

**CITY OF COSTA MESA
PROFESSIONAL SERVICES AGREEMENT
WITH
JASON ADDISON SMITH CONSULTING SERVICES, INC. DBA JAS PACIFIC**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 5th day of September, 2017 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and JASON ADDISON SMITH CONSULTING SERVICES, INC., a California corporation DBA JAS PACIFIC ("Consultant").

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide plan check and permit processing services on an as-needed basis, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Scope of Work, attached hereto as Exhibit "A," and Consultant's Proposal, attached hereto as Exhibit "B," both incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit B.

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City or the Project Manager, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of one (1) year, ending on September 4, 2018, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by four (4) additional one (1) year periods upon mutual written agreement of both parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in

accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance shall be attached hereto as Exhibit "C" and incorporated herein by this reference.

5.5. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail

over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

JAS Pacific
P.O. Box 2002
Upland, CA 91785
Tel: (909) 605-7777
Attn: Christine Champany

IF TO CITY:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Tel: (714) 754-5604
Attn: Issam Shahrouri

Courtesy copy to:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Attn: Finance Dept. | Purchasing

6.5. Drug-Free Workplace Policy. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "D" and incorporated herein by reference. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all

costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to

indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.11. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.12. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.13. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by City or its authorized representative, at no additional cost to the City.

6.14. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be

liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.17. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.18. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.19. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.20. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.21. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.22. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.23. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.24. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

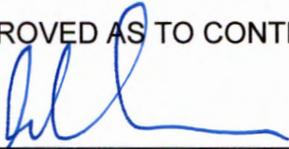
6.25. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.26. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.27. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[Signatures appear on following page.]

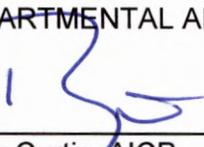
APPROVED AS TO CONTENT:



Issam Shahrouri
Project Manager

Date: 9.18.17

DEPARTMENTAL APPROVAL:



Barry Curtis, AICP
Economic and Development Services
Director

Date: 9.12.17

APPROVED AS TO PURCHASING:



Stephen Dunivent
Interim Finance Director

Date: 9.20.17

EXHIBIT A
SCOPE OF WORK

ATTACHMENT A**SCOPE OF WORK****For****PLAN CHECKING AND PERMIT PROCESSING SERVICES**

The Development Services Department and the Fire and Rescue Department are soliciting proposals to provide plan checking and permit processing services on an as-needed basis. The term is for FY 17-18 with four (4) one-year renewal options at the same rate schedule. The intent of this proposal is to supplement existing plan check and permit processing staff to support new large development projects and augment staff in the City. Proposers are required to submit standard and overtime hourly rates for the following positions:

PLAN REVIEW
Plans Examiner
Plan Check Engineer
Chief Plans Examiner (Supervisor)
Permit Processing
Permit Technician I and II
FIRE
Fire Plans Examiner

A. Plan Check Services for Building Division

1. Plans may be assigned for review in one of two categories:

- **Standard Plan Review:** Proposals shall indicate how standard plan review of plans referred to the Consultant by the City will be accomplished. Standard review shall be completed in a maximum of ten calendar days from the date the City assigns the plan for review. For all standard plan reviews, the City charges the customer 65% of the Building Permit fee. The Building permit fee is based on **Table 1-A of the 2001 California Building Code (Exhibit 1)**. The valuation is calculated based on the attached Building Valuation Data Table. The proposal shall specify the percentage of the plan review fee charged by the City that the consultant shall keep for each application reviewed.
- **Expedited Plan Check:** This process shall be employed when an applicant wishes to expedite the review of plans. Presently, applicants are allowed to negotiate timeframes and fees with any one of the City's consultants. The City is currently looking at modifying its existing procedures as follows:
 - The City shall accept the plans from the customer and the customer shall pay a surcharge as specified in the City's fee resolution for expedited service. The city shall assign plans to a consultant, which shall receive its specified percentage of the surcharged fee imposed by the City. The consultant shall complete its initial review in half the time specified by the City's standard for review. Time for rechecks shall not be reduced.

The proposal needs to address both scenarios for expedited plan review.

2. The City reserves the right to handle certain types of cases in the following manner, at the City's sole discretion:
- **Large Public Projects:** The City reserves the right to ask consultants to bid to check documents for large public improvements such as libraries and fire stations. In such cases, the City will solicit bids from its approved consultants and award the plan review to the lowest bidder.
 - **Large Private Projects:** If the City believes it is in the best interests of a customer proposing a significant development with a strict schedule, the City may authorize the customer to negotiate directly with a consultant to perform plan check services based on a schedule and fee that is acceptable to both parties.
3. The following general criteria apply to all plan check services provided to the Building Division:
- Assign regular office hours to plan review positions to perform in-house plan check services if so requested by the City.
 - Review construction plans and calculations thoroughly for compliance with the latest or applicable editions of California Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, Costa Mesa Amendments to these codes, and other applicable governmental codes and regulations
 - Write clear and concise plan check corrections, and work with property owners, designers, architects, engineers and contractors to ensure the plan check corrections are addressed and reflected on construction documents.
 - E-mail plan check corrections to the designated Building Division staff and provide pertinent building information required on permit to the City when plans are approved. Such information shall be provided on the transmittal form and shall include, but not limited to, work description, type of construction, occupancy, floor area, number of stories, and sprinkler requirements.
 - Review deferred submittal items and any revisions before or during construction. Notify designated Building Division staff via e-mail on the number of hours spent reviewing the deferred submittals/revisions.
 - Return plans to the City for the first check and resubmittals no later than City standards.
 - When requested by the City, meet with developers and design professionals to address their questions on large and/or unique projects prior to plan check submittal.
 - Consolidate comments from various City departments; resolve internal inconsistencies; and present recommendations and revisions to the applicant.
 - Maintain communications with applicants and staff from the Building Division and other City departments. Respond to inquiries about projects from applicants.
 - Manage the project schedule in accordance with City's adopted timeframes.

- Utilize City electronic and paper files to research previous and/or related permits.
- Be available during an emergency or natural disaster to assist the City with inspection services.
- Participate in reviews with technical consultants, health and other government agency inspectors, City staff, and owners.
- Testify in court, if necessary.
- All documentation shall become the property of the City of Costa Mesa. All textual materials must be consistent with the word processing program in use by the City at the time the electronic version is submitted; currently the City utilizes Microsoft® Windows, Microsoft® Office 2000 format (Microsoft standard fonts must be used for documents). All graphics produced must be editable in Adobe® Photoshop® version 6 or higher and saved in a multi-layer graphics file format (a format that preserves multiple layers of clipart, images, and/or text in a single file). All map-based exhibits shall be provided in ESRI ArcGIS version 9.0 or higher format. All GIS data shall be provided in ArcGIS geodatabase or shapefile format.

B. Plan Check Services for Fire Department

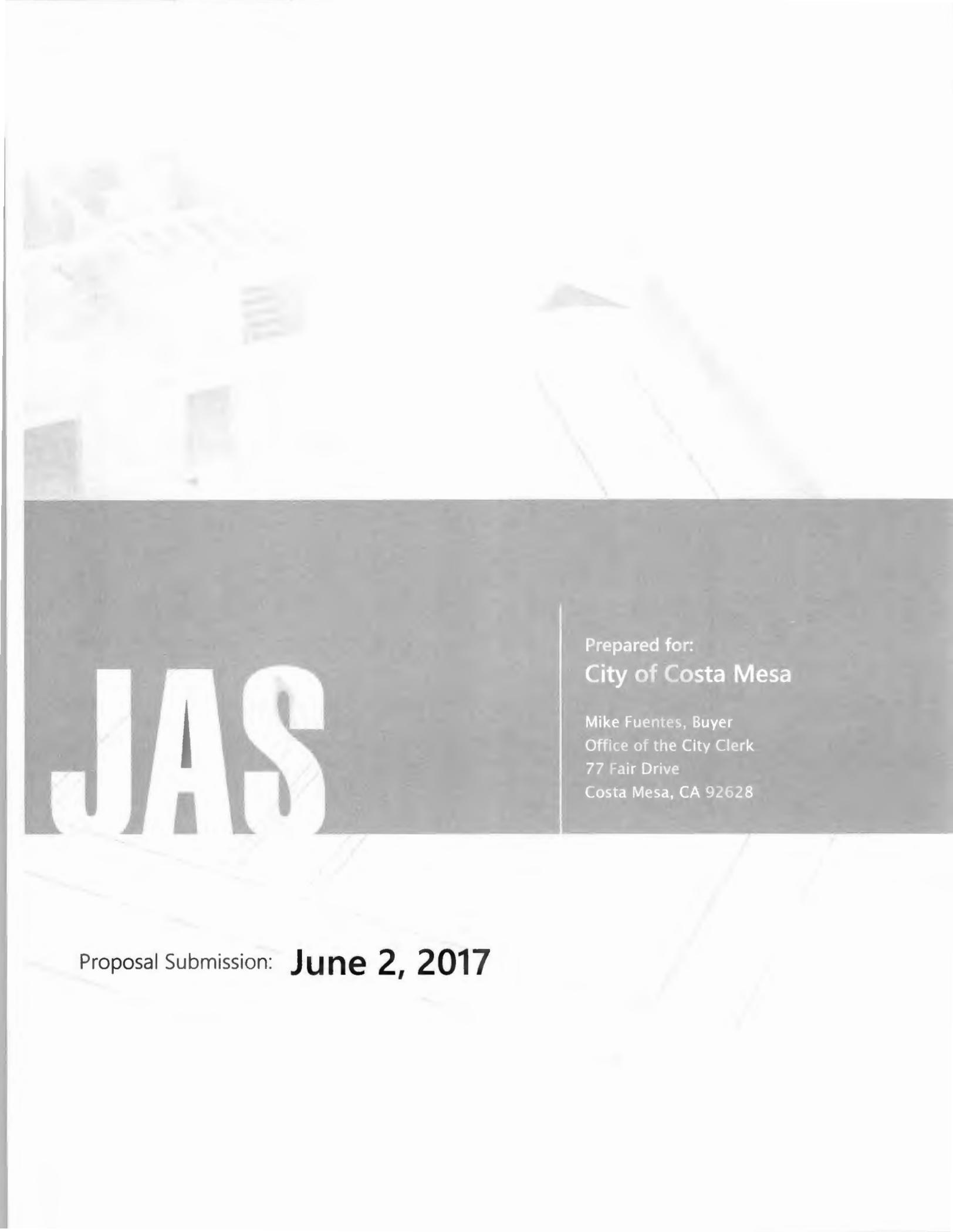
1. Plans may be assigned to consultants for review in one of two categories:

- **Fire Protection System Plan Review:** Proposals shall indicate how standard plan review of plans referred to the Consultant by the City will be accomplished. Standard review shall be completed in a maximum of ten calendar days from the date the City assigns the plan for review. For all standard plan reviews, the City charges the customer 65% of the Building Permit fee. The Building permit fee is based on the **Fire Prevention Fee Schedule (Exhibit 2)**. The proposal shall specify the percentage of the plan review fee charged by the City that the consultant shall keep for each application reviewed.
- **Fire and Life Safety Plan Review:** Proposals shall indicate how standard plan review of plans referred to the Consultant by the City will be accomplished. Standard review shall be completed in a maximum of ten calendar days from the date the City assigns the plan for review. The proposal shall specify the hourly cost of Fire and Life Safety plan review services that the consultant charges for each application reviewed.

C. Permit Processing

- Provide the services of permit technicians to cover the Building Division's public counter, answer phone calls, accept plan check applications, and issue permits.
- Maintain communications with applicants and other people contacted during the course of work, including staff from City departments. Respond to inquiries about projects from residents and applicants.
- Utilize City electronic and paper files to research previous and/or related permits.

EXHIBIT B
CONSULTANT'S PROPOSAL



JAS

Prepared for:
City of Costa Mesa

Mike Fuentes, Buyer
Office of the City Clerk
77 Fair Drive
Costa Mesa, CA 92628

Proposal Submission: **June 2, 2017**

May 31, 2017

Mike Fuentes, Buyer
Office of the City Clerk
77 Fair Drive
Costa Mesa, CA 92628

RE: Request for Proposals to Provide Inspection Services

Dear Mr. Fuentes:

Please accept this Proposal as prepared for the City of Costa Mesa (City) for Plan Check and Permit Processing Services, as submitted by JAS Pacific to be valid for a period of not less than 180 days from the date of submittal.

Founded and incorporated in California in 1993, JAS Pacific is a full-service comprehensive provider in building and safety services, including plan check, inspection, permit center and public information counter, clerical assistance, full department management and administration, urban planning and public works, and specialized management services. JAS Pacific is prepared to provide the City with building official services, for the City's Building and Safety Services Department. Through contracting with JAS Pacific for these services, the City will maintain its building standards throughout the community thus ensuring compliance and minimize liability and risk factors. Additionally, JAS Pacific will provide said services in a responsive, cost-effective manner, not compromising thorough customer service to the City, its residents, businesses, and developers.

With the management team possessing over 140 collective years of experience, JAS Pacific provides each city, town, or county with a tailored service program to meet their needs. JAS Pacific has a multitude of resources from which the City will benefit from. We employ nearly 100 professionals, of which are assigned out of our Corporate Office in Upland, CA, with valuable experience from a number of disciplines; including certified code enforcement officers, building inspectors, permit technicians, building officials, plan reviewers, and qualified engineers.

JAS Pacific staff can make available to the City a broad offering of expertise in all areas of building and safety services. With a diverse team of in-house professionals, boasting a full breadth of experience in all levels of local government, JAS Pacific has a solid foundation allowing for efficient contract implementation and service delivery. We understand local governmental agencies, challenges faced, and lessons learned which has enabled us to develop methodologies and business practices allowing for the delivery of said services seamlessly and efficiently. The following pages detail our services, approach, staff and fee schedule. If you have any questions, as the assigned contact for the City, please contact me directly at (800)818-3677 so that I may assist you.

Respectfully,

Stuart Tom, PE, CBO

President
JAS Pacific
201 N. Euclid Ave. Suite A
Upland, CA 91786
Office : 909.605.7777
stuart@jaspacific.com

Names & Titles of Corporate Board Members

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
J. ADDISON SMITH	CEO	909.605.7777
FADY MATTAR, PE	COO	909.605.7777

Federal Tax Identification Number: 33-0604465

City of Costa Mesa Business License Number: WILL OBTAIN UPON AWARD

(If none, you must obtain a Costa Mesa Business License upon award of contract.)

City of Costa Mesa Business License Expiration Date: ----

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COMPANY EXPERIENCE

In a service-oriented industry, the demand and service levels for building and safety support services are dictated by an ever-fluctuating economy that affects all levels of government. Founded and incorporated in California in 1993, JAS Pacific has provided project management and hands-on superior comprehensive building and safety services to 37 local and regional governmental entities addressing these needs.

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



JAS Pacific is prepared to provide the City of Costa Mesa, Development Services, Building Division and Fire Rescue Department, with Plan Check, expedited Plan Check, and Permit Technician Services, including but not limited to, enforcing applicable California and City Codes, as detailed in the request for qualifications. Through contracting with JAS Pacific for these services, the City will maintain its building standards throughout the community thus ensuring compliance and minimize liability and risk factors. Additionally, JAS Pacific will provide said services in a responsive, cost-effective manner, not compromising thorough customer service to the City, its residents, businesses, and developers.

Value Added Services

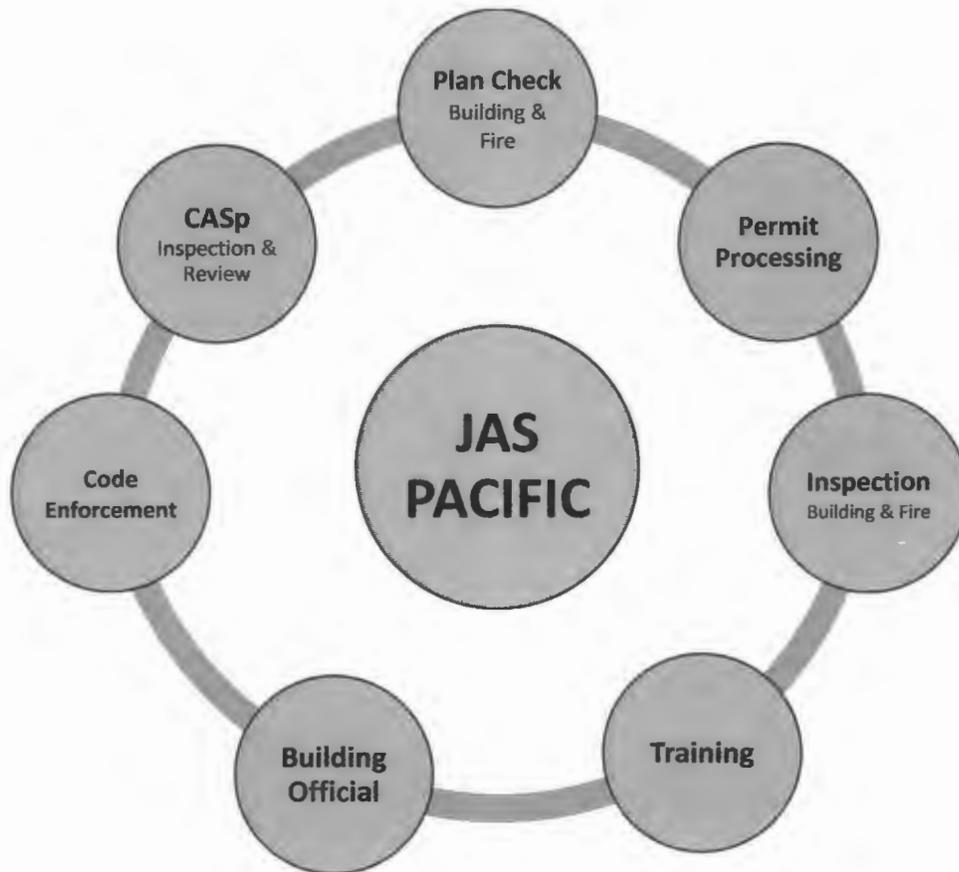
- ✓ Plan Review
- ✓ Inspection
- ✓ Permit Issuance
- ✓ Building Department Administration
- ✓ Code Enforcement
- ✓ Clerical Support
- ✓ Urban Planning and Public Works
- ✓ Specialized Management Services

Affiliations

- ✓ International Code Council
- ✓ California Building Officials
- ✓ County Building Officials Association of California
- ✓ International Assoc. of Plumbing & Mechanical Officials
- ✓ California Association of Code Enforcement Officers
- ✓ California Association of Building Energy Consultants
- ✓ Residential Energy Services Network
- ✓ National Fire Protection Agency

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

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



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

JAS Pacific proposes to assign Mr. Stuart Tom as the Project Manager and he will manage all aspects of the contract serving as the contact person for building and safety support services.

Mr. Tom is the president of JAS Pacific. Formerly, he was the Fire Marshal for the City of Glendale, California. Prior to this appointment, he served as Building Official for sixteen years, wherein he managed plan check/engineering, field inspections, and administration of the city's Building & Safety Division. He has been a registered engineer in the states of Washington and California for over 25-years, and is very active in code-development of Fire- and Life-Safety Standards at both the national and state levels. Mr. Tom has co-authored a number of provisions in the International Building Code as well as the California Building Code, California Residential Code, and California Fire Code. He currently serves in an influential capacity on a number of state-wide committees including the CALBO Building and Fire Advisory Committee for which he is the past chair. Mr. Tom's contact information is:

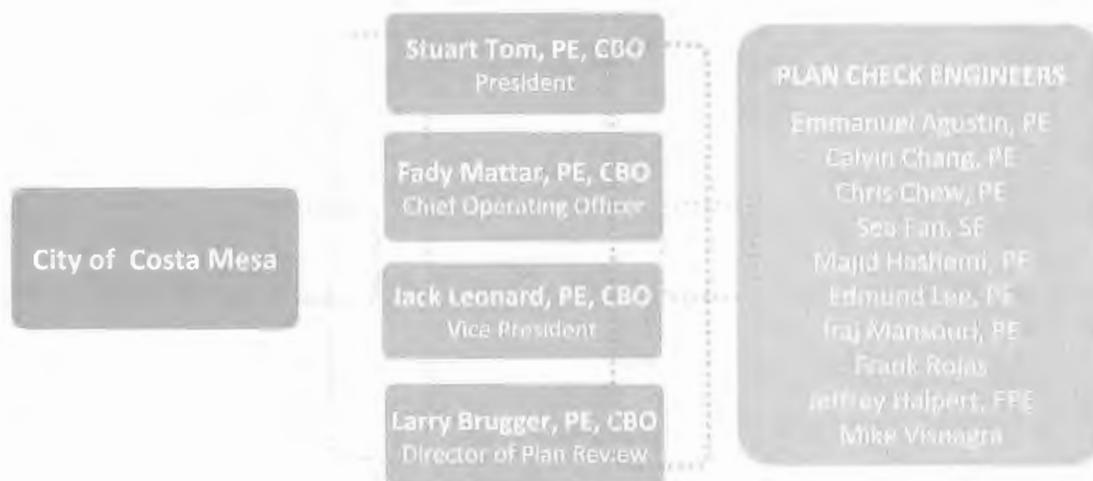
Stuart Tom, PE, CBO
President

201 N. Euclid Ave. Suite A
Upland, CA 91786

Office : 909.605.7777
Cell: 805.749.7134
stuart@jaspacific.com

Organizational Structure

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



Principal Team

JAS Pacific understands the importance of the role assigned staff take and their impact on the overall success in the delivery of with plan check and inspection services for the City. With a management team possessing over 160 collective years of experience, JAS Pacific boasts one of the most qualified and affluent building and safety administrations in the industry. Each principal team member will be fully accessible to the City. Below is a summary of the proposed principal team members who will be assigned to the City and assisting in the delivery of support services followed by their individual resumes.

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

STUART TOM, PE, CBO, PRESIDENT

Responsibilities: Building and Safety Support Services

Building and Safety Work History

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

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

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

Education / Professional Licenses and Certifications / Affiliation

University of California, Berkeley

Bachelor of Science, Civil Engineering

California Polytechnic University, San Luis Obispo

Master of Science, Civil Engineering

State of California

Licensed Civil Engineer

State of Washington

Licensed Civil Engineer

International Code Council

Certified Building Official

Certified Plans Examiner

Board of Directors

California Building Official

Fire Advisory Committee

Seismic Safety Committee

Building Official of the Year (2006)

President's Award (2010)

California State Fire Marshal

Core Advisory Committee

Height & Area Code Amendment Committee

WUI Committee

FADY MATTAR, PE, CBO, CHIEF OPERATING OFFICER

Responsibilities: Building and Safety Support Services

Building and Safety Work History

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

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

Education / Professional Licenses and Certifications / Affiliations

California State University, Long Beach
Bachelor and Master of Science, Mechanical Engineering (with honors)

John F. Kennedy School of Government, Harvard University
Graduate of the Senior Executives, State and Local Government Program

State of California
Licensed Mechanical Engineer

International Code Council
Certified Building Official
Certified Mechanical Inspector
Certified Plumbing Inspector
Certified Instructor

California Building Official
Educator the Year Award (2004)
Residential Mechanical Code Committee

California Building Standards Commission
Past Vice Chair

JACK LEONARD, PE, CBO, VICE PRESIDENT

Responsibilities: Building and Safety Support Services

Building and Safety Services History

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

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

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

Education / Professional Licenses and Certifications / Affiliations

California State University, Fresno
Bachelor of Science, Civil Engineering

International Code Council
Certified Building Official

State of California
Licensed Professional Civil Engineer

International Conference of Building Officials
San Joaquin Chapter – Past President

State of Arizona
Licensed Professional Civil Engineer

American Society of Civil Engineers
Member

LARRY BRUGGER, SE, PE, CBO

Responsibilities: Building and Safety Support Services

Building and Safety Work History

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

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

Education / Professional Licenses and Certifications / Affiliations

California State University

Bachelor of Science, Civil Engineering

State of California

Licensed Civil Engineer

Licensed Structural Engineer

Interantional Code Council

Certified Building Official

Structural Engineers Association of California

President (2004)

Board of Directors (1990-1996)

American Society of Civil Engineers

Co-Chair (2007)

International Conference of Building Officials

ES Evaluation Committee

Accreditation Committee

Enforcers Guide to Performance Designs

Developers of Performance Building Code

Project Management Assignments

JAS Pacific delivers all services in an adaptive, tailored, and responsive approach and clients' needs shape their service programs. With a diverse team of in-house professionals, boasting a full breadth of experience in all levels of local government, our team possesses extensive accreditation and affiliation with various clients by providing services defined within the scope of work and services that go above and beyond. The following table details our principal staff's involvement with JAS Pacific clients that are outside the scope of work.

Project Manager	Client	Services Provided Outside of Scope
Stuart Tom, PE, CBO (Projects assigned: 8)	Various clients	<ul style="list-style-type: none"> • Provided on site training for code adoption process including the authoring of ordinances and council presentations.
Fady Mattar, PE, CBO (Projects assigned: 10)	County of Los Angeles	<ul style="list-style-type: none"> • Provided technical guidance on various high profile plumbing & mechanical projects.
	City of Yorba Linda	<ul style="list-style-type: none"> • Authored code adoption ordinances, presented to Council and provided further explanation.
	City of Beverly Hills	<ul style="list-style-type: none"> • Authored code adoption ordinances, presented to Council and provided further explanation. • Provided technical guidance on various high profile plumbing & mechanical projects.
	County of San Bernardino	<ul style="list-style-type: none"> • Provided weekly on site training for new code cycle • Provided department evaluation, improvement measures and implementation.
	City of Santa Monica	<ul style="list-style-type: none"> • Provided department evaluation, improvement measures and implementation.
Larry Brugger, SE, CBO (Projects assigned: 3)	City of Yorba Linda	<ul style="list-style-type: none"> • Prepared and presented division budget to department management. • Provides department administration
	City of Long Beach	<ul style="list-style-type: none"> • Provides structural guidance on various high rise and high profile projects.
	County of Los Angeles	<ul style="list-style-type: none"> • Provides structural guidance on various high rise and high profile projects.
Jack Leonard, PE, CBO (Projects assigned: 9)	City of Santa Monica	<ul style="list-style-type: none"> • Provides weekly guidance on various issues. • Provided department evaluation, improvement measures and implementation.
	City of Arvin	<ul style="list-style-type: none"> • Provided department evaluation, improvement measures and implementation.
	County of San Bernardino	<ul style="list-style-type: none"> • Provides weekly guidance on various issues. • Provided department evaluation, improvement measures and implementation.
	City of Yorba Linda	<ul style="list-style-type: none"> • Provided department evaluation, improvement measures and implementation. • Provides department administration

QUALIFICATIONS

Because of our reputation and expertise, JAS Pacific is both organizationally and financially sound. Below is our detailed clientele base demonstrating our experience, including both long-term and new clients, for which we perform work of similar nature as proposed for the City. Our clientele is indicative of our extensive experience, competence, strength, stability, and staffing capability. The following tables detail these clients and the services we provide in addition to various projects we have worked on with te defined client.

Local Clients

CITY OF IRVINE, CALIFORNIA

COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY

One Civic Ctr. Plaza
Irvine, C 92623-9575
(949)724-6320

Contract Services: Plan Review Inspection, Code
Enforcement, Permit Issuance

Contract Period: 2010 to Present

Key Staff: Agustin, Chang, Hashemi, Mansouri, Rojas



JAS Pacific currently provides Building Inspection, Plan Review, Permit Technician and Code Enforcement Technician services to the City of Irvine. We have performed Plan Review and Inspections on large projects, including but not limited to, **Alton Place Apartments** (5 story complex with roof top amenities, multiple swimming pools and underground parking) and **Cambria Hotel** (5 story hotel with 122 rooms, pool area, meeting areas and restaurants), **Shir Ha-Ma Lot Temple** (27,000 square foot temple with various meeting rooms, and congregation area).



CITY OF YORBA LINDA, CALIFORNIA

COMMUNITY DEVELOPMENT DEPARTMENT,
BUILDING & SAFETY DIVISION

4845 Casa Loma
Yorba Linda, CA 92885
(714)961-7100

Contract Services: Plan Review, Permit Issuance,
Building Official, Inspection

Contract Period: 2002 to Present

Key Staff: Agustin, Chang, Hashemi, Mansouri, Rojas

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

CITY OF LONG BEACH, CALIFORNIA

DEVELOPMENT SERVICES

BUILDING AND SAFETY DIVISION

333 W. Ocean Blvd.

Long Beach, CA 90802

(562)570-6921

Contract Services: Inspection, Plan Review

Contract Period: 2009 to Present

Key Staff: Hashemi, Lee, Mansouri, Rojas



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



CITY OF SANTA MONICA, CALIFORNIA

**COMMUNITY DEVELOPMENT DEPARTMENT,
BUILDING & SAFETY DIVISION**

1685 Main Street

Santa Monica, CA 90401

(310)880-7614

Contract Services: Inspection, Permit Issuance, Plan Review, Interim Building Official, Clerical

Contract Period: 2002 to Present

Key Staff: Agustin, Mansouri, Rojas

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

CITY OF CULVER CITY, CALIFORNIA

**COMMUNITY DEVELOPMENT DEPARTMENT,
BUILDING & SAFETY DIVISION**

1100 Civic Center

Newport Beach, CA 92660

(949)644-3282

Contract Services: Inspection, Plan Review

Contract Period: 2014 to Present

Key Staff: Chang, Mansouri



JAS Pacific currently provides the city with plan review services in their Building & Safety Department and Fire Division. JAS Pacific has been responsible for the structural review of various high profile projects including **Ivy Station** (500,000 square foot, 5 story mixed use apartment complex with a 5 level subterranean garage), **Hudson Culver Retail** (45,000 square feet of retail, 67,000 square feet of office space, 10,000 square foot plaza and subterranean parking.) **Sony Arch** (9 story commemorative arch over Sony Studios.)



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

JAS Pacific currently provides Building Inspection, Plan Review, Permit Technician and Code Enforcement services. We have assisted the County with plan review and inspection on various high profile projects including the **Neptune Mariner Apartments** (830,000 square foot project included five buildings with 526 units, boating slips and associated facilities, retail space and miscellaneous assembly space are incorporated into this waterfront plan), **South Whittier Library** (\$15 million project consisting of 14,000 square feet, various reading areas, study rooms, 100 seat meeting room with high tech visual technology.) **Lawndale Community Center** (46,000 square feet, 3 story, with a 2nd floor terrace, with various meeting rooms, multipurpose room and rooftop terrace.)



CITY OF PICO RIVERA, CALIFORNIA
PUBLIC WORKS DEPARTMENT
BUILDING DIVISION
6615 Passons Blvd
Pico Rivera, CA 90660
(562)801-4360
Contract Services: Plan Review, Interim Building
Official, Inspection, Permit Issuance
Contract Period: 2001 to Present
Key Staff: Agustin, Chang, Hashemi, Mansouri, Rojas

JAS Pacific has provided a spectrum of services at the City of Pico Rivera including plan review and building official services. We have performed comprehensive reviews on projects such as the **Whittier Manor Apartments** (4 – 3 story buildings with parking on the first level) **Cinopolis** (78,461, 14 screen multiplex cinema with unique children’s spaces with play area) and the **Southern California Gas Training & Development** facility (38,400 square foot educational center including roof mounted commercial photovoltaic system.)



COUNTY OF ORANGE, CALIFORNIA - SUB
PUBLIC WORKS DEPARTMENT
BUILDING DIVISION
300 North Flower
Santa Ana, CA 92730
(714)667-8800
Contract Services: Plan Review, Inspection
Contract Period: 2001 to Present
Key Staff: Mansouri, Nespor

City Clients

2015 to Present - Stuart Tom	Inspection, Plan Review
2003 to Present - Fady Mattar	Inspection, Permit Technician
City of Arvin: 2004 to Present - Jack Leonard	Inspection, Building Official, Plan Review, Permit Technician
City of Beverly Hills: 2006 to Present - Fady Mattar	Inspection, Plan Review, Code Enforcement, Permit Technician
2002 to Present - Jack Leonard	Inspection
2009 to Present - Stuart Tom	Plan Review
2007 to Present - Stuart Tom	Inspection, Permit Technician
2013 to Present - Stuart Tom	Inspection, Plan Review
2002 to Present - Fady Mattar	Inspection, Building Official, Code Enforcement, Plan Review
2003 Present - Fady Mattar	Inspection, Code Enforcement, Building Official, Public Works
2011 to Present - Jack Leonard	Inspection, Plan Review
2016 to Present - Fady Mattar	Inspection
2010 to Present - Fady Mattar	Inspection, Code Enforcement, Plan Review, Permit Technician
City of La Quinta: 2006 to Present - Jack Leonard	Inspection, Code Enforcement, Plan Review
2009 to Present - Larry Brugger	Inspection, Plan Review
2013 to Present - Fady Mattar	Inspection, Plan Review

City of Pasadena: 2013 to Present - Stuart Tom

Inspection, Permit Technician

City of Pico Rivera: 2008 to Present - Larry Brugger

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

City of Rancho Cucamonga: 2013 to Present - Jack Leonard

Plan Review

City of San Marcos: 2014 Present - Fady Mattar

Inspection

City of Santa Clarita: 2008 to Present - Fady Mattar

Inspection, Plan Review, Permit Technician

City of Santa Monica: 2002 to Present - Jack Leonard

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

City of Selma: 2013 to Present - Jack Leonard

Inspection

City of Taft: 2014 to Present - Jack Leonard

Plan Review

City of Vernon: 2014 to Present - Stuart Tom

Inspection, Plan Review

City of Wasco: 2013 to Present - Jack Leonard

Inspection, Permit Technician

City of Yorba Linda: 2002 to Present - Larry Brugger

Inspection, Building Official, Plan Review, Permit Technician

County Clients

County of Los Angeles: 2002 to Present - Fady Mattar

Inspection, Code Enforcement, Plan Review, Permit Technician

County of Orange: 2012 to Present - Stuart Tom

Inspection, Plan Review

County of Riverside: 2014 to Present - Fady Mattar

Inspection, Plan Review

County of San Diego: 2014 to Present - Jack Leonard

Inspection, Code Enforcement

County of San Bernardino: 2014 to Present - Jack Leonard

Inspection, Building Official, Plan Review

PROJECT SUMMARY

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

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

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

- ✓ California Residential Code
- ✓ California Green Building Code
- ✓ California Mechanical Code
- ✓ California Plumbing Code
- ✓ California Electrical Code
- ✓ California Code Regulations: Title 19
- ✓ State Title 25
- ✓ NFPA 13/13R/13D
- ✓ California Health & Safety Code
- ✓ FRAP/SRA/LRAd
- ✓ California Government Code
- ✓ Local Ordinances

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

Team Member – Duties & Responsibilities

The following table summarizes the duties and responsibilities of proposed staff in their respective assignment:

Plan Check: Building

- Performs reviews of commercial, industrial, multiple dwelling and residential building plans for compliance with applicable California Building Codes including the Plumbing and Mechanical Codes, Electric Codes, State handicapped access related codes, and City amendments
- Reviews structural calculations and standards for conformity to codes and engineering principles; and issuing permits for all types of building activity
- Exercises considerable independent judgment on technical plan checking matters and providing functional guidance to inspectors and other staff members

Plan Check: Fire

- Reviews plans, specifications and permit applications to ensure compliance with fire safety codes, regulations and ordinances; Reviews plans for compliance with local and State fire and life safety standards and regulations
- Consults with architects, builders and developers on fire protection; • Performs engineering evaluations regarding adequacy of existing and proposed fire protection system
- Recommends changes in design, construction or installation of equipment based on analyses of present or potential fire and fire-related hazards
- Assists in enforcing fire codes and pursuing legal prosecution of violators
- Prepares correspondence and written reports

Permit Processing

- Responsible for reviewing permit applications and issuing routine permits
- Work involves extensive public contact requiring considerable tact and persuasion, particularly when dealing with often irate or distraught customers
- Communicates with the general public, other City employees, management, and contractors in order to explain departmental policies and procedures
- Contacts applicants regarding permit approvals and answers questions from the general public regarding permit applications, utility services, and compliance and zoning issues

METHODOLOGY

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

Customer Service

We strive to meet and exceed all client expectations and we will create a cooperative work environment with the City and the clients we serve. Staff will not only identify building code issues within the plans, but also will address the big picture and offer helpful suggestions to reach life-safety and code compliance standards. JAS Pacific will support the City in attaining its goal of providing timely, efficient, and effective services.

Quality Control

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

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

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

Communication

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

- ✓ **Project Manager** – Oversees services being provided to the City, maintains close liaison with City staff as well as our assigned staff ensuring overall satisfaction as well as understanding of outstanding assignments. Manages the assignment of all projects to ensure a balanced and manageable workload.

- ✓ **Staff** – All assigned staff possess the necessary interpersonal skills required to ensure successful and productive working relationships. All staff maintain open and on-going communication with City staff, applicants, officials, and other stakeholders collaborating to ensure customer satisfaction. Staff report out to the Project Manager regularly to ensure all expectations and deadlines are met.
- ✓ **Management** – Available to provide the City with all the necessary support to meet staffing, reporting, and accounting needs.

Project Schedule

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

Plan Check Services

JAS Pacific has obtained substantial experience in providing local governmental entities with support services and is prepared to provide the City with plan check the contracting of Licensed Engineers and/or ICC certified professionals. A detailed approach is provided below in **“Plan Check Services Workflow.”**

JAS Pacific has provided reviews for numerous cities with large, high profile, public and private projects. Our **“Project Example”** table details these types of projects in which a quote was provided, accepted and plan check services provided.

Standard Plan Review	
1 st Review	Subsequent Reviews
Ten (10) Business Days	Seven (7) Working Days
Expedited Plan Review	
1 st Review	Subsequent Reviews
Seven (7) Business Days	Five (5) Working Days

Permit Processing Services

JAS Pacific is prepared to provide the City with permit processing services through the contracting of ICC certified Permit Technicians whom possess all professional qualifications to perform required duties. All assigned Permit Technicians shall be professionally qualified to perform permit processing and counter services and shall be provided to the City on an as-needed basis. To ensure our staff is a good fit for the City, JAS Pacific exercises a thorough placement process in which is detailed in **“Staff Augmentation Flow Chart”** below.

Plan Check Services Flow Chart



LARGE PROJECT EXAMPLES - Private

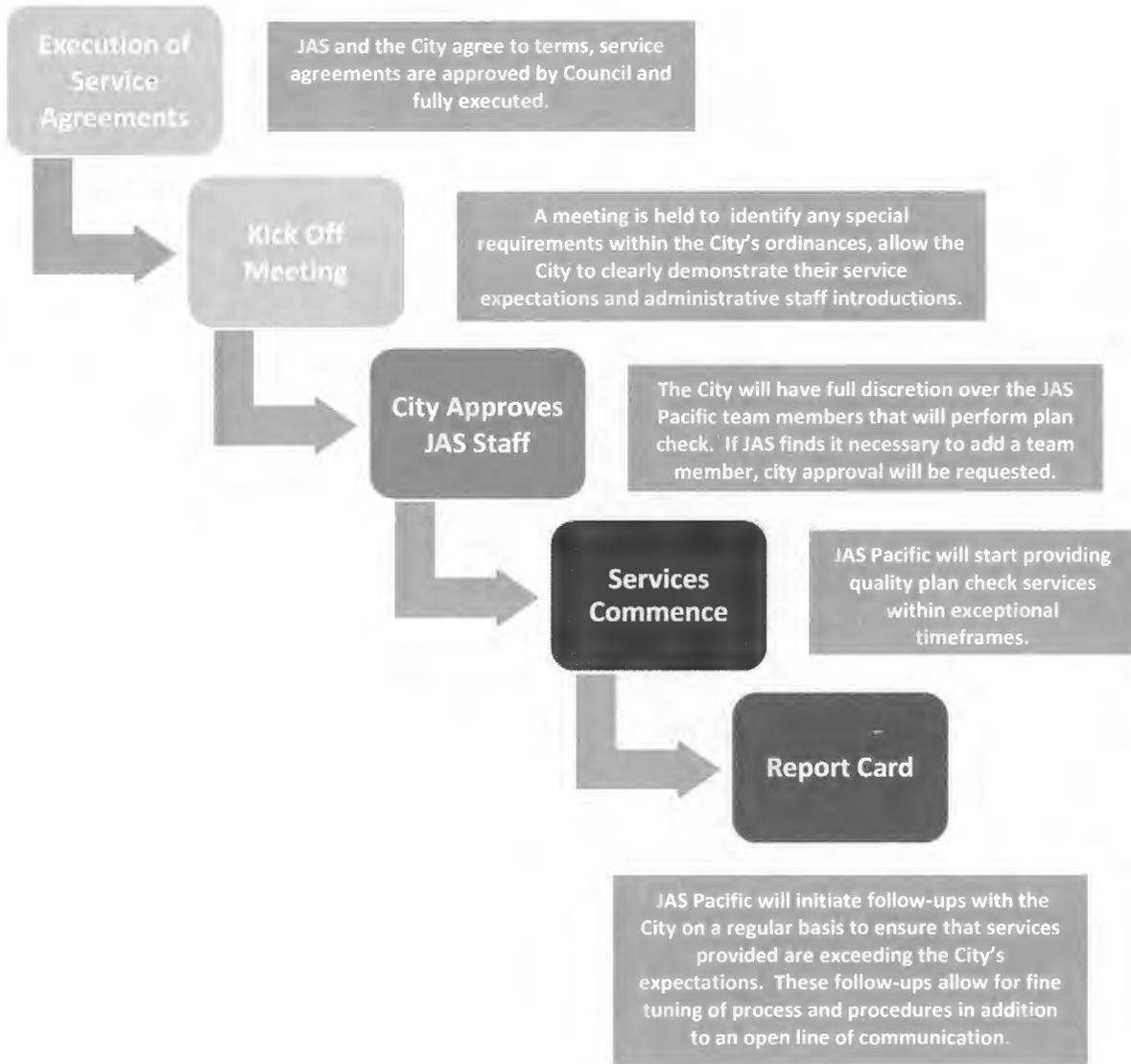
<i>Project</i>	<i>Description</i>	<i>Scope of Work</i>
Distribution Warehouse	New construction, 700,712 square feet, the building has a total of 137 dock-high and three grade-level doors, 4,000-amp heavy power, 36-foot clear heights and a 185-foot truck court.	Building & Fire Life Safety
AML Mariner Del Rey Mixed-Use Complex	New construction, mixed use project consisting of six, 5 story buildings covering over totaling 585 units. Each building has a roof top deck or garden and feature amenities including pool areas, fireplace structures, monument walls, trellises, plazas and promenade. Retail space and boat dock will also be on the grounds.	Building & Fire Life Safety
Aviation Station Mixed-Use Complex	New construction, mixed use, 264 unit, 420,000 square feet, 5 story apartment complex wrapping around a 5 story parking structure. It has about 30,000 square feet of commercial space on the ground floor.	Building & Fire Life Safety
Terrancia Apartments Apartment Complex	New construction, CDC project consisting of 120,000 square feet, 72 units, community room with computer lab, barbeque areas, children's playground.	Building & Fire Life Safety
Millennium Luxury Apartments Apartment Complex	New construction, 3-4 story apartment buildings surrounding 4 story parking garage. Amenities include fitness center, pool are and TV viewing room	Building & Fire Life Safety
Oceana Retirement Home Apartment Complex	New construction of 228,000 square foot, 114 unit retirement home with salon, restaurant, parking garage and theatre.	Building & Fire Life Safety
Mountain Grove Commercial - Retail	New construction, over 670,000 square feet of retail and restaurant space. Performed multi-discipline review, including structural, on various retail shops and restaurants including Nordstrom Rack, buybuy Baby, TJ Maxx, HomeGoods, Hobby Lobby, 24 Hour Fitness, Gap, Banana Republic, Old Navy, ULTA.	Building & Fire Life Safety
Pier 44 Commercial - Retail	New Construction, 8 building project with 83,253-square-foot redevelopment included a Trader Joe's grocery store, a West Marine boating supply store, a updated yacht club and a mix of other retailers and restaurants along a waterfront promenade.	Building & Fire Life Safety
Neptune Mariner Del Rey Apartment Complex	New Construction, 830,000 square feet, 526 unit apartment complex with Garage, Boater facility, theater room, pool and clubhouse	Building & Fire Life Safety
Hilton Garden Inn Hotel	New construction, 108,900 square foot, 4 story hotel, included meeting rooms bar area, fitness facility, pool, electric car charging station, and elevator systems.	Building & Fire Life Safety
Bloomington Apartments Apartment Complex	This new five building apartment complex is comprised of two and three story structures that include 120 living units, 11 supportive housing units, laundry facilities, recreational facilities and maintenance facilities. Mr. Mansouri performed Building, Electrical, Mechanical, Plumbing, Accessibility, Energy and Cal Green review of this project, with a valuation of \$10,000,000.	Building & Fire Life Safety

Corporate Pointe Commercial – Retail	New construction, 209,355 square foot, 4-story project included retail and office space, along with an auto ramp and tunnel serving a two-level underground parking structure.	Structural, Shoring
Ivy Station Mixed Use	New construction, 500,000 square foot, 5-story mixed-use apartment complex retail space, hotel, office space, restaurants, and a five-level subterranean parking structure in the heart of Culver City.	Structural, Shoring
National Community Renaissance	This project includes three two-story apartment buildings, a preschool and carports with a combined valuation of \$8,829,682 and totaling 59,000 square feet.	Building & Fire Life Safety
LARGE PROJECT EXAMPLES – Public		
<i>Project</i>	<i>Description</i>	<i>Scope of Work</i>
Quartz Hill Library	New Construction 13,000 square foot project, rooftop photovoltaic panels, bioswales, drought-tolerant landscaping, maximized controlled daylighting and controlled interior lighting, achieves a minimum certification of LEED® Silver	Building & Fire Life Safety
Rancho Cucamonga Fire Training Facility	New construction of 23,000 square feet for training and 17,000 square feet of existing administrative space. Included in the review of this project valued at \$10,000,000.	Building & Fire Life Safety
Yorba Linda Parking Structure	New construction of 5 story parking structure with elevators and over 350 parking spaces.	Building & Fire Life Safety
Adelanto Detention Center	New construction of 94,665 square feet of 1-3, B & A-2 occupancy that included detention, dining and administrative office/support space. Valuation of this project was \$11,000,000.	Building & Fire Life Safety
Lawndale Community Center	New construction 46,000 square feet, 3 story, with a 2 nd floor terrace, with various meeting rooms, multipurpose room and rooftop terrace	Building & Fire Life Safety
OC Great Park	New construction 175,000 square foot park, 22,000 square foot stadium, 9600 new homes, 24 tennis courts, 6 soccer fields, 5 volleyball courts, 3 stadiums.	Plumbing, Mechanical, Electrical
Groundwater Reliability Improvement Project	\$110 million project, 45,000 square foot facility including education rooms, office, media multipurpose room, storage space and a 2 room block building with a removable roof	Building & Fire Life Safety
Yorba Linda Water Filtration Plant	17,000 square foot maintenance facility with numerous offices, storage area and work shops	Building & Fire Life Safety

Staff Augmentation Flow Chart



Implementation Approach



City Responsibilities

The City shall designate a representative that will act as an immediate contact for JAS Pacific staff for questions pertaining to everyday process and procedures, including but not limited to, daily route sheets, conflict resolution and code interpretation. Additionally, workspace shall be provided inside City Hall and shall include all necessary components to perform the defined job duties outside of a vehicle and code books. If necessary, additional items are negotiable. JAS Pacific foresees our staff to be a part of the team and willing to assist in every way possible.

STAFFING

All assigned staff have experience with a California city or county and/or in a related field. Additionally, staff are registered or certified in accordance with the CA Health and Safety Code Section 18949.28 from the ICC, IAPMO, NFPA, and/or other appropriately recognized state, national, or international organizations or agencies, as determined by the City. The area of registration or certification will be closely related to the primary job function, as determined by the City. The following table summarizes their qualifications.

Personnel	Professional/Academic Background	Experience
BUILDING & FIRE LIFE SAFETY PLAN REVIEW		
<p>Emanuel Agustin, PE Plan Check Engineer</p>	<p>State of California: Licensed Professional Electrical Engineer</p> <p>Education: Bachelor of Science, Electrical Engineering</p>	<p>Over 30 years of building & safety experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • City of Los Angeles, Electrical Engineer II • State of Ca, Asst. Electrical Engineer
<p>Calvin Chang, PE Plan Check Engineer</p>	<p>State of California: Licensed Professional Engineer</p> <p>Education: Bachelor of Science, Civil Engineering</p>	<p>Over 30 years of building & safety experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • City of Burbank, Plan Review Manager • Oliver Liu & Associates, Structural Engineer
<p>Sea Fan, SE Plan Check Engineer</p>	<p>State of California: Licensed Professional Engineer Licensed Structural Engineer</p> <p>International Code Council: Plans Examiner</p> <p>Education: Master of Science, Civil Engineering Bachelor of Science, Business Admin</p>	<p>Over 35 years of building & safety experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • City of Anaheim, Plan Review Supervisor • City of Ontario, Plan Check Manager • City of Los Angeles, Structural Engineer
<p>Madjid Hashemi, PE Plan Check Engineer</p>	<p>State of California: Licensed Mechanical Engineer</p> <p>Education: Master of Science, Mechanical Engineering</p>	<p>Over 30 years of building & safety experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • County of Los Angeles, Plan Review Engineer • County of Los Angeles, Plan Check Engineer • City of Hawthorne, Plan Check Engineer

<p>Edmund Lee, PE Plan Check Engineer</p>	<p>State of California: Licensed Professional Engineer</p> <p>International Code Council: Plans Examiner</p> <p>Education: Master of Science, Structural Engineering Bachelor of Science, Civil Engineering</p>	<p>Over 20 years of building & safety experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • VCA, Plan Review Engineer • Transtech Engineers, Building Official • W. Lind Engineering, Plan Check Engineer
<p>Iraj Mansouri, PE Plan Check Engineer</p>	<p>State of California: Licensed Professional Engineer</p> <p>International Code Council: Plans Examiner</p> <p>Education: Master of Science, Civil Engineering Bachelor of Science, Civil Engineering</p>	<p>Over 35 years of building & safety experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • AAE, Plan Review Engineer • City of Orange, Plan Review Engineer • Zand Associates, Plan Review Engineer
<p>Jeff Nespor, PE, CASp Plan Check Engineer</p>	<p>State of California: Licensed Professional Engineer Certified Access Specialist</p> <p>International Code Council: Plans Examiner, Building Official</p> <p>Education: Bachelor of Science, Civil Engineering</p>	<p>Over 25 years of building & safety experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • City of Santa Monica, Plan Review Engineer • California Code Check, Plan Review Engineer • Harris Associates, Design Engineer
<p>Frank Roajs Plan Check Engineer</p>	<p>International Code Council: Plans Examiner</p> <p>Education: Bachelor of Science, Architectural Engineering</p>	<p>Over 25 years of building & safety experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • J. Lee Engineering, Plan Review Engineer • City of Los Angeles, Plan Review Engineer
FIRE PLAN REVIEW SERVICES		
<p>Jeffrey Halpert, FPE Plan Check Engineer</p>	<p>State of California: Licensed Fire Protection Engineer</p> <p>Education: Bachelor of Science, Fire Protection</p>	<p>Over 25 years of fire protection experience:</p> <ul style="list-style-type: none"> • JAS Pacific, Plan Review Engineer • City of Glendale, Fire Protection Engineer Fire Marshal Fire Protection Engineer I Fire Protection Engineer Associate Hazardous Material Specialist • City of Bethesda, Volunteer Fire Fighter • City of Kensington, Volunteer Fire Fighter

Mike Visnagra, FPE
Plan Check Engineer

State of California:
Licensed Fire Protection Engineer

Education:
Bachelor of Science, Civil Engineering

Over 25 years fire protection experience:

- **JAS Pacific**, Plan Review Engineer
- **County of Los Angeles**,
Supervising Fire Prevention Engineer
Fire Prevention Engineering Assistant II
Fire Prevention Engineering Assistant I
- **All State Fire Protection Inc**,
Fire Prevention Engineer
- **ASAP Fire Protection**,
Fire Prevention Engineer

PERMIT TECHNICIAN SERVICES

Wendy Menendaz
Permit Technician

International Code Council:
Permit Technician

Education:
Bachelor of Science, Business

Over 8 years of building & safety experience:

- **JAS Pacific**, Permit Technician
- **City of Torrance**, Permit Technician
- **City of Santa Monica**, Permit Technician

EMMANUEL AGUSTIN, PE

Responsibilities: Plan Review Services – Building & Fire Life Safety

Building and Safety Services Work History

With over 37 years of building and safety experience, Mr. Agustin has obtained valuable experience of building plan review services. As a California licensed electrical engineer, he has held positions such as Plan Check Engineer, Electrical Engineering Associate I & II, Electrical Engineering Assistant, and Assistant Electrical Engineer. While serving in these capacities, Mr. Agustin evaluated plans submitted by consulting engineers; issued plan approvals upon satisfactory compliance with local, state, and national electrical and fire safety codes; and provided engineering support to field inspectors dealing with plan revisions arising from changes in actual jobsite conditions. Met and conferred with other agencies to take appropriate action to resolve engineering issues that come up during construction or product testing; evaluated and approved modifications granting alternate materials or methods of compliance, determined as equivalent to specific code requirements; and wrote job status and progress reports. Additionally, Mr. Agustin developed engineering drawings for construction by utility crews including material and labor estimates, in accordance to electric utility power distribution standards and specifications, and issued electric service and available short circuit current reports. Mr. Agustin's experience was obtained while employed with the following:

- **JAS Pacific** - Plan Check Engineer
- **City of Los Angeles, Department of Building & Safety** – Electrical Engineer Associate II
- **State of California, Cal Trans** – Assitant Electrical Engineer

Education / Professional Licenses and Certifications / Affiliations

State of California

Licensed Electrical Engineer

University of the Phillipines

Bachelor of Science, Electrical Engineering

Relevant Experience

Plan Review, County of San Bernardino, CA: New construction, over 670,000 square feet of retail and restaurant space. Performed electrical review on various retail shops and restaurants including Nordstrom Rack, buybuy Baby, TJ Maxx, HomeGoods, Hobby Lobby, 24 Hour Fitness, Gap, Banana Republic, Old Navy, ULTA.

Plan Review, County of Los Angeles, CA: Performed electrical review for the interior renovation of the existing Marina Del Rey hotel rooms with a new elevator, balconies, conference room and site improvements. Approximately 105,000 square feet.

Plan Review, County of Los Angeles, CA: Performed electrical review for a tenant improvement of a beverage production facility with interior alteration and exterior expansion for the installation of a new filling line and associated support equipment. Approximately 100,000 square feet.

Plan Review, City of Shafter, CA: Provided with the review of the electrical code review of the JMM Central Valley Distribution Center conveyor system. The project consisted of a 2,120,000 square foot distribution warehouse with mezzanine level offices with an assessed value of \$55,901,850.

CALVIN CHANG, PE

Responsibilities: Plan Review Services – Building & Fire Life Safety

Building and Safety Services Work History

With nearly 30 years of conducting plan reviews, Mr. Chang has obtained extensive experience in all aspects of plan review services. He has held the positions Project Engineer and Plan Check Manager. While serving in these capacities, Mr. Chang has gained comprehensive experience conducting inspections of various residential, commercial, industrial, mobile home, and swimming pool projects ensuring code compliance. Mr. Chang was responsible for manage, supervising, planning, directing, and recording the daily building plan check and public counter functions of the Building Division; supervising the examination and approval of plans, calculations, and other specialized technical documentations for complex structures related to architectural, structural, and geotechnical construction. Additionally, he developed structural engineering design, working drawings, and specifications for a variety of application in residential and commercial buildings including wood, steel, and masonry design Mr. Chang's experience was obtained while employed with the following:

- **JAS Pacific** - Plan Check Engineer
- **City of Burbank, Building Division** - Building Official
- **Oliver Lui & Associates** - Project Engineer

Education / Professional Licenses and Certifications / Affiliations

State of California

Licensed Civil Engineer

Tennessee Technological University

Bachelor of Science, Civil Engineering

Interantional Code Council

Building Plans Examiner

Relevant Experience

Plan Review, City of Culver City, CA: This new 4-story project included 209,355 square feet of retail and office space, along with an auto ramp and tunnel serving a two-level underground parking structure. The valuation of the project was \$21,402,390.00. Mr. Chang performed the structural and shoring review of this development.

Plan Review, City of Culver City, CA: This project includes 500,000 square feet mixed use including a five-story apartment; retail space; hotel; office space; restaurants; and a five-level subterranean parking structure in the heart of Culver City. Mr. Chang reviewed the shoring and structural plans for this project with a \$85,000,000 valuation.

Plan Review, City of El Monte, CA: Provided multi-discipline review of the Mercy Veteran's Housing, a new 3 story, 41 unit apartment structure. The project included 24,580 square feet of living area, common area, laundry facility and covered parking area. The project had an assessed valuation of \$3,642,000.

Plan Review, County of San Bernardino, CA: Provided multi-discipline review of the Bloomington Housing project, a new 70 unit Senior living community consisting of 2-5 unit townhomes, 3-6 unit townhomes, 1-8 unit townhome and community center.

Plan Review, City of Arvin, CA: Provided multi-discipline review of the 3 model homes for a new tract. The models were 1 and 2 stories with variable bedrooms and attached garages. The square footaged ranged from 1,300 to 2,000.

SEA FAN, SE

Responsibilities: Plan Review Services – Building & Fire Life Safety

Building and Safety Services Work History

With over 30 years of experience in the building and safety industry, Mr. Fan has acquired experience in many aspects of plan check services. As state of California licensed civil and structural engineer, Mr. Fan has held positions such as Plan Check Engineer, Plan Check Supervisor, Plan Check and Permit Services Manager, Senior Structural Engineer, Chief of Metro Structural Plan Check, Chief of Van Nuys Plan Check, Assistant Chief of Grading, and Chief of Commission Office. Mr. Fan managed a staff of 40-plus technical and support staff including the activities of reviewing soils/geology reports, checking grading plans, issuing grading permits, performing grading inspections, and bringing substandard sites with grading code violations into code compliance. Mr. Fan's experience was acquired while employed with the following entities:

- **JAS Pacific** - Plan Check Engineer
- **City of Ontario, Building Department** - Plan Check and Permit Services Manager
- **City of Los Angeles, Department of Building & Safety** - Structural Plan Check Engineer
- **City of Los Angeles, Department of Building & Safety** - Chief of Plan Check / Asst. Chief of Grading
- **Facilities Systems Engineering Corporation** - Manager
- **Burns & Roe** - Civil Engineer

Education / Professional Licenses and Certifications / Affiliations

Columbia University

Master of Science, Civil Engineering

New Jersey Institute of Technology, New Jersey

Bachelor of Science, Civil Engineering

California State University, Long Beach

Master Business Administration

State of California

Licensed Civil Engineer

Licensed Structural Engineer

Interantional Code Council

Building Plans Examiner

Relevant Experience

Plan Reviewer, County of Los Angeles, CA: Provided structural and architectural review of a 4-story apartment project consisting of 196 one and two bedroom luxury apartments with 6 carriage units, four courtyards, a pool, fitness center, all of which wrap around a four story parking structure.

Plan Reviewer, County of Los Angeles, CA: Provided structural and architectural review of a 6 story, 228,000 square foot, 114 unit retirement facility. The project included a salon, movie theater, restaurant and parking structure. The projects valuation is \$29 million.

Plan Reviewer, County of Los Angeles, CA: Provided structural and architectural review of four, 12 story apartment buildings with courtyards, laundry facility, restaurants, pools, and outdoor fire pits. The buildings will consist of one, two and three bedroom units and 2 towers will be constructed at a time.

Plan Reviewer, County of Los Angeles, CA: Reviewed this 80,000 square foot project for Architectural, Structural, Accessibility and Mariner Boating Facility Requirements. Included a boating supply store, restaurant, dry dock storage, boater's lounge with restrooms and showers, boat repair shop, boat sales offices and a community room linked together by a pedestrian promenade. The eight building development is constructed along the seawall, and has a valuation of \$12,000,000.

JEFFREY HALPERT, FPE

Responsibilities: Plan Review Services – Fire

Municipal Services Work History

With over 25 years of experience in the fire prevention industry, Mr. Halpert has acquired experience in many aspects of fire prevention services. As state of California licensed Fire Protection Engineer, Mr. Halpert has held positions in the public sector as Fire Marshal, Fire Protection Engineer II, Fire Protection Engineer I and Hazardous Materials Specialist. While serving in these capacities, Mr. Halpert was responsible for planning, organizing, and directing the activities of the fire prevention bureau operations including, but not limited to, fire plan review, inspections, and routine compliance for removal, installation and alteration of above and below ground storage tanks. As a Fire Protection Engineer, Mr. Halpert oversees the review of submitted plans of residential, commercial and industrial buildings and complexes, and any other type of structure, fire protection and life safety systems, mechanical, electrical, and plumbing systems, for compliance with the following: codes and ordinances, Fire Department Master Planning, Fire Department Operational Strategies and Tactics. He reviews and supervises the checking of plans, specifications, and calculations submitted in connection with applications for building and fire permits for new structures and fire protection systems, alterations to structures and fire protection systems, for conformance with applicable Codes and Standards, fire hazards, life safety, firefighter safety, and general safety. Mr. Halpert also managed the technical and support staff and provided guidance to junior engineers. While obtaining his education, Mr. Halpert worked as a volunteer fire fighter for various agencies. His extensive experience and expertise has been acquired while working for the following:

- **JAS Pacific** - Plan Check Engineer
- **City of Glendale, Fire Department** - Fire Protection Engineer II
- **City of Glendale, Fire Department** - Fire Marshal
- **City of Glendale, Fire Department** - Fire Protection Engineer I
- **City of Glendale, Fire Department** - Hazardous Material Specialist
- **City of Bethesda, Fire Department** - Volunteer Fire Fighter
- **City of Kensington, Fire Department** - Volunteer Fire Fighter

Education / Professional Licenses and Certifications / Affiliation

University of Maryland

Bachelor of Science, Fire Protection Engineering

State of California

Licensed Fire Protection Engineer

Society of Fire Protection Engineers

Member

Southern California Fire Prevention Officers

Member

Co-Chair Fire Service Education Committee

MAJID HASHEMI, PE

Responsibilities: Plan Review Services – Building & Fire Life Safety

Building and Safety Services Work History

With nearly 33 years of experience performing plumbing and mechanical plan review services, Mr. Hashemi has obtained extensive experience as a plan reviewer. As a Licensed Professional Mechanical and Civil Engineer, he has held the position of Plan Review Engineer Associate, Plan Review Engineer I & II. While serving in this capacity, Mr. Hashemi has gained comprehensive experience in reviewing plans for new construction, additions, and tenant improvement projects. He has been responsible for reviewing plans for plumbing mechanical requirements. Reviewed plans for building code and zoning code compliance. Additionally, he has experience reviewing commercial and residential plans; seismic retrofit plans for unreinforced masonry, soft-story, and concrete tilt-up buildings; and managing and supervising the public counter. Mr. Hashemi's experience was obtained while employed with the following:

- **JAS Pacific** – Plan Review Engineer
- **County of Los Angeles** – Plan Review Engineer
- **County of Los Angeles** – Plan Review Engineer
- **City of Hawthorne** – Plan Review Engineer

Education / Professional Licenses and Certifications / Affiliations

Univeristy of Southern California

Master of Science, Mechanical Engineering

Bachelor of Science, Civil Engineering

State of California

Licensed Mechanical Engineer

Licensed Civil Engineer

Relevant Experience

Plan Review, City of Irvine, CA: performed review of new 5 story, studio, 1 & 2 bedroom apartment complex with subterranean parking. The complex included two saltwater swimming pools, numerous courtyards, resident lounges and a 24-hour fitness center. The Alton also offered a rooftop deck with 11,500 square feet of gorgeous outdoor recreation space complete with lounging areas, an entertainment bar with outdoor TVs, BBQs and fire pits.

Plan Review, City of Irvine, CA: Performed review of a new 5 story, 122 room hotel consisting of a contemporary bistro, and a barista bar. This property also had 600 square feet of meeting space and an indoor pool and fitness center.

Plan Review, City of Hawaiian Gardens, CA: Performed review on a 202,000 square foot renovation of The Gardens Casino. Review of this projected included Mechanical and Plumbing, with an assessed valuation of \$45 million.

Plan Review, County of Orange, CA: Provided plumbing and mechanical review of the Stonegate Apartment Complex. The project consisted of 2 phases with multiple stories that exceeded 80,000 square feet and an approximate valuation of \$9 million.

EDMUND LEE, PE

Responsibilities: Plan Review Services – Building & Fire Life Safety

Building and Safety Services Work History

With over 27 years of experience conducting plan checks, Mr. Lee has obtained valuable experience of plan check services. As an ICC certified Plans Examiner and Building Inspector, and a Licensed Professional Civil Engineer, Mr. Lee has held positions such as Deputy Building Official and Plan Check Engineer. While serving in these capacities, his responsibilities included conducting plan reviews of a broad range of complex residential and commercial projects, such as complex mixed-use commercial projects, libraries; senior housing, adult-care residential units, parking structures, unreinforced masonry retrofit work, and multiplex theaters. Additionally, Mr. Lee reviewed building plans and permit applications for compliance with California and local building codes, conducted plan check and review of homeowner property, and supervised a professional staff. Mr. Lee was also responsible for coordinated reviews with other impacted departments to ensure full compliance. Mr. Lee also provides technical and procedural assistance to architects, engineers, and contractors pertaining to building construction and related activities; interpret and explain requirements of codes, ordinances, and policies. Mr. Lee acquired his experience while employed with the following entities:

- **JAS Pacific** – Plan Check Engineer
- **Transtech Engineers Inc.** – Deputy Building Official
- **W. Lind Engineering** – Plan Check Engineer

Education / Professional Licenses and Certifications / Affiliations

University of Missouri, Columbia,
Masters of Science, Structural Engineering

State of California
Licensed Professional Civil Engineer

TamKang University, Taipei, Taiwan
Bachelors of Science, Civil Engineering

International Code Council
Certified Building Inspector
Certified Plans Examiner

Relevant Experience

Plan Review, County of Los Angeles, CA: Provided structural/fire life safety, accessibility, energy and CAL Green review. This project was approximately 11,000 square foot remodel to an existing 43,000 square foot facility that is type III-B structure with added 2nd story, additional parking with appropriate striping. Total valuation \$2.5 million.

Plan Review, County of Orange, CA: Provided multi-discipline review of the review of Cerritos Apartment Complex. The project consisted of two stories that exceeded 55,000 square feet and an approximate valuation of \$6.5 million.

Plan Review, County of Orange, CA: Provided multi-discipline review of the Stonegate Apartment Complex. The project consisted of 2 phases with multiple stories that exceeded 80,000 square feet and an approximate valuation of \$9 million.

Plan Review, County of San Bernardino, CA: With over 670,000 square feet of retail, entertainment and restraint space, tenants include Nordstrom Rack, TJ Maxx, HomeGoods, Hobby Lobby, 24 Hour Fitness, Gap, Banana Republic, Old Navy, ULTA, Harkins Movie Theater and The Habit Burger Grill, Mr. Lee reviewed Building, Electrical, Mechanical, Plumbing, Accessibility, Energy and CalGreen for this new shopping destination

IRAJ MANSOURI, PE

Responsibilities: Plan Review Services – Building & Fire Life Safety

Building and Safety Services Work History

With over 29 years of experience in the building industry, Mr. Mansouri has extensive experience conducting plan checks for both public and private sector entities. As a California licensed civil engineer and ICC certified plans examiner, Mr. Mansouri has held positions such as Project Engineer, Design Engineer, Plan Check Engineer, and Senior Plan Check Engineer. Experience acquired while serving in these capacities included providing plan reviews for different group occupancies with different types of constructions for compliance. Answered applicants' questions and provided excellent customer service. Meet with architects, engineers, developers, contractors, and homeowners to discuss their proposed projects for compliance with code requirements. Trained the permit technicians to be able to use handouts and close minor projects at counter. Helped inspectors with complicated projects and assisted code enforcement officers to cross-reference the violations to appropriate code sections. Experience was obtained while employed with the following:

- **JAS Pacific** – Plan Check Engineer
- **AAE, Inc.** – Senior Plan Review Engineer
- **City of Rancho Cucamonga, Building & Safety Department** – Senior Plan Review Engineer
- **City of Orange, Building Division** – Senior Plan Review Engineer
- **Zand Associates** – Plan Review Engineer
- **CompuData, Inc.** – Design Engineer

Education / Professional Licenses and Certifications / Affiliations

State of California

Licensed Professional Civil Engineer

University Southern California, Los Angeles

Master of Science in Civil Engineering

International Code Council

Certified Plans Examiner

Tehran University, Tehran, Iran

Bachelor of Science in Civil Engineering

Relevant Experience

Plan Review, County of Orange, CA: Provided multi-discipline review of the Stonegate Apartment Complex. The project consisted of 2 phases with multiple stories that exceeded 80,000 square feet and an approximate valuation of \$9 million.

Plan Review, City of Shafter, CA: Provided multi-discipline review of the FedEx Ground Distribution facility. The project consisted of 210,000 square feet with an equally proportioned conveyor system.

Plan Review, County of Orange, CA: Reviewed numerous complex custom residential homes including a two story, 16,000 square foot structure with subterranean parking built on the Newport Coast supported by caissons. The project's valuation was \$1.4 million.

Plan Review, City of Hawaiian Gardens, CA: Performed review on a 202,000 square foot renovation of The Gardens Casino. Review of this project included Building (Structural and Fire Life-Safety), Electrical, Mechanical, Plumbing, Accessibility, Energy and California Green Code with an assessed valuation of \$45 million.

JEFF NESPOR, PE, CASp

Responsibilities: Plan Review Services – Building & Fire Life Safety, Certified Access Specialist

Building and Safety Services Work History

Over 20 years of experience performing structural design and plan reviews. As a California licensed civil engineer and ICC certified building official, inspector, and plans examiner, Mr. Nespor has held positions such as Structural Design Engineer, Building Official, Senior Plan Check Engineer, and Manager. Duties included providing plan reviews for both residential and commercial projects, performed building and safety and public works inspections, reviewed drainage plans, performed complex plan checks of architectural, structural, life-safety, fire, energy, and accessibility plans for compliance. Answered applicants' questions and provided excellent customer service. Served as the consulting building official for three jurisdictions, met with architects, engineers, developers, contractors, and homeowners to discuss their proposed projects for compliance with code requirements, and managed plan check engineering firm. Experience was obtained while employed with the following:

- **JAS Pacific** – Plan Check Engineer
- **City of Santa Monica, Building & Safety Department** – Plan Review Engineer
- **California Code Check** – Senior Plan Check Engineer, Building Official, Manager
- **Harris Engineering** – Structural Design Engineer

Education / Professional Licenses and Certifications / Affiliations

California State University Northridge

Bachelors of Science, Civil & Structural Engineering

State of California

Licensed Civil Engineer
Certified Access Specialist

International Code Council

Certified Building Official
Certified Building Inspector
Certified Building Plans Examiner

American Society of Civil Engineers

American Institute of Steel Construction
Structural Engineers Assc. of Southern California

Relevant Experience

Plan Review, City of Santa Monica, CA: Provided multidiscipline review of 6 story hotel with 2 levels of subterranean parking. The project consisted of just under 170,000 square feet with pool area and cabañas, restaurants and mezzanine level.

Plan Review, City of Santa Monica, CA: Provided multidiscipline review of 5 story apartment complex with retail area on lower floor. Total square footage exceeded 54,000 in addition to 3 levels of subterranean parking.

Plan Review, City of Palmdale, CA: The AV Cancer Center, housed in the Palmdale Regional Medical Center, provides state-of-the-art cancer treatment including radiation, infusion treatment and chemotherapy. Mr. Nespor performed Building, Fire & Life Safety, Electrical, Mechanical, Plumbing, Energy, Cal Green and OSHPD review of this project. Mr. Nespor reviewed this project utilizing ProjectDox.

Plan Review, City of Palmdale, CA: This medical dialysis building encompasses 13,758 square feet of treatment and administrative/office space to provide therapy for patients with kidney disease. . Mr. Nespor performed Building, Fire & Life Safety, Electrical, Mechanical, Plumbing, Energy, Cal Green and OSHPD review of this project. ProjectDox was used to review this plan.

FRANK ROJAS

Responsibilities: Plan Review Services – Building & Fire Life Safety

Building and Safety Services Work History

With nearly 26 years of experience performing structural plan review services, Mr. Rojas has obtained extensive experience as a plan reviewer. As an ICC certified California building plans examiner, he has held the position of Plan Review Engineer. While serving in this capacity, Mr. Rojas has gained comprehensive experience in reviewing plans for new construction, additions, and tenant improvement projects. He has been responsible for reviewing plans for architectural, accessibility, structural and energy requirements. Reviewed plans for building code and zoning code compliance. Additionally, he has experience reviewing commercial and residential plans; seismic retrofit plans for unreinforced masonry, soft-story, and concrete tilt-up buildings; and managing and supervising the public counter. Mr. Rojas' experience was obtained while employed with the following:

- **JAS Pacific** – Plan Review Engineer
- **J Lee Engineering, Inc.** – Plan Review Engineer
- **City of Los Angeles, Department of Building & Safety** – Plan Review Engineer

Education / Professional Licenses and Certifications / Affiliations

California Polytechnic State University, San Luis Obispo

Bachelor of Science, Architectural Engineering

International Code Council

Certified Building Plans Examiner

Relevant Experience

Plan Review, County of San Bernardino, CA: New construction, over 670,000 square feet of retail and restaurant space. Performed multi-discipline review, including structural, on various retail shops and restaurants including Nordstrom Rack, buybuy Baby, TJ Maxx, HomeGoods, Hobby Lobby, 24 Hour Fitness, Gap, Banana Republic, Old Navy, ULTA.

Plan Review, County of San Bernardino, CA: New construction, 700,712 square feet, the building has a total of 137 dock-high and three grade-level doors, 4,000-amp heavy power, 36-foot clear heights and a 185-foot truck court.

Plan Review, City of Shafter, CA: Provided with the review of structural, mechanical, plumbing, and energy code review of the JMM Central Valley Distribution Center. The project consisted of a 2,120,000 square foot distribution warehouse with mezzanine level offices with an assessed value of \$55,901,850.

Plan Review, City of Newport Beach, CA: Located in the Corona Del Mar area of Newport Beach, this custom 4,763 square foot four bedroom, four bathroom three-story single family residence was reviewed for Architectural, Structural, Fire Life & Safety, Energy, Plumbing, Electrical and Mechanical code compliance by. The valuation for this re-modal was \$850,000.

Plan Review, City of Newport Beach, CA: New construction of a custom two story house with attic and garage totaling 8,621 square feet was reviewed by Mr. Naji for Architectural, Structural, Fire & Life Safety and Energy codes. This project, valued at \$2,130,000. Included four bedrooms, 3.5 baths, custom kitchen, great room and attached garage.

MIKE VISNAGRA, FPE

Responsibilities: Plan Review Services – Fire

Municipal Services Work History

With over 25 years of experience in the fire prevention industry, Mr. Visnagra has extensive experience conducting plan checks for both public and private sector entities. As a California licensed fire protection engineer, Mr. Visnagra has held positions such as Supervising Fire Prevention Engineer, Fire Prevention Engineering Assistant I & II. Experience acquired while serving in these capacities included providing plan reviews of fire resistive constructions, occupancy classifications, exiting and fire protection systems. Review of fire protection systems included large public assemblies, complex high rise assemblies and high pile storage. Mr. Visnagra was also responsible for the reviews of underground and overhead water systems, underground water supply, sprinkler riser diagrams, and piping layouts. He regularly acts as a liaison between fire department and other jurisdictional departments. In providing excellent customer service, he meets with engineers, developers, contractors, and homeowners to discuss their proposed projects for compliance with code requirements.

Mr. Visnagra started in career in the fire prevention design industry in which he was responsible for the design of fire alarm and sprinkler systems including automatic sprinkler, fire pumps, clean agent systems, smoke control systems, master water systems. It was in the design field that extensive knowledge and use of cutting edge fire modeling techniques, were utilized to reduce design and construction costs as he worked hand in hand with all parties involved to ensure quality systems were designed within budget constraints. Experience was obtained while employed with the following:

- **JAS Pacific**, Plan Check Engineer
- **County of Los Angeles, Fire Department**, Supervising Fire Prevention Engineering Assistant
- **County of Los Angeles, Fire Department**, Fire Prevention Engineering Assistant II
- **County of Los Angeles, Fire Department**, Fire Prevention Engineering Assistant I
- **All State Fire Protection, Inc.**, Fire Prevention Engineer
- **ASAP Fire Protection, Inc.**, Fire Prevention Engineer

Education / Professional Licenses and Certifications / Affiliation

South Gujarat State University, India

Bachelor of Science, Civil Engineering

State of California

Licensed Fire Protection Engineer

Society of Fire Protection Engineers

Member

Southern California Fire Prevention Officers

Member

WENDY MENEDEZ

Responsibilities: Permit Processing Services

Building and Safety Services Work History

With over 6 years of experience providing permit processing services, Ms. Menendez has acquired invaluable experience in many aspects of permit issuance. Ms. Menendez has served as a Permit Technician and Building and Safety Office Assistant. Ms. Menendez has gained comprehensive experience in the permit issuance process and providing public information. Such duties include assisting customers with plan reviews and the permit application process including payment processing, issuing of permits, researching and interpreting building, municipal, and zoning codes, ensuring compliance with applicable codes, preparing certificates of occupancy, performing property record searches, and preparing various reports as requested. Ms. Menendez's experience was acquired while employed with the following entities:

- **JAS Pacific** – Permit Technician
- **City of Torrance, Building and Safety Department** – Permit Technician
- **City of Santa Monica, Building and Safety Department** – Building and Safety Office Assistant

Education / Professional Licenses and Certifications / Affiliation

University of Phoenix, Gardena

Bachelor of Science, Business Management

Santa Monica College, Santa Monica

Associate Degree, Business

REFERENCES

Client Dates of Service	Contact	Services Provided	Telephone Number	Mailing Address
City of Irvine 2010 to Present	Joe Kirkpatrick, PE Building Official jkirkpatrick@ci.irvine.ca.us	Plan Review Inspection Permit Issuance Code Enforcement	(949)724-6320	One Civic Ctr. Plaza Irvine, CA 92623-9575
City of Yorba Linda 2005 to Present	David Brantley, AIA Comm. Dev. Director dbrantley@yorba-linda.org	Plan Review, Building Official, Inspection, Permit Issuance	(714)961-7125	4845 Casa Loma Ave Yorba Linda, CA 92886
County of Los Angeles 1999 to Present	Hassan Alameddine, PE Superintendent halamedd@dpw.lacounty.gov	Plan Review, Inspection, Code Adoption, Permit Issuance	(626)458-6387	900 S. Fremont Ave. Alhambra, CA 91803-1331
City of Santa Monica 2002 to Present	Salvador Valles Building Official Salvador.Valles@smgov.net	Plan Review, Inspection, Building Official, Code Enforcement, Permit Issuance	(310)253-5818	9770 Culver Blvd. Culver City, CA
City of Anaheim 2015 to Present	Bob Heinrich Building Official bheinrich@anaheim.net	Inspection	(714)765-5153	200 S. Anaheim Blvd Anaheim, CA 92805

FINANCIAL CAPACITY

The following letter provided by our CPA affirms our financial stability.

COST PROPOSAL

JOB TITLE	HOURLY RATE	OVERTIME RATE
Plans Examiner	\$105.00-\$125.00	\$157.50-\$187.50
Plan Check Engineer	\$125.00-\$145.00	\$187.50-\$217.50
Chief Plans Examiner (Supervisor)	\$145.00-\$165.00	\$217.50-\$247.50
Permit Processing	\$65.00-\$85.00	\$97.50-\$127.50
Permit Technician I & II	\$75.00-\$95.00	\$112.50-\$142.50
Fire Plans Examiner	\$105.00-\$145.00	\$157.50-\$217.50

RFP No. 17-22
PLAN CHECKING AND PERMIT PROCESSING SERVICES

Provide hourly rates, along with estimated annual pricing in accordance with the City's current requirements, as set forth in section Scope of Work, Attachment A. Also provide your firm's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles-Riverside-Orange County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

Job Title	Hourly Rate	Overtime rate
Plans Examiner	\$ 105.00-\$125.00	\$ 157.50-\$187.50
Plan Check Engineer	\$ 125.00-\$145.00	\$ 187.50-\$217.50
Chief Plans Examiner (Supervisor)	\$ 145.00-\$165.00	\$ 217.50-\$247.50
Permit Processing	\$ 65.00-\$75.00	\$ 97.50-\$112.50
Permit Technician I and II	\$ 75.00-\$95.00	\$ 112.50-\$142.50
Fire Plans Examiner	\$ 105.00-\$145.00	\$ 157.50-\$217.50
	\$	\$
	\$	\$

Total Estimated Hourly Range	\$
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DISCLOSURE

JAS Pacific does not have any past or present business and/or personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official or City employee to disclose.

SAMPLE AGREEMENT

JAS Pacific proposes the following language to be added to the agreement in order to maintain a competitive position.

SOLICITATION/HIRING OF CONSULTANT'S STAFF

During the term of this Agreement and for one year thereafter, the City of Costa Mesa (City) agrees it will not utilize a former employee/subcontractor of JAS Pacific's (JAS) under an agreement of another Consultant, where that the Consultant's employee/subcontractor is a former employee/subcontractor of JAS who provided services to the City pursuant to this Agreement. The intent of this provision is to prevent the City from utilizing another consultant under contract with Municipality, when that other consultant has hired an employee or former employee of JAS to perform the same or similar function or services or works in the same capacity as that person performed or held while employed by JAS and was assigned to Municipality pursuant to this Agreement. The parties agree that this provision is reasonable and necessary in order to preserve and protect JAS's trade secrets and other confidential information, its investment in the training of its employees and the stability of its workforce. Nothing in this section prevents the City from hiring directly as an employee of the City any employee or former employee of JAS who provided services to Municipality pursuant to this Agreement.

If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, the parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable.

REQUIRED FORMS

STAFFING PLAN

1. Primary Staff to perform Agreement duties

Name	Classification/Title	Years of Experience
CALVIN CHANG	PLAN CHECK ENGINEER	30
EDMUND LEE, PE	PLAN CHECK ENGINEER	20
FRANK ROJAS	PLAN CHECK ENGINEER	25
JEFFREY HALPERT	FIRE PLANS EXAMINER	25
WENDY MENENDEZ	PERMIT TECHNICIAN	8

2. Alternate staff (for use only if primary staff are not available)

Name	Classification/Title	Years of Experience
SEA FAN, PE	PLAN CHECK ENGINEER	35
IRAJ MANSOURI, PE	PLAN CHECK ENGINEER	35
JEFF NESPOR, PE	PLAN CHECK ENGINEER	25
MIKE VISNAGRA, FPE	FIRE PLANS EXAMINER	30
EMMANUEL AGUSTIN, PE	PLAN CHECK ENGINEER	30

Substitution or addition of Contractor's key personnel in any given category or classification shall be allowed only with prior written approval of the City Project Manager.

The Contractor may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the service/class required. Assignment of additional key personnel shall be subject to City Project Manager approval. City reserves the right to have any of Contractor personnel removed from providing services to the City under this Agreement. City is not required to provide any reason for the request for removal of any Contractor personnel.

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer’s representatives have not had any communication with a City Councilmember concerning **RFP No. 17-22 PLAN CHECK & PERMIT PROCESING SERVICES** at any time after May 19, 2017.



05/01/17

Date: _____

Signature
J. ADDISON SMITH

Print

OR

I certify that Proposer or Proposer’s representatives have communicated after May 19, 2017 with a City Councilmember concerning **RFP No. 17-22 PLAN CHECK & PERMIT PROCESSING SERVICES**. A copy of all such communications is attached to this form for public distribution.

Date: _____

Signature

Print

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of Contractor currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

NONE

COMPANY PROFILE & REFERENCES**Company Profile**Company Legal Name: JASON ADDISON SMITH CONSULTING SERVICES, INC, DBA JAS PACIFICCompany Legal Status (corporation, partnership, sole proprietor etc.): CORPORATIONActive licenses issued by the California State Contractor's License Board: N/ABusiness Address: 201 N. EUCLID AVE, STE B, UPLAND, CA 91786Website Address: WWW.JASPACIFIC.COMTelephone Number: 909.605.7777 Facsimile Number: 909.605.0319Email Address: CHRISTINE@JASPACIFIC.COMLength of time the firm has been in business: 24 Length of time at current location: 9Is your firm a sole proprietorship doing business under a different name: Yes No

If yes, please indicate sole proprietor's name and the name you are doing business under: _____

Is your firm incorporated: Yes No If yes, State of Incorporation: CALIFORNIAFederal Taxpayer ID Number: ██████████Regular business hours: MONDAY-FRIDAY, 8:00 - 5:00Regular holidays and hours when business is closed: ALL HOLIDAYS RECOGNIZED BY THE CITYContact person in reference to this solicitation: CHRISTINE@JASPACIFIC.COMTelephone Number: 909.605.7777 Facsimile Number: 909.605.0319Email Address: CHRISTINE@JASPACIFIC.COMContact person for accounts payable: CHRISTINE CHAMPANYTelephone Number: 909.605.7777 Facsimile Number: 909.605.0319Email Address: ACCOUNTING@JASPACIFIC.COMName of Project Manager: STUART TOM, PETelephone Number: 909.605.7777 Facsimile Number: 909.605.0319Email Address: STUART@JASPACIFIC.COM

COMPANY PROFILE & REFERENCES
(Continued)

Submit the company names, addresses, telephone numbers, email, contact names, and brief contract descriptions of at least five clients, preferably other municipalities for whom comparable projects have been completed or submit letters from your references which include the requested information.

Company Name: CITY OF IRVINE Telephone Number: 949.724.6320

Contact Name: JOEKIRKPATRICK Contract Amount: _____

Email: JKIRKPATRICK@CI.IRVINE.CA.US

Address: ONE CIVIC CENTER PLAZA, IRVINE, CA 92623

Brief Contract Description: INSPECTION, PLAN REVIEW, CODE ENFORCEMENT, PERMIT TECHNICIAN

Company Name: CITY OF YORBA LINDA Telephone Number: 714.961.7125

Contact Name: DAVID BRANTLEYD, AIA Contract Amount: _____

Address: 4845 CASA LOMA, YORBA LINDA, CA 92886

Email: DBRANTLEY@YORBA-LINDA.ORG

Brief Contract Description: BUILDING OFFICIAL, INSPECTION, PLAN REVIEW, PERMIT TECHNICIAN

Company Name: CITY OF ANAHEIM Telephone Number: 714.765.5153

Contact Name: BOB HEINRICH Contract Amount: _____

Email: BHEINRICH@ANAHEIM.NET

Address: 200 S. ANAHEIM BLVD, ANAHEIM, CA 92805

Brief Contract Description: INSPECTION

Company Name: CITY OF SANTA MONICA Telephone Number: 310.880.7614

Contact Name: SALVADOR VALLES Contract Amount: _____

Address: 1685 MAIN STREET, SANTA MONICA, CA 90401

Email: SALVADOR.VALLESI@SMGOV.NET

Brief Contract Description: BUILDING OFFICIAL, INSPECTION, PLAN REVIEW, PERMIT TECHNICIAN, CODE ENFORCEMENT

Company Name: COUNTY OF LOS ANGELES Telephone Number: 626.458.6387

Contact Name: HASSAN ALAMEDDINE, PE Contract Amount: 15,000,000

Email: HALAMEDD@DPW.LACOUNTY.GOV

Address: 900 SOUTH FREMONT AVE, ALHAMBRA, CA 91803

Brief Contract Description: INSPECTION, CODE ENFORCEMENT, PERMIT TECHNICIAN, PLAN REVIEW



CORPORATE OFFICE

201 North Euclid Ave., Ste. A, Upland, CA 91786

P.O. Box 2002, Upland, CA 91785

Phone (800) 818-3677 | Fax (909) 605-0319 | Email info@jaspacific.com

www.jaspacific.com