

April 3, 2015

Proposal to Provide

Professional Building Official, Plan  
Check and Building Inspection  
Services on an As-Needed Basis

Prepared for the

City of Calistoga

Lynn Goldberg, AICP

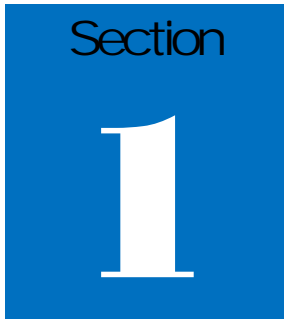
Planning and Building Director  
City of St. Calistoga  
1232 Washington Street  
Calistoga, CA 94515

By

Interwest Consulting Group, Inc.

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April 3, 2015

**Lynn Goldberg, AICP**  
Planning and Building Director  
City of St. Calistoga  
1232 Washington Street  
Calistoga, CA 94515

**RE: Proposal to Provide Professional Building Official, Building Inspection and Plan Check Services**

Dear Ms. Goldberg,

Interwest Consulting Group (Interwest) is pleased to submit our proposal for professional building official, building inspection and plan check services on an as-needed basis for the City of Calistoga. Interwest has been providing municipal service consulting to cities and counties throughout California since 2002.

We understand the importance of providing cost effective and efficient services during these difficult economic times. We understand the City is seeking a highly qualified firm to provide professional building official, plan check and building inspection services as needed in order to minimize response time and provide efficient cost effective building and safety services to the community. Our team members identified within this proposal were carefully selected based upon their experience, qualifications, and building code knowledge.

Our proposed Building Official, Plans Examiner and Building Inspector, Darrell Mayes has significant experience providing similar building and safety services for other California cities and counties. Additional plan review and inspection staff is immediately available to provide services to the City as needed to insure exceptional services for the City. In addition, our plan review staff is always available to attend plan check-related meetings, construction development meetings, and other project-related meetings, as requested by the City to ensure projects are code compliant as the design process progresses thus avoiding significant last minute changes, redesign and project delays.

Interwest's management philosophy is to retain senior level employees who have numerous years of experience in their chosen fields. All of Interwest's plans examiners, inspectors, engineers and architects have extensive experience providing both design and plan review services for a wide variety of projects. Our plans examiners and inspectors have all worked in the construction industry for numerous years having experience with both private and public agencies. Our goal is to provide experts in the industry who can perform services for building departments in a seamless manner by customizing our services to correspond with our client's expectations and needs. We strive to work collaboratively with building department personnel, applicants and designers to resolve issues as efficiently as possible to expedite the plan review and inspection process with the outcome being a successful project.

We understand the scope of services will include building official services for the City, plan review for compliance with state codes and local amendments and building inspection services to verify compliance with approved plans,

state codes and local amendments. All services provided will be on an as-needed basis as determined by the City of Calistoga.

Interwest provides an excellent choice to provide building and safety services to the City of Calistoga for the following reasons:

- ✓ *Proposed staff's extensive experience and qualifications*
- ✓ *Successful experience and track record in providing a wide range of building & safety services for nearby cities such as American Canyon, City of Napa, City of St. Helena, City of Fairfield and County of Napa.*
- ✓ *Reasonable rates for our services including **value-added services** at no additional charge including electronic plan checking, pick up and delivery, standard plan handouts and uniform plan review check lists.*
- ✓ *Our know-how and experience in partnering with cities in providing **turn key building and safety services** in a seamless manner.*

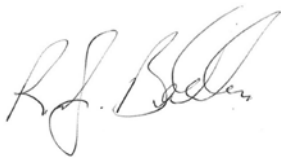
We propose **Ron Beehler, SE, CBO** to be the Principal in Charge and Project Manager for all services provided to the City of Calistoga. Ron has extensive experience managing and staffing building and safety services similar to those requested by the City of Calistoga.

**Ron Beehler, SE, CBO**  
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Roseville, CA 95661  
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916.273.4663 Office  
rbeehler@interwestgrp.com

Interwest welcomes the opportunity to provide services to the City of Calistoga. Our proposed team is dedicated to providing first-class Building and Safety Consulting Services. We view the key elements to serving the City as follows:

- ✓ *Providing all services in a **cost effective manner**.*
- ✓ *Providing **local qualified and experienced staff** to provide building official, plan review and inspection services.*
- ✓ *Providing a **high level of customer service** for internal and external customers.*
- ✓ *Balancing the need to ensure conformance to standards and regulations with the need for **predictability, uniformity, and efficiency**.*
- ✓ *Providing services **that are flexible** to meet the needs of the City.*

As Regional Manager for Interwest Consulting Group, I am authorized to bind the firm to all commitments made in our proposal. We look forward to the opportunity to serve the City of Calistoga and helping to add to your continued success.



Regional Manager  
Building and Safety Services

## Section

# 2

# Qualifications and Experience

## FIRM DESCRIPTION

Interwest Consulting Group has been in business since 2002 and is a corporation founded by individuals with over 25 years experience in municipal services. We currently employ approximately 230 employees spanning a multitude of disciplines, roles and job placements to municipalities within building and safety and public works departments throughout California.

Interwest Consulting Group is comprised of structural engineers, civil engineers, electrical engineers, fire protection engineers, mechanical engineers, certified building officials, certified plans examiners, certified inspectors and other professionals specializing in providing complete building department plan review and inspection services to local government agencies. Interwest Consulting Group provides building and safety services to many communities throughout California including the Cities of Napa, American Canyon, St. Helena, Placerville, Pleasanton, Dublin, Folsom, Roseville, Rancho Cordova, Elk Grove, Berkeley, Woodland, Napa County, Yolo County, Yuba County and Placer County. In addition to our full service and in house staff augmentation building and safety services, we provide on-call building official, plans examination, building technician and building inspection services to over 70 communities and public agencies throughout California.

Our business model is built on simple, yet vital customer service principles—offer thorough, quality and timely services. We do not offer design services and as a result, we provide unbiased building and safety services while avoiding conflicts of interest as could occur with firms engaging in both plan review and design services.

## ADDITIONAL RESOURCE LOCATIONS

### SOUTHERN CALIFORNIA SERVICES

15061 Springdale Street, #205  
Huntington Beach, CA 92649  
714.899.9039 Office  
714.899.9146 Fax

9519 Chamberlain Street  
Ventura, CA 93004  
805.659.0017 Office  
805.715.8018 Fax

### CENTRAL CALIFORNIA

7491 N. Remmington Ave.  
Suite 103  
Fresno, CA 92711  
559.448.9839 Office

### NORTHERN CALIFORNIA SERVICES

6280 W. Las Positas Boulevard  
Suite 220  
Pleasanton, CA 94588  
925.462.1114 Office  
925.462.1115 Fax

1613 Santa Clara Drive  
Suite 100  
Roseville, CA 95661  
916.781.6600 Office  
916.781.7597 Fax

9300 West Stockton Boulevard  
Suite 105  
Elk Grove, CA 95758  
916.683.3340 Office  
916.683.3375 Fax

### COLORADO SERVICES

1218 W Ash Street  
Suite C  
Windsor, CO 80550  
970.674.3300 Office  
970.674.3303 Fax

1505 Patton Drive  
Boulder, CO 80303  
303.444.0524 Office  
303.444.0361 Fax

### NEVADA SERVICES

4815 West Russell Road  
Suite 11K  
Las Vegas, NV 89118  
702.476.2200 Office  
702.476.2202 Fax

## QUALIFICATIONS AND EXPERIENCE

Interwest has been in the municipal consulting business for many years. We provide a full range of staffing for building department services including building official services, building plans examination, building inspection services, building department performance reviews, building and grading plan review, review of on site and off site improvements related to development approval, public works administration, capital improvement project management, real property acquisitions, GIS, and Information Technology services.

We offer experienced and licensed engineers, highly qualified and ICC certified building officials and plan examiners, seasoned ICC certified inspectors as well as ICC certified building technicians with extensive experience. All of our personnel are knowledgeable jurisdictional staff and understand the procedures, policies, and deadlines necessary to keep building departments running smoothly. We work strictly for public agency clients thus avoiding any conflict of interest.

As municipal consultants to many jurisdictions, Interwest staff is highly adaptive to all processes and procedures and quickly and seamlessly assimilates to your specialized requirements. All personnel are cross-trained in municipal operations to successfully bridge across departments and are accustomed to partnering, assisting, and coordinating with Planning, Public Works, Code Enforcement and other vital City staff and departments.

With extensive backgrounds in providing building official, plans examination, building inspection and building technician support services for a wide array of projects, our personnel are familiar with construction utilizing all types of state-of-the-art structural systems as well as the latest technology in mechanical and electrical systems. Staff project experience ranges from large single-family dwellings to large multi-story buildings, including numerous California schools, colleges, and essential service buildings, commercial buildings, corporate campuses, and industrial facilities.

- ✓ *We presently fully staff and manage building departments for the Cities of Atherton, Placerville, Elk Grove, Wildomar, Eastvale, Pomona, Upland and Lake Forest.*
- ✓ *We provide building department staffing for the Cities of American Canyon, Napa, St. Helena, Folsom, Roseville, Rancho Cordova, Folsom, Tracy, Pleasanton and several Southern California communities*
- ✓ *We are very familiar with state and local area requirements and currently furnish plan review services to the Cities of Napa, St. Helena, Fairfield, Dixon, El Cerrito, Pittsburg, Pleasanton, Tiburon, Berkeley, Dublin, Placerville, Elk Grove, Roseville, Folsom, Woodland, Napa County, Yolo County, Yuba County, Placer County and many other northern California jurisdictions.*
- ✓ *We are skilled in assisting municipalities in Building and Safety Departments. Our body of experience encompasses successful solutions for personnel augmentation at all levels, and development of services, policies and procedures throughout all aspects of municipal government.*
- ✓ *Our people have served in all facets of municipal work by direct employment experience or as a consultant and know and understand what is needed from top to bottom.*
- ✓ *Our staff holds a wealth of code knowledge and building industry experience with some involved in the development of the 2013 California codes. We share this unique knowledge by providing code-related training and instruction at California Building Officials conferences and training seminars, at various ICC Chapters and, most importantly, offer code information and updates onsite to jurisdictions.*
- ✓ *We regularly participate in, contribute to, and hold key positions within the many associations important to the code compliance and public works industry. This experience and partnering brings a sincere commitment to municipal issues and a high level of success to virtually any project.*
- ✓ *Our technical and administrative staff is highly trained, attending seminars and code development sessions, and educational conferences to keep current on up-to-date industry methods and information.*

## APPROACH

Our talented staff shares a wealth of ideas and experiences spanning a broad spectrum of communities dealing with the same development issues as the City of Calistoga. This varied expertise allows us to hone the best processes and methods and to use our successes for the benefit of the City of Calistoga. Our staff selected to provide service to Calistoga are knowledgeable code experts and experienced problem solvers who will work with citizens and the building community to successfully resolve problems that may arise during the plan review and construction process. Safe buildings are insured thru verification that building plans approved and utilized for construction are in compliance with the intent and purpose of the building codes. Reasonable building inspections allow work to proceed without unnecessary delays. Advanced code knowledge applied to projects in a reasonable manner to insure the purpose and intent of the building codes are met results in safe buildings and satisfied customers.

## CALGREEN BUILDING CODE EXPERIENCE

Our staff is familiar with the incorporation of CalGreen building code concepts into project designs and has extensive experience reviewing plans and inspecting projects to verify compliance with the California Green Building Standards Code. In addition, staff members have participated in the development of various “green” standards for super adobe, rammed earth, and straw bale construction, to name a few. We have also plan reviewed and inspected Straw Bale, Insulated Concrete Form (ICF), Stress Skin Panel constructed homes, and LEED rated commercial buildings.

Developed by the US Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design, construction, operations and maintenance solutions. LEED certification consists of a number of different rating systems that apply to many building types—commercial as well as residential and measures how well a building performs across many sustainability metrics including: energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts. Whether your jurisdiction projects are new construction or renovation, energy efficient roofing, water run-off management and renewable energy are all important points to consider, Interwest Consulting Group helps make it easy.

## CERTIFIED ACCESS SPECIALISTS

Interwest Consulting Group has many Certified Access Specialists (CAsp), on staff, knowledgeable of state and federal accessibility laws and regulations, who possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with state regulations, we offer CAsp certified professionals to review plans for accessibility and for consultation with project designers, business owners, and others.

Our engineers, architects, plans examiners and inspectors are fully trained and familiar with ADA compliance regulations and are available for plan review and/or evaluations and consultation. We offer support to municipalities for compliance enforcement and/or developing a transition plan and successfully partner with the disabled community to address the needs and requirements for both entities. We can assist municipal departments and members of the community to explain various issues relating to access compliance, such as access compliance obligations, transition planning, construction costs, construction phasing, code/law ‘interpretation’, hardship and code/law changes.

## CONCEPTUAL PLAN FOR SERVICES

We understand the City of Calistoga desires to provide a high level of customer services for its citizens. We will work to continue to improve the quality of plan review and inspection services provided to the community to insure safe buildings are approved for construction and occupancy. All plan review and inspection activities will be closely monitored to confirm that agreed to service delivery times are not exceeded and all services are provided in a professional, customer service oriented manner.

We view our role and mission is to provide the following:

- ✓ ***Building Official** services as needed, skilled in successful management of building department services with a customer service focus and thorough knowledge of building department policies and procedures and promoting cooperation and partnership with other City departments and outside agencies.*
- ✓ ***ICC Certified Plans Examiner** and/or **Licensed Plan Review Engineer or Architect** for thorough and timely plan reviews of complex building projects.*
- ✓ ***ICC Certified Building Inspector(s)** with broad experience in jurisdictional procedures and the highest commitment to customer service.*
- ✓ ***Additional staffing as needed** when workload increases to maintain exceptional service.*
- ✓ ***A high level of customer service** for internal and external customers.*
- ✓ ***Additional services as needed** and as requested by the City.*
- ✓ ***Services in a cost-effective manner** that remains within the City's budget constraints.*

#### C O S T   C O N T R O L S

The services we provide will be closely coordinated and monitored to ensure we meet or exceed the service levels desired by the City of Calistoga. We have a wide-range of experience and “hands on” knowledge of municipal budgeting, specifically related to expenditures and cost recovery associated with private development processing and permitting. We will work in close partnership with the City of Calistoga tailoring our services and deployment of staff resources to match the level of services desired.

Our staff will work in concert with the City to verify that fees as identified in the approved fee schedules are properly applied to projects and services provided in order to maximize revenue for the City. We will monitor services provided by the department in order to identify potential revenue opportunities for further consideration by the City.

Interwest Consulting Group does not intend to utilize the services of sub-contractors in the performance of work under this contract.

## Section

# 3

## Scope of Services

### UNDERSTANDING OF SCOPE OF SERVICES

Our proposed services for the City of Calistoga will consist of providing a part-time staff member to provide in-house building official, plans examination and building inspection services as needed a minimum of three days each week to maintain desired performance measures established by the City.

We will also provide fire plan review services as requested by the City. Additional staff will be added to provide services as needed to address peak workload demands and as necessary to meet or exceed established customer service goals. Our proposed team is comprised of highly experienced, customer-service oriented professionals who have successfully served our client jurisdictions.

We understand the scope of services is to provide complete Building Official, Plans Review and Building Inspection services for the City including the following key elements:

### BUILDING OFFICIAL SERVICES

- ✓ *Plan, manage and oversee the daily functions, operations and activities of the Building Division, including building inspection, plans examination, permit processing and code compliance.*
- ✓ *Assist in preparing reports and presentations for the Building Advisory and Appeals Board and the City Council*
- ✓ *Assist in preparing ordinances and ordinance amendments related to building activities*
- ✓ *Provide quality control review of all building department services provided for the community.*
- ✓ *Develop and review code updates for Municipal Code adoption.*
- ✓ *Ensure resident inquiries and complaints are resolved expeditiously.*
- ✓ *Provide Building Official Administration services including processing and resolution of complex Building Code issues, and dispute resolution.*
- ✓ *Review of discretionary entitlement applications for preliminary compliance with applicable Building and Construction Codes.*
- ✓ *Attendance at Planning Commission and City Council meetings as required.*

### PLAN REVIEW AND BUILDING INSPECTION SERVICES

- ✓ *Inspect residential and commercial buildings during various stages of construction and remodeling, including the inspecting foundation, concrete, steel, masonry, wood construction, framing, plastering, plumbing, heating and electrical installations*
- ✓ *Coordinate inspection activities with other City departments and divisions*
- ✓ *Examine plans and specifications submitted with building permit applications for new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations; provide comments to applicant*
- ✓ *Prepare building, electrical, mechanical and plumbing permits for issuance*
- ✓ *Inspect existing buildings for change of use, occupancy and compliance with applicable codes and ordinances*



- ✓ Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions
- ✓ Maintain files and reports regarding inspection and plan check activities and findings
- ✓ Participate in code enforcement actions
- ✓ Examine submitted plans for compliance with applicable building codes, conditions of approval, City ordinances, and requirements of other City departments.
- ✓ Provide electronic and hard copies of all plan review correction letters, plan review approval letters and other correspondence with permit applicants.
- ✓ Provide staff who will be available during work hours to discuss and clarify plan check and/or inspection issues with designers, owners and contractors.
- ✓ Enter and maintain data within the City's permit tracking and issuance database.
- ✓ Provide inspection services to verify work is performed in accordance with approved plans and applicable codes and ordinances.
- ✓ Prepare for and participate in inter-departmental pre-development project review. Comment on development applications where appropriate.
- ✓ Provide staff that is available to respond to emergency situations that may require Building and Safety services at times when City Hall is closed for business.
- ✓ Maintain a high level of customer service to the community.

#### MAXIMUM SERVICE DELIVERY TIMEFRAMES

Interwest Consulting Group is committed to providing high quality and the timeliest services in the industry. We will furnish the City of Calistoga with the most concise, direct and complete building and safety services possible. Our goal is to approve code-complying projects and to successfully and efficiently work through the plans examination and building inspection process. We are always available and willing to discuss projects with clients to resolve any and all plan review or inspection issues. We commit to the following turnaround times:

<b>Service</b>	<b>Timeframe for delivery</b>
Major Plan Check	2 weeks (10 working days) or less
Subsequent Plan Checks	1 week (5 working days) or less
Minor Plan Checks and Single Story Homeowner Additions	1 week (5 working days) or less
Building Inspection	The following scheduled work day
Grading Plan Check	2 weeks (10 working days) or less
Subsequent Grading Plan Checks	1 week (5 working days) or less
Assistance at the Public Counter	Immediate during City Hall hours
Return of Phone Calls	Within 24 hours

Additionally, Interwest Consulting Group will monitor and track all permit applications and active permits, develop staff reports as needed, review construction plans for conformance with conditions of approval, develop informational forms and handouts for customer use, and participate in City hosted events and activities.

#### TECHNICAL CAPABILITIES

The Interwest staff members selected for this project possess significant technical capabilities in all of the requested areas of building official, plans examination and building inspection competence. All proposed Plans Examiners and Building Inspectors are ICC Certified with extensive experience providing plan review and inspection services. All plans examination activities for major projects will be performed under the direction of a California licensed professional engineer and/or licensed architect. Our staff will conduct accelerated plan review on an as-needed basis as requested by the City.

#### CUSTOMER SERVICE

Interwest's priority is providing outstanding customer service to our clients and their applicants. We take an out-of-the-box approach to performing our duties, always willing to meet with clients for pre-design meetings, pre-submittal meetings or as needed to resolve complex code related plan review or inspection issues in the most efficient manner possible.

Interwest's plans examiners and building inspection staff understand the importance of providing superior customer service to City staff, the community, applicants, contractors, and designers. Our philosophy is to provide our services in a professional, courteous and collaborative manner. We encourage our staff to have a "can do" attitude and to work as part of the project team to ensure successful project outcomes.

## Section

# 4

## References

As a full service company to government agencies, we pride ourselves in delivering exemplary services. We provide plan review (both in-house and off site), inspection and permit technician services for the following jurisdictions. All assignments have been completed within budget and within specified time frames.

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### CITY OF FOLSOM

**Steve Burger**

*Chief Building Official*

50 Natoma Street | Folsom, CA 95630

(916) 351-3555 | [sburger@folsom.ca.us](mailto:sburger@folsom.ca.us)

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### CITY OF NAPA

**Dan Kavarian**

*Chief Building Official*

1600 First Street | Napa, CA 94559

(707) 257-9540 | [dkavarian@cityofnapa.org](mailto:dkavarian@cityofnapa.org)

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### CITY OF WOODLAND

**Paul Siegel**

*Chief Building Official*

300 First Street | Woodland, CA 95695

(530) 661-5820 | [paul.siegel@cityofwoodland.org](mailto:paul.siegel@cityofwoodland.org)

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### CITY OF PLEASANTON

**George Thomas**

*Chief Building Official*

200 Old Bernal Avenue | Pleasanton, CA 94566

(925) 931-5303 | [gthomas@ci.pleasanton.ca.us](mailto:gthomas@ci.pleasanton.ca.us)

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### CITY OF AMERICAN CANYON

**Brent Cooper**

*Community Development Director*

4381 Broadway, Suite 201 | American Canyon, CA 94503

(707) 647-4335 | [bcooper@cityofamericancanyon.org](mailto:bcooper@cityofamericancanyon.org)

Section

5

# Billing Rates

We propose that the Schedule of Hourly Billing Rates included below be utilized for all on-site services provided within the City of Calistoga. There is a minimum 4-hour daily charge for each day building official, plan review, building inspection or fire inspection services are provided within the City of Calistoga.

## PLAN REVIEW FEES

We propose that larger and/or more complex projects which require plan reviews to be completed within one of our regional offices be charged at 75% of the plan review fee charged by the city as per the City of Calistoga plan review fee schedule.

## FIRE PLAN REVIEW & INSPECTION SERVICES FEES

When requested fire plan review and fire inspection services will be provided on an hourly basis per our Schedule of Hourly Billing Rates or as negotiated on a case-by-case basis.

## SCHEDULE OF HOURLY BILLING RATES

CLASSIFICATION	HOURLY BILLING RATE
Building Official .....	\$ 88
ICC Certified Plans Examiner .....	88
ICC Certified Building Inspector .....	88
Licensed Engineer Plans Examiner .....	125
Licensed Architect Plans Examiner.....	125
Fire Plans Examiner / Inspector .....	95
CASp.....	95
Permit Technician .....	58

**Mileage:** Mileage for building inspection, fire inspection and code enforcement services is to be charged the current IRS rate while inspections are being performed.