amendments and polices adopted by the City.

**Electrical Engineering Plan Review:** Our services include the review of electrical plans to verify compliance with the California Electrical Code (NEC) and City codes. Electrical review to verify energy compliance is included in all projects in accordance with mandates from the State Energy Standards for Non-Residential.

**Civil Engineering Plan Review:** Our registered engineers and/or QSD/QSP-certified water quality specialists will review grading, drainage, NPDES, Low Impact Development/Hydromodification plans.

**Disabled Access Compliance Review:** Our CASp-certified accessibility specialists will provide comprehensive administration of the Disabled Access Regulations that the Office of the State Architect mandates local jurisdictions to enforce. This applies to both new and existing buildings.

**Green Building Plan Review:** Our LEED-certified staff will verify compliance with the California Green Building Standards (CALGreen) Code; prepare LEED submittal documentation; provide green building recommendations and consulting, ENERGY STAR verification, efficiency audits, pre-submittal audits and Chain of Custody (COC) certifications. Our staff shall verify green building features against City requirements and/or third-party standards, such as third-party scorecards or checklists for compliance and certification level.

**Local Noise Attenuation Ordinance:** Our services include checking to verify that the designer properly addresses both interior and exterior noise intrusion and that the necessary assemblies provide the required degree of sound attenuation, as required.

**Permit Software Data Entry:** Our team are familiar with various permit programs including Energov and Bluebeam. We work as an extension of the City's staff to upload corrections, provide results, and any additional correspondence the City requires in the permitting software.

**Permit Application Reviews:** We have extensive experience working with application reviews for completeness and accuracy to minimize project delays. This includes cost evaluation are aligned with the City's fee schedule and inclusive for the proposed scope of work.

**Soils and Grading:** Our team is familiar with the review of soils/geotechnical documents associated with various development projects. We have subject matter experts who can accurately evaluate these reports provided to the City for completeness and compliance with the code standards.

**LEED Review:** Our LEED certified reviewers ensure that the LEED certification provides a framework for healthy, highly efficient, and cost-saving green buildings. They have reviewed several projects for compliance with these strict standards.

**OWTS Review:** Based upon the Questions and Answer responses from the City, HR Green understands that these reviews are no longer part of the scope of this RFP. The information provided here is for the City's edification: Our team has experience designing and reviewing on site wastewater treatment infrastructure. They ensure that best practices are being met and that the design aligns to meet the code requirements set forth by the AHJ. (Is this still needed after the released Q&A?)

**Public Nuisance Abatement Review:** Based upon the Questions and Answer responses from the City, HR Green understands that these reviews are no longer part of the scope of this RFP. The information provided here is for the City's edification: Our team of Chief Building Officials have experience reviewing public nuisance abatement documents. While we defer to the City Attorney's office for final review of these documents, we can provide a review for completeness and in alignment with best practices and effectiveness.

**Building Inspections:** Our ICC Certified inspectors have extensive experience and background in performing various types of inspections. They are able to conduct inspections effectively and communicate with developers, contractors, and design professionals to ensure the project is done according to the approved plans and the minimum code standards.

**Civil Engineering Review:** Our Civil Engineering Review team has a strong background in performing these types of reviews for various agencies across the State. This includes the review of Civil plans submitted to the City which also may include water quality, NPDES, drainage, soils, or other items directly related to the Civil plans.

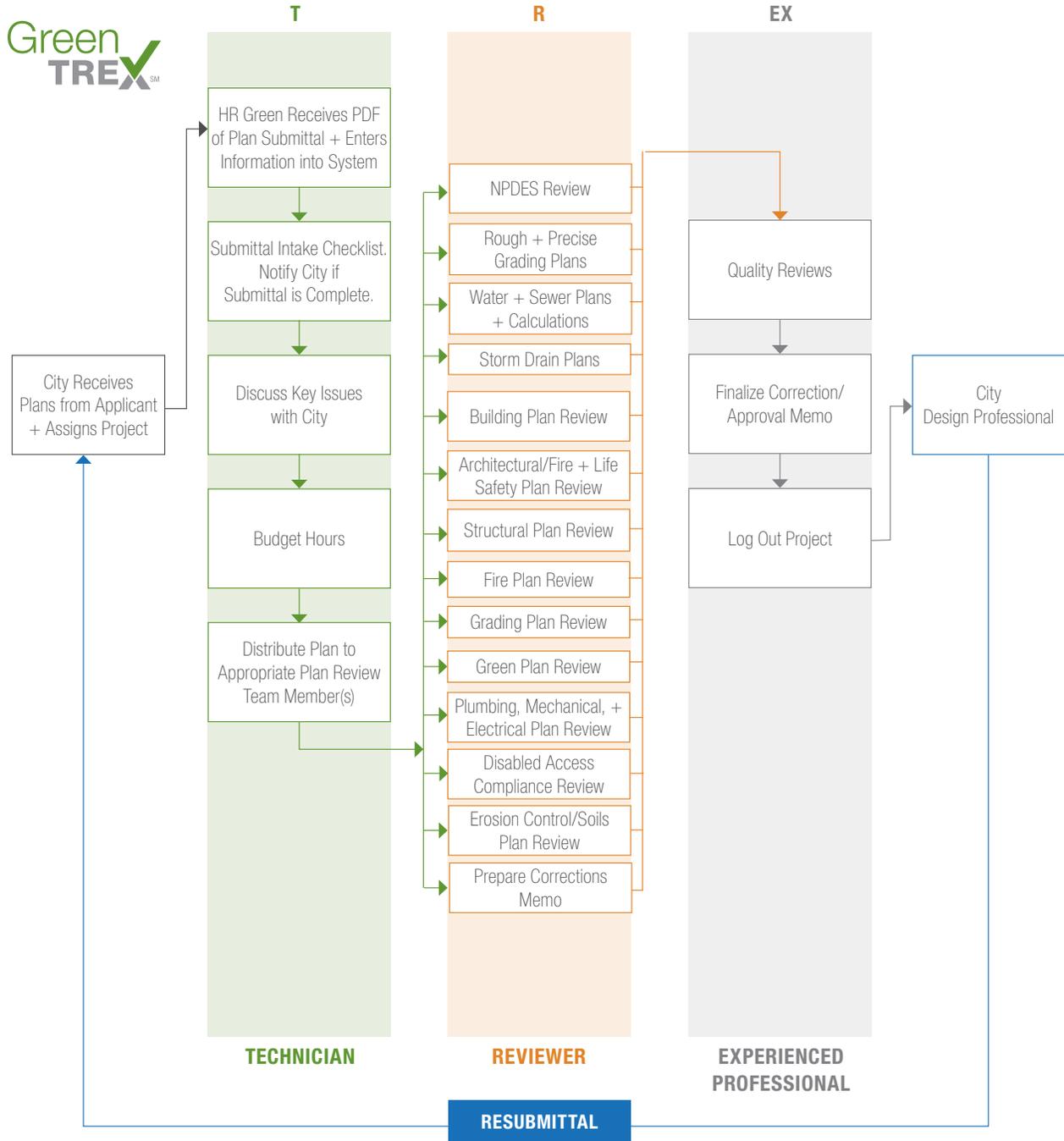
We will review plans to determine if they conform to the approved conditions of approval, design standards, codes, City ordinances, NPDES requirements, and sound engineering principles. Our goal is to provide helpful code insight, responsiveness, and collaboration early and often to applicants while leveraging a proven development review process and electronic plan check/digital commenting to maximize efficiencies, promote project transparency, and save time and money.

The plan check process we will follow will be managed through our **GreenTREx** plan review and processing program, a formalized and integrated process whereby **T**echnician, **R**eview, and **E**xperienced Professional management/quality control functions are consistently implemented on each and every project.

HR Green will assign registered engineers/architects and certified plan reviewers to review plans for compliance with applicable codes and requirements (accessibility, building, structural, non-structural, mechanical, electrical, plumbing, grading, drainage, water quality, Green, etc.).

Our **GreenTREx process** is outlined on the next page.

# GREENTREX PLAN CHECK PROCESS



## HR Green Value-Added Service

### STAFF DEVELOPMENT / TRAINING

While the success of our work product relies on our team of professionals to deliver exceptional service to the City of Cathedral City, we can utilize them to further assist in many other ways. HR Green can support and provide staff training that will help the City's team grow their potential to better serve their community. This includes technical training topics, team building exercises, and workshops with City constituents to better explain our obligation as code professionals in the built environment. Our Project Manager, Carlos Yado, CBO, has extensive knowledge in Building Official-related tasks including code adoption, legislative updates, and many other changes that come from enforcing building code regulations. Together, through our partnership with the City, we can leverage our mutual strengths to be able to provide the highest level of customer service and the best solutions for the City's Building and Safety and Inspection services.



## vii) Employee Qualifications Table

Name	Qualifications (Professional Registrations/ Certifications)	Type of Work to be Performed	Hourly Rate	Percentage of Time Available to the City
Carlos Yado	CBO, ICC-Certified	Project Manager	\$195	15-25%
Timothy Jonasson	PE	Principal-in-Charge	\$215	5-10%
George Wentz	PE	QA/QC Manager	\$270	5-10%
Beth Jay	ICC-Certified	Task Lead - Building & Code Review	\$165	30-50%
Jose Ibarra	CBO, ICC-Certified	Task Lead - Building Inspections	\$190	30-50%
Sandra Schmitz	PE, ICC-Certified	Building & Code Review	\$180	30-50%
Jason Garmoe	MCP, CBO	Building & Code Review	\$165	15-25%
Brenda Yu	EIT, ICC-Certified	Building & Code Review	\$135	30-50%
Desiree Flores	PE	Building & Code Review	\$175	15-25%
Steve Schwartz	PE, SE	Building & Code Review	\$180	15-25%
Ken Welch	CFPE, CFM, MCP, CBO, ICC-Certified	Building & Code Review	\$165	15-25%
Jim Waters	CBO, ICC-Certified	Building and Code Reviews/Building Inspections	\$150	30-50%
Tina York	PE	Civil and Grading Review	\$220	10-15%
James Xiong	PE	Civil and Grading Review	\$200	15-25%
Miranda Martin	PE	Civil and Grading Review	\$190	15-25%
Behrouz Azarvand	CASp	Disabled Access Reviews	\$160	30-50%
Alan Valles	ICC-Certified	Building Inspections	\$110	as-needed
Paul Barreto	ICC-Certified	Building Inspections	\$110	as-needed
Eric Muse	ICC-Certified	Building Inspections	\$110	as-needed
William Janowski	ICC-Certified	Building Inspections	\$110	as-needed
Ronald Greisinger	Fire		\$160	as needed
Clark Shen	PE, SE	Building Plan Review - subcontractor	\$220	25-30%
Arsanious Hanna	PE, CBO, QSD	Building Plan Review - subcontractor	\$200	25-30%
Eric Rodriguez	PE, SE	Building Plan Review - subcontractor	\$190	25-30%
Alan Ho	PE, SE, LEED AP	Building Plan Review - subcontractor	\$185	25-30%
Kyle Soldan	ICC-Certified	Building Inspections - subcontractor	\$160	as needed
Bruce Boyer	ICC-Certified	Building Inspections - subcontractor	\$160	as needed

## viii) List of Terminated Contracts

HR Green Pacific, Inc. has had no contracts terminated for convenience or default within the past five years.

## d) Cost Proposal

<b>CITY OF CATHEDRAL CITY</b> <b>(See Options A and B)</b>
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<b>OPTION A</b>		
<b>PORPOSED PERCENTAGE OF FEE STRUCTURE</b> to Deliver <b>BUILDING &amp; SAFETY SERVICES</b>		
<b>BASE RATE FOR BUILDING &amp; SAFETY (B&amp;S) COMPENSATION BASED ON PERCENTAGE OF FEES COLLECTED</b>		
<b>MONTHLY B/S FEE COLLECTED BY CITY</b>	<b>HR GREEN FEE COMPENSATION</b>	
First \$ 35,000	70%	All inclusive cost
Additional Amount between \$35,001 and \$50,000	65%	All inclusive cost
Additional Amount over \$50,000	55%	All inclusive cost
Structural Only Plan Review	65%	
<b>Note: The above percentages of fee includes one (1) initial plan check and up to two (2) re-checks</b>		
Repeat Plan Checks above Three (3)	As negotiated with the City and HR Green upon selection.	<b>Alternative fee can include charges beyond the (1) initial and (2) rechecks that are based on hourly rates shown in Option B below.</b>
Expedited Plan Review	As negotiated with the City and HR Green upon selection.	
<b>NOTES: 1. HR Green's percentage of fees will remain unchanged for the initial One year period.</b>		

<b>OPTION B</b>					
<b>Building and Safety HOURLY RATE FEE structure</b>					
Title	Name	Hours	Hourly Rate (Range)	Total Cost	Comments/Notes
<b>Certified Building Inspector</b>	<b>TBD</b>	<b>TBD</b>	<b>\$100-150</b>	<b>TBD</b>	
Principal In Charge	George Wentz	As Needed	\$250	N/A	Included at <u>no cost</u> to the City
Project Manager/BO Rate	Carlos Yado	As Requested	\$190	TBD	
Plan Check Manager	TBD	TBD	\$160	TBD	
Certified Plan Checker	TBD	TBD	\$100 - \$150	TBD	
Structural Review - SE	TBD	TBD	\$225 - \$250	TBD	As Needed Registered Structural Engineer
Senior Civil Plan Check Engineer	TBD	TBD	\$195	TBD	Registered Professional Engineer
Storm Water Engineer	TBD	TBD	\$135	TBD	Only as needed
Certified Assess Specialist (CASp)	TBD	TBD	\$160	TBD	
Misc. general training resources and support	By certified trainers	TBD	Based on resources to complete	TBD	Performed at City Hall or at HR Green's training facility in their Corona Office (as preferred by City)
Building Permit Technician/Office Clerk	TBD	TBD	\$90 - \$110	TBD	

Fee Category	Consultant Fee as a Percent of Plan Review Fees
Plan Check Review	55-70%
Repeat Plan Check Review	as negotiated with the City and HR Green upon selection
Expedited Plan Check Review	as negotiated with the City and HR Green upon selection
Structural-only Plan Check Review	65%

