

CSG WORK PROPOSAL TO THE

# City of Rialto

## RFP #23-031 Building and Safety Services

March 31, 2023



3707 W. Garden Blvd. #100  
Orange, CA 92868

714.568.1010 phone  
714.568.1028 fax

[www.csgegr.com](http://www.csgegr.com)



*Employee-Owned*

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# Letter of Transmittal

SECTION

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March 31, 2023

Shanita Simmons, Purchasing Manager  
City of Rialto, Purchasing Division  
150 S. Palm Ave.  
Rialto, CA 92376

**Subject: RFP #23-031 Building and Safety Services**

Dear Ms. Simmons,

**CSG Consultants, Inc. (CSG)** thanks you for opportunity to submit our proposal for Building and Safety Services, including Building Plan Check, Building Inspection and Permit Technician Services to the City of Rialto (City). To this work, our firm will bring:

- *a large and experienced on-call team committed to delivering thorough, accurate, and timely services;*
- *proven electronic plan submission, distribution, and plan review services as well as web-based status reporting;*
- *available on-site plan review services as-needed;*
- *available on-site and virtual inspection services;*
- *experience adapting to permitting systems in use with client agencies; and*
- *a responsive, customer care-focused team and offices in proximity to the City.*

CSG is currently working the City of Rialto, providing building plan review for projects that include: The Foothill Apartments, Spruce Avenue Commerce Center, and Renaissance Marketplace Retail Building. Additionally, CSG is providing building plan check for an industrial building (1501 E. Santa Ana Avenue) and the remodel of a Public Works building (335 W. Rialto Avenue).

CSG's building and safety staff are registered engineers and/or ICC certified, with additional qualifications including LEED, DSA, and CASp experience and certification. Our plan reviewers have a wide range of project experience, and many are cross-trained in multiple service levels, providing the City with efficient services and the ability to respond to its fluctuating needs.

For 32 years, CSG has worked solely for public agencies, providing a wide range of municipal services to over 350 cities, counties and special service districts across California. We serve as a seamless extension of municipal staff in delivery of our building department administration, plan review, building inspection, counter permit technician(s), code enforcement, planning, public works, and a host of additional services.

Our regional office is in Orange and we can be available for meetings at the City's offices when requested. I will serve as the primary contact for this contract, and my contact information is as follows:

**Khoa Duong, PE** | Vice President, Building Department  
3707 W. Garden Grove Boulevard, Suite 100, Orange, CA 92868  
714.568.1010 *phone* | 714.568.1028 *fax* | [khoa@csgengr.com](mailto:khoa@csgengr.com) *email*

Please feel free to contact me with any questions or comments you may have regarding our proposal. I am authorized to sign contracts. The pricing, terms and conditions stated in this proposal will remain valid for 120 calendar days from the date of submission to the City. We look forward to the opportunity to provide On-Call Building Plan Check services to the City of Rialto.

Sincerely,



Khoa Duong, PE  
Vice President, Building Department



## ATTACHMENT "A"

# REQUEST FOR PROPOSAL #23-031

## Building and Safety Services

## SIGNATURE AUTHORIZATION

PROPOSER: CSG Consultants, Inc.

- A. I hereby certify that I have the authority to submit this Proposal to the City of Rialto for the above listed individual or company. I certify that I have the authority to bind myself/this company in a contract should I be successful in my proposal.



Khoa Duong, PE SIGNATURE

- B. The following information relates to the legal contractor listed above, whether an individual or a company. Place check marks as appropriate:

1. If successful, the contract language should refer to me/my company as:

☐ An individual;  
☐ A partnership, Partners' names: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
☐ A company; (registered in \_\_\_\_\_)  
☒ A corporation; (incorporated in 1991)

2. My tax identification number is: 91-2053749

## ADDENDA ACKNOWLEDGMENT:

Acknowledgment of Receipt of any Addenda issued by the City for this RFP is required by including the acknowledgment with your proposal. Failure to acknowledge the Addenda issued may result in your proposal being deemed non-responsive.

In the space provided below, please acknowledge receipt of each Addenda:

Addendum(s) # 0 is/are hereby acknowledged.

The "Small Business Concerns Information" sheet shall be included as part of Attachment "A".

**PLANET Bids** City of Rialto

◀ Back to Bid Search

RFP 23-031 Building and Safety Services 23-031

Bid Information

Documents

Addenda/Emails

Q&A

Prospective Bidders

Addenda

None

RFP #23-031  
Attachment "A"



## Attachment “A” – Small Business Concerns Information

The Proposer shall furnish the following information. Additional sheets may be attached, if necessary.

- (1) Name: CSG Consultants, Inc.
- (2) Address: 3707 W. Garden Grove Boulevard, Suite 100, Orange, CA 92868
- (3) Phone No.: (714) 568-1010 Fax No.: (714) 568-1028
- (4) E-Mail: khoa@csgengr.com
- (5) Type of Firm: (Check all that apply)  
\_\_\_\_\_ Individual \_\_\_\_\_ Partnership ☒ Corporation  
\_\_\_\_\_ Minority Business Enterprise (MBE) \_\_\_\_\_ Women Business Enterprise (WBE)  
\_\_\_\_\_ Small Disadvantaged Business (SDB) \_\_\_\_\_ Veteran Owned Business  
\_\_\_\_\_ Disabled Veteran Owned Business \_\_\_\_\_ Other
- (6) Business License: ☒ Yes \_\_\_\_\_ No License Number: BL20-0513
- (7) Tax Identification Number: 91-2053749
- (8) Names and Titles of corporate members of the firm:  
Cyrus Kianpour, President Bradley Donohue, Assistant Secretary  
Nourdin Khayata, Secretary  
Charles Rider, Assistant Secretary
- (9) Three (3) projects of this type recently completed:
- Type of project: Building Plan Check Services for Wyndham Grande Hotel  
Contract Amount: \$270,544 Date Completed: Ongoing since 2018  
Owner: City of Westminster Phone: (714) 548-3475
- Type of project: Building Plan Check Services for Intuit Dome  
Contract Amount: \$1,669,340 Date Completed: Ongoing since 2013  
Owner: City of Inglewood Phone: (310) 412-5294
- Type of project: Building Plan Check Services for The Hub  
Contract Amount: \$286,826 Date Completed: Ongoing since 1999  
Owner: City of Fullerton Phone: (714) 738-6878

## ATTACHMENT "B"


**REQUEST FOR PROPOSAL #23-031  
Building and Safety Services****NON-COLLUSION AFFIDAVIT**

The undersigned, being first duly sworn, deposes and says that he or she is the following person authorized to submit the attached proposal from the following firm (herein the "Proposer"):

CSG Consultants, Inc.

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Further, that the Proposal is not made in the interests of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or that anyone shall refrain from Proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereof, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, Proposal depository, or any other member or agent thereof to effectuate a collusive or sham Proposal.

By:   
Khoa Duong, PE Signature

Title: Vice President, Building Department

Subscribed and sworn to before this 30th day of March, 2023.

## ATTACHMENT "C"

# REQUEST FOR PROPOSAL #23-031

## Building and Safety Services

### CONFLICT DISCLOSURE FORM



CITY OF RIALTO

#### DISCLOSURES REQUIRED BY PERSONS OR ENTITIES CONTRACTING WITH THE CITY OF RIALTO\*

Pursuant to City of Rialto Municipal Code Section 2.48.510, all persons or business entities supplying any goods or services to the city, or seeking a loan or grant awarded by the city, whether through an application or proposal, shall disclose in such application or proposal whether any city officer, employee, or consultant may have a financial or non-financial interest in the person or business entity, or in any member, employee, owner, or officer of the business entity.

- A financial interest shall mean any interest that is prohibited under state law, including California Government Code Sections 1090 and 87100, and California Code of Regulation Section 18700 *et seq.*
- A non-financial interest shall mean any interest that is prohibited by City of Rialto Municipal Code Section 2.48.450.

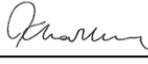
For the purpose of helping the City understand whether City personnel might have a conflict of interest in you or your organization, please disclose below whether you or any of your members, employees, paid or unpaid officers, paid or unpaid directors, or owners are (or are related to) a City elected or appointed official, a City officer, or a City employee or consultant.

Name of Your Organization's Affected Member, Employee, Paid or Unpaid Officer, Paid or Unpaid Director, or Owner	Name of City Elected or Appointed Official, City Officer, a City Employee or Consultant	Relationship Between the Two
None		

By submitting this [application/proposal], or supplying any goods or services to the City, the [applicant/vendor/contractor/consultant] hereby attests under penalty of perjury, personally and/or on behalf of the entity [submitting this application/proposal or supplying any goods or services to the City] that no City of Rialto elected or appointed official, employee or consultant has a financial or non-financial interest, as such terms are defined in California Government Code Sections 1090 and 87100 and in City of Rialto Code of Ordinances Section 2.48.145, in the [applicant/vendor/contractor/consultant], except as specifically disclosed herein.

Name of Person/Entity: CSG Consultants, Inc.

Title: Vice President, Building Department

Signature:  Date: 3/30/2023  
Khoa Duong, PE

Form Date 11/11/2021

**ATTACHMENT “C”  
CONFLICT DISCLOSURE FORM**

**2.48.450 Employee conflict of interest.**

- (1) No covered person shall participate in the making of a grant or contract by the city in which the covered person has a conflicting interest.
- (2) For purposes of this section, the following definitions shall apply:
  - (a) A “covered person” includes any person who holds an elected or appointed City office, a City officer, a City employee, and any person who is a consultant to the City.
  - (b) A “conflicting interest” includes, but is not limited to, those decisions where:
    - (i) A covered person holds or has held within the previous twelve months a position with a potential grant or contract recipient;
    - (ii) A close relative of a covered person holds or has held within the previous twelve months a position with a grant or contract recipient;
    - (iii) A close relative of the spouse or domestic partner of a covered person holds or has held within the previous twelve months a position with a grant or contract recipient.
  - (c) “Position” includes the status of a member, employee, owner, paid or unpaid officer of, paid or unpaid leadership position in, or had an ownership interest in, a grant or contract recipient.
  - (d) A “close relative” includes a spouse, parent, grandparent, child, grandchild, aunt, uncle, or cousin.
  - (e) “Participate in the making of a grant or contract” includes participation in: drafting a solicitation or contract; negotiating, voting on, approving, or executing a grant or contract; discussion of same with any city officer or employee; or attempts in any way to influence the making of a grant or contract.
- (3) This prohibition shall not apply to a contract let by written competitive bid where the contract will be awarded to the person or entity who submits the lowest responsible and responsive bid.
- (4) Except for the Mayor or a member of the City Council, a covered person may request a waiver of any potential conflict of interest in writing from the City Manager. Any request for such a waiver must include full disclosure of the potential conflict of interest and a statement detailing any mitigating factors. The request and the City Manager’s response shall be provided to the City Council prior to any vote to approve the contract or grant, or if City Council approval is not required, at least five days before the contract or grant is approved. The request and the City Manager’s response shall be considered a public record.
- (5) The prohibitions in this section are in addition to any applicable federal or state conflict of interest laws, including but not limited to Government Code section 1090, and Government Code section 87100 *et seq.*

**ATTACHMENT “C”**



## CONFLICT DISCLOSURE FORM

- (6) Any person who violates this section is subject to the following:
- (a) Public censure;
  - (b) If the conflict of interest was in the making of a contract, a prohibition from participation in the making of a contract by the city for a period of time up to twelve (12) months from the date of the imposition of the discipline;
  - (c) If the conflict of interest was in the making of a grant, a prohibition from participation in the making of a grant by the city for a period of time of up to twenty-four (24) months from the date of the imposition of the discipline;
  - (d) An administrative fine pursuant to Chapter 1.10 of this code.
- (7) The discipline specified herein may be imposed:
- (a) By the City Manager in the case of any employee or consultant who violates this section.
  - (b) By the City Council in the case of any person who holds an elected or appointed City office, or any City officer who violates this section.

### **CSG's Conflict of Interest Statement**

Founded in 1991, CSG works solely for public agencies, eliminating the potential for conflicts of interest. This includes having no plans where CSG or any of our staff have direct or indirect financial interest; and will not change service for any plans prepared by other competing design firms. In this way, we can focus exclusively on the specific needs of our municipal clients.

## ATTACHMENT "D"

**REQUEST FOR PROPOSAL #23-031  
Building and Safety Services****DEBARMENT AND SUSPENSION CERTIFICATION**

The Consultant, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining Proposer responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions.

Consultant Name: CSG Consultants, Inc.

3/30/2023

(Date)



(Signature)

Khoa Duong, PE, Vice President

(Name & Title)

## ATTACHMENT "E"

**REQUEST FOR PROPOSAL #23-031  
Building and Safety Services****NON-DISCRIMINATION CERTIFICATION**

In connection with its performance under this Agreement, the Consultant hereby certifies that it shall not discriminate in its employment with regard to age, handicap, race, color, religion, gender, gender identity, sex, sexual orientation, or national origin; that it is in compliance with all federal, state, local directives, and executive orders regarding non-discrimination in employment; and that it agrees to demonstrate positively and aggressively the principle of equal employment opportunity in employment.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.
2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those serving minority communities, and to the minority communities at large.
3. To take affirmative steps to hire minority employees within the company.

Consultant Name: CSG Consultants, Inc.

3/30/2023

(Date)



(Signature)

Khoa Duong, PE, Vice President

(Name & Title)

***Attached herewith is a copy of the Consultant's currently adopted equal opportunity employment program.***

# 1. Essential Legal Provisions

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## 101. Introduction

**Welcome to CSG Consultants.** We are happy to have you aboard.

It is the responsibility of each employee to read and understand this booklet. If anything is not clear to you, please ask for an explanation.

CSG Consultants, Inc. ("CSG") retains the sole discretion to modify, delete, or add to this handbook, in writing, at any time, except for its policy of at-will employment and any policies required by law. When such amendments are made, each employee will receive a revised copy of the handbook or other notice. None of these policies or procedures can be amended, altered or modified in any way by oral statements, but can only be altered by a written statement issued by the President or Human Resource Department.

To avoid confusion, please discard all handbooks and manuals you may have. This Handbook replaces and supersedes all previous handbooks distributed by CSG.

Thank you for joining the CSG Consultants team. We hope you will find your position rewarding, challenging and productive.

## 102. At Will Employment Policy

CSG's employment policy is "at-will". Under the "at-will" policy, neither you nor CSG is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either side may terminate the relationship at any time, with or without cause and with or without notice. Also, CSG retains the right in its sole discretion to demote, transfer, change job duties, and change compensation at any time with or without notice and with or without cause. In deciding to work for CSG, or continuing to work for CSG, you must understand and accept these terms of employment. Nothing in this handbook creates a contractual relationship or an agreement for any term of employment.

## 103. Equal Employment Opportunity and Discrimination Policy

CSG Consultants is an equal opportunity employer and makes employment decisions and provides employment opportunities based on merit, qualifications, potential and competency. We want to have the best available persons in every job. CSG policy prohibits unlawful discrimination based on race (including, but not limited to, hair texture and

protective hairstyles such as braids, locks, and twists), religion (all aspects of religious belief, observances, and practices including religious dress and grooming practices), color, creed, national origin (includes language use), ancestry, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender, gender identity, gender expression, sexual orientation, marital status, citizenship status, military and veteran status, age (40 and over), disability (physical, mental, HIV and AIDS), genetic information, or medical condition (except where physical fitness is a valid occupational qualification) reproductive health decision making or any other consideration made unlawful by federal, state or local laws. This commitment applies to all persons involved in the operations of CSG and prohibits unlawful discrimination by any employee of CSG, including supervisors and co-workers. All such discrimination is unlawful.



An applicant's or employee's immigration status will not be considered for any CSG employment purpose except as necessary to comply with federal, state or local laws. CSG adheres to applicable laws concerning the rights of immigrant applicants and employees and will not (1) request more or different employment verification documents than those required by the federal I-9 form; (2) use e-Verify in any manner not required or permitted under federal law; (3) terminate or discriminate or retaliate against any employee who updates or attempts to update his or her personal information; (4) threaten to file or file a false report to any governmental agency regarding any immigrant applicant or employee; (5) threaten to contact or contact authorities regarding any applicant, employee, applicant or employee's family member, except as may be required by federal law; or (6) treat any employee differently based on possession of a driver's license that states he or she is not eligible for citizenship benefits.

### **Accommodations of Individuals with Disabilities**

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, CSG will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation to apply for or perform the essential functions of a job should contact the Human Resources Department and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. CSG will then engage in a good faith interactive process with the employee or applicant to determine what, if any, effective accommodations can be made for the employee or applicant. CSG will identify possible accommodations, if any, that will help eliminate the limitation. If an accommodation is reasonable and will not impose an undue hardship, CSG will make the accommodation.

### **Accommodation of Religious Practices**

An employee who requires an accommodation of a religious belief or practice (including religious dress or grooming practices) should contact the Human Resources Department and request such an accommodation.

### **Complaint Procedure**

If you believe you have been subjected to any form of discrimination in violation of this policy, provide a complaint to the Human Resources Department as soon as possible. It would be best to communicate your complaint in writing, but this is not mandatory. If the complaint relates to the Human Resources Department, provide your complaint to the President. Your complaint should be specific and should include the names of the individuals involved, the dates and locations of events, and the names of any witnesses.

CSG will promptly undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If CSG determines that this policy has been violated, effective remedial action will be taken, commensurate with the severity of the offense. Appropriate action also will be taken to deter any future violations. CSG will not retaliate against you for filing a complaint and will not willingly permit retaliation by management employees or your co-workers.

## 104. Policy Against Harassment

CSG Consultants is committed to providing a work environment free of unlawful harassment. CSG policy prohibits harassment because of sex (which includes sexual harassment, gender harassment and harassment due to pregnancy, childbirth, breastfeeding or related medical conditions) and harassment because of race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), religion (including religious dress and grooming practices), color, creed, national origin or ancestry, gender identity and expression, disability (physical, mental disability, HIV or AIDS), medical condition, genetic information, marital status, immigration status, military and veteran status, age (40 and over), reproductive health decision making, sexual orientation or any other basis set forth in our Equal Employment Opportunity and Discrimination Policy or protected by federal, state, or local law, ordinance or regulation. **All such harassment is unlawful.**

CSG Consultants' anti-harassment policy applies to all persons involved in the operation of CSG Consultants and prohibits unlawful harassment by any employee of CSG Consultants, including supervisors and co-workers. CSG Consultants' policy also prohibits harassment of employees by non-employees, such as vendors, clients, and others. This policy also applies to independent contractors working with CSG.

Sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment; or (2) such conduct has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment. Prohibited behavior includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex (or any other protected basis);
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Threats and intimidation that include physical acts or verbal threats of assault that threaten other co-worker's sense of safety in the work environment; and
- Retaliation for having reported or threatened to report harassment.

CSG prohibits use of the computers, e-mail system, voice mail system, cell and video phones and any other electronic media in ways which are offensive to others, or are otherwise discriminatory, harassing or obscene, or for any other purpose which is illegal, against CSG policy or not in the best interest of CSG. For example, the display or transmission of sexually explicit images, jokes, messages, and cartoons is prohibited. Other such misuse of electronic media includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, discrimination or showing disrespect for others. Any such use of the computers, e-mail system, voice mail system or other electronic media will be considered a violation of CSG's

Policy Against Harassment. CSG prohibits harassment even if it does not rise to the level of unlawful harassment.

You are required to take CSG's training on preventing harassment. If you feel that you need more training on preventing sexual harassment, the California Civil Rights Department (formerly called the Department of Fair Employment and Housing, or DFEH) has a free training available on its website at <https://calcivilrights.ca.gov/shpt/>.

## **Complaint Procedure**

If any employee believes that he or she has witnessed or experienced a violation of this policy, that employee should immediately report the incident to the Human Resources Department. If the Human Resources Personnel is involved in the reported conduct, or, if for some reason the employee feels uncomfortable about making a report to that level, the report should be made to the President. All CSG Consultants supervisors and managers are required to report any potential violations of this policy to the Human Resources Department immediately. CSG Consultants will promptly investigate.

CSG Consultants will make efforts to maintain the confidentiality of any complaint to the extent possible. CSG Consultants will impartially and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this prohibition against harassment. CSG Consultants will document the results of such investigations and provide a timely response to an employee who makes a complaint. CSG Consultants will also act to protect the complaining employee and to prevent further harassment or retaliation. Any individuals including co-workers and supervisors engaging in such conduct contrary to CSG policy may be personally liable in any legal action brought against them.

CSG encourages all employees to report any incidents of violations of this policy so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency ([www.eeoc.gov](http://www.eeoc.gov) or <https://calcivilrights.ca.gov/>).

## ATTACHMENT "F"

**REQUEST FOR PROPOSAL #23-031  
Building and Safety Services****LOCAL BUSINESS PREFERENCE FORM**

I certify that the following business I represent is submitting a proposal as a "Qualified Local Business" in accordance with Chapter 2.47 of the Rialto Municipal Code and satisfies the following criteria:

- (1) It has maintained an office, place of business or distribution point within the city for a period of one year preceding the date upon which the proposal submitted herewith is required to be submitted to the city.
- (2) It has secured all licenses and permits necessary to conduct business in the city and it has paid all fees and taxes imposed by the city.
- (3) It meets all other qualifications required to perform the contract for which its bid has been submitted.

I hereby request a 5-point bonus to the evaluation score in accordance with the RFP Documents. I make this certification with the full knowledge that I personally, and the following business I represent, may be subject to penalties and remedies pursuant to Section 2.47.070 of the Rialto Municipal Code for misrepresentation as a Qualified Local Business, including, but not limited to, a restriction from submitting any future proposal and award of a contract for a period of three (3) years.

Company Name: CSG Consultants, Inc.

Address: 3707 W. Garden Grove Boulevard, Suite 100, Orange, CA 92868

Type of Products or Services: Building & Safety Services

Business License Number: BL20-0513

Phone Number: (714) 568-1010

Owner's Name: Employee Owned

Total number of employees 350 Total number of employees that reside in the City TBD

**Attached herewith is a copy of our City of Rialto Business License.**



*Signature*

Khoa Duong, PE, Vice President

*Printed Name / Title*





## **BUSINESS LICENSE**

**Expires on: 12/31/2023**

**License Number:** BL20-0513  
**Effective Date:** 7/14/2020  
**Business Type:** PROFESSIONAL SERVICE  
CITY CONTRACT-PROFESSIONAL SERVICE AGREEMENT

This business tax receipt does not permit the holder to operate in violation of any City law, ordinance or regulation. Any change in location or ownership must be approved by the City Business Tax Section, subject to zoning restrictions. This Receipt does not constitute an endorsement, approval or disapproval of the holder's skill or competence or of the compliance or noncompliance of the holder with other laws, regulations or standards.

**Business Address**  
550 PILGRIM DR

**Business Name & Mailing Address**  
CSG CONSULTANTS INC  
CSG CONSULTANTS INC  
550 PILGRIM DR  
FOSTER CITY, CA 94404

Business Licenses are non-transferable

VALID ONLY WHEN SIGNED

# Technical Proposal

SECTION

9

## FIRM PROFILE

**CSG Consultants, Inc.** (CSG) is an employee-owned California company with its local office in Orange and headquarters in Foster City, CA. Additional support is available from our other offices in Sacramento, Pleasanton, San Jose, Newman, Paso Robles and Fresno. Founded in 1991, what sets us apart from other vendors is that **CSG performs work solely for public agencies**. This eliminates the potential for conflicts of interest between developers and agencies. In this way, we can focus exclusively on the specific needs of our municipal clients.

**NAME OF FIRM:** CSG Consultants, Inc.

**PROJECT MANAGER:** Khoa Duong, PE | Vice President, Building Department  
(714) 568-1010 *office* • (714) 568-1028 *fax* • khoa@csgengr.com

**LOCAL OFFICE:** 3707 W. Garden Grove Boulevard, Suite 100, **Orange**, CA 92868  
(714) 568-1010 *office* • (714) 568-1028 *fax*  
www.csgengr.com • csgstaff@csgengr.com

**HEADQUARTERS:** 550 Pilgrim Drive, **Foster City**, CA 94404  
(650) 522-2500 *phone* • (650) 522-2599 *fax*

**REGIONAL OFFICES:** 1303 J Street, #270, **Sacramento**, CA 95814  
3875 Hopyard Road, Suite 141, **Pleasanton**, CA 94588  
3150 Almaden Expressway, Suite 255, **San Jose**, CA 95118  
930 Fresno Street, **Newman**, CA 95360  
5151 N. Palm Avenue, Suite 530, **Fresno**, CA 93704  
806 9th Street, Ste 2A, **Paso Robles**, CA 93446

**YEARS IN BUSINESS:** 32 • Founded in 1991

**OWNERSHIP:** Employee-Owned

**EMPLOYEES:** 350+

**TYPE OF BUSINESS:** California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

**AUTHORIZED** Cyrus Kianpour, President

**REPRESENTATIVES:** Khoa Duong, Vice President

## Staff Composition

The majority of the 300+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel, having held positions within communities facing similar development concerns as the City, bring a wealth of ideas, experience, and solutions. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity. CSG maintains the breadth and depth of experienced and licensed/certified staff necessary to support the City's needs. **No subconsultants will be utilized for this contract.**

Our multi-disciplined municipal services staff consists of the following types of professionals:

- Building Plan Reviewers & Inspectors
- Fire Plan Reviewers & Inspectors
- Structural Engineers
- Plan Review Engineers
- Fire Protection Engineers
- Planning Professionals
- Code Enforcement Officers
- Grading Improvement Plan Reviewers & Inspectors
- Civil Engineers
- Construction Managers

- ▶ Building Officials
- ▶ CASp Professionals
- ▶ Permit Technicians
- ▶ Construction Inspectors
- ▶ Information Technology Professionals
- ▶ Sustainability Professionals

## Comprehensive Municipal Services

CSG provides a wide range of services to community development and public works departments, often seamlessly serving as an extension of agency staff. We are customer-centric and organized into the lines of business outlined below, each managed by highly experienced industry experts. Many of CSG's personnel serve more than one line of business, which improves the quality of customer service and results in high employee retention.

### BUILDING & FIRE LIFE SAFETY

*Building Department Administration  
Building Plan Review and Inspection  
Fire Plan Review and Inspection  
Structural Plan Review  
OSHPD3 Review  
CASp Assessment and Inspection  
Public Facilities Assessment  
LEED/Green Building Services  
Code Compliance/Enforcement  
Staff Augmentation*

### PLANNING & SUSTAINABILITY

*Staff Augmentation for Current and Advance Planning  
Project Management Including Plan Amendments  
CEQA Environmental Review  
Energy Efficiency, Water Conservation, Solid Waste Program Development  
AB 32 Compliance/Climate Action Plan Development and Implementation  
Greenhouse Gas Reduction Strategies  
Grant Writing and Grant Management*

### INFORMATION TECHNOLOGY

*GreenVue Permitting Software  
Digital Plan Review  
Electronic Archiving  
Web-Based Construction Management  
Asset Management  
Project Management  
GIS and IT Support*

### PUBLIC WORKS ENGINEERING & DESIGN

*Capital Improvement Project Design:  
Transportation/Roadway, Water and Sewer Utilities, Traffic Engineering  
Development Review, Plan Check, Surveying and Mapping, Storm Water  
Program Compliance (NPDES, QSP/QSD)*

### CIP PROJECT & PROGRAM MANAGEMENT

*Capital Improvement Program Development and Implementation  
Federal and State Grant Administration  
Rule 20A Undergrounding  
Staff Augmentation Including: Design  
Consultant Coordination, Project Scoping, RFP Preparation*

### CONSTRUCTION MANAGEMENT & INSPECTION

*Contract Administration, including Resident Engineer Oversight, Inspection and Construction Management  
Constructability/Bidability Reviews  
Cost and Schedule Control  
Claims Avoidance*

## CURRENT WORKLOAD

CSG currently provides comprehensible municipal services including the building and safety services requested in the RFP to over 250 public agency clients. The following is a sampling of regional contracts with scopes of work similar to those requested in the RFP.

AGENCY/CLIENT	SERVICES RENDERED	YEAR STARTED
City of Anaheim	Building Plan Review and Inspection, Fire Inspection, and Counter Technician Services	2008–Ongoing
City of Glendora	Building Plan Review and Inspection Services	2014–Ongoing
City of Huntington Beach	Staff Augmentation, Building Plan Review and Inspection, and Counter Technician Services	2001–Ongoing
City of Inglewood	Building Plan Review Services	2019–Ongoing
City of San Dimas	Building Plan Review Services	2014–Ongoing
City of Santa Ana	Building Plan Review Services	2014–Ongoing
City of Tustin	Building Plan Review and Inspection, Building Official, and Counter Technician Services	2004–Ongoing
City of Westminster	Building and Fire Plan Review and Inspection Services	2018–Ongoing
City of Ontario	On-Call Building Plan Check and Inspection Services	2022–Ongoing

# Scope of Services

## METHODOLOGY

CSG's proposed team has been selected to best support the specific needs of the City and will deliver exceptional service through its application of technical expertise, knowledge of municipal processes and procedures, efficient and effective customer care, and application of code compliance combined with innovative and helpful alternatives. Our extensive experience in furnishing comprehensive building and fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects. From providing leading-edge digital plan review and online plan check status reporting to delivering faster-than-scheduled turnaround times and code interpretations, CSG will deliver the highest quality services to the City. CSG's approach to work includes the following methodologies and key benefits:

- ▶ **A wealth of fully committed and qualified personnel.** *We maintain staff that is fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's leading edge, many serve as instructors and lecturers and sit on boards and committees for organizations developing and implementing important code regulations. We also keep current with the latest in procedures and use of products by attending regional, state and national training opportunities and industry provided product/materials training.*
- ▶ **Customized, responsive services.** *We are skilled at assessing time commitments, developing accurate work plans and applying dedicated, professional personnel with the skills and experience best-suited for the project. We can quickly fine-tune staffing levels to match or adjust to changes in plan review, inspection, and front counter activity and ensure responsiveness to customers. With our digital plan review capabilities, we are able to utilize plan review resources from any of our regional offices. In addition, we excel at coordinating with all agency departments as well as outside agencies.*
- ▶ **Rapid turnarounds and expedited services.** *With extensive experience in both code application and the digital plan review process, our staff excels at performing expeditious turnarounds while delivering thorough and accurate reviews. We easily match and more often beat any required review turnaround deadlines.*
- ▶ **Leading-edge, cost-saving technology and methods.** *CSG delivers a suite of digital options—speedy digital plan reviews and electronic versions of plan comments; an easy-to-use online application for plan submittal, tracking and approval of digital plans; and available full scanning and archiving services. In addition, through knowledge gained from service to over 200 public agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services.*
- ▶ **Environmentally friendly practices.** *Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint and promotes environmental stewardship through environmentally preferable purchasing and other actions including use of a digital plan review system that bypasses paper consumption, and use of duplexing and recycled, post-consumer content paper when printing is necessary.*



## BUILDING PLAN REVIEW SERVICES

Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We pledge thorough and accurate reviews and prompt turnaround times, and offer proven digital plan review services and comprehensive online status reports. CSG serves as an active partner, working as a seamless extension of our public agency clients in performing the requested services and working closely with the development community and public as directed.

### Compliance Standards

Our engineers and plan reviewers carefully review all plans and documents for compliance with building codes, fire codes, energy conservation standards, and accessibility regulations adopted by the State of California, and all local policies and ordinances including but not limited to:

- ▶ *California Building Code, Volumes 1 and 2*
- ▶ *California Residential Code*
- ▶ *California Electrical Code*
- ▶ *California Plumbing Code*
- ▶ *California Mechanical Code*
- ▶ *California Fire Code*
- ▶ *California Energy Code*
- ▶ *California Green Building Standards Code (CALGreen)*
- ▶ *California Existing Building Code*
- ▶ *California Health and Safety Code*
- ▶ *National Fire Protection Association (NFPA) Standards as adopted and referenced by the State of California (California Code of Regulations, Title-19)*
- ▶ *State Historical Building Code*
- ▶ *NPDES/WQMP/SWPPP Compliance*
- ▶ *Local adopted ordinances and amendments relative to building, fire and municipal codes, including project Conditions of Approval from other agency departments, divisions, and regulating agencies*



### Digital Plan Review



CSG has been providing digital plan review services for over 20 years, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG for building and fire plan review are immediately scanned into digital files and stored on CSG's servers for quick and easy access by both our clients and our plan reviewers. Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates. Any additional forms utilized by the agency will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other agency-approved means, enabling staff to immediately modify CSG's checklist for incorporation with other department comments.

We provide convenient, environmentally friendly digital storage of all construction-related documents, and on request, can provide clients with a set of digitally scanned plans at no additional cost.

**Leading the field in  
digital plan review  
services for over 20  
years.**

In addition, for jurisdictions requesting a pure digital plan review workflow, we can enable an applicant to submit digital files—**with no size limitations**—directly to CSG via our web-based application. Our application includes an online portal for the applicant/jurisdiction to retrieve comments and marked-up digital plans including redlines. Importantly, this service tracks the status of all submittals and re-submittals until the plans have been approved.

Key features of our digital plan review service include:

- ▶ **Efficient.** Plans are pushed to plan review staff the same day they are received.
- ▶ **User-friendly.** CSG developed its own online portal specifically to manage the electronic file submittal process. Through use of this interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex file transfer settings.
- ▶ **Proven.** We have provided a digital plan review option to our clients for over 20 years.
- ▶ **Non-Proprietary.** CSG's electronic review process is 100% PDF-based with no additional software required to view redlines.



**All paper plans submitted to CSG are immediately scanned into digital files for quick and easy access by our clients and plan reviewers.**



### Online Plan Check Status

CSG offers a convenient service allowing clients to check plan review status and comments online. By accessing our secure Plan Check Status website, agency staff as well as authorized applicants can view their project documents and plans and communicate with the specific plan checker via e-mail. Staff and authorized applicants can download

comments upon completion of the plan check. **There is no additional cost for this service.**

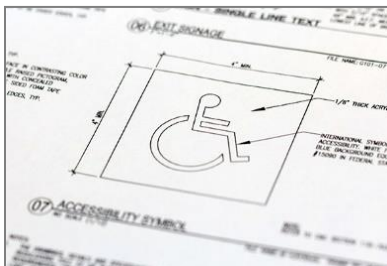
### Plans Pickup and Delivery

CSG will coordinate pickup and delivery of plans and other materials from/to the agency via CSG personnel or an approved alternative service.

### Green Building and LEED Accreditation

Our Building Division team is experienced in plan review and inspection for compliance with CALGreen and local green building ordinances and includes LEED Accredited Professionals. In addition, CSG Consultants has the qualifications necessary to assist with both the development of policy and the implementation of green and sustainable building practices. CSG's Sustainability Programs division can assist, for example, with construction and demolition debris recycling programs and public outreach to the building industry.

### CASp Review Services



We understand California Building Departments are required to have CASp certified staff in place and available for technical questions and interpretations. Our CASp certified team members are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with current regulations, CSG can provide CASp certified professionals to review plans for accessibility and to facilitate compliance with regulations when requested.

## PLAN CHECK TURNAROUND TIMES

CSG strives to provide the highest quality and most timely service in the industry. We take pride in maintaining the requested plan review times for all our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to move work quickly and successfully through jurisdictional processes. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner.

The following are CSG’s proposed plan check turnaround times:

TYPE OF REVIEW	INITIAL REVIEW (BUSINESS DAYS) <sup>2</sup>	RE-CHECK (BUSINESS DAYS) <sup>2</sup>
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction & Large/Complex Projects <sup>1</sup>	10	5
Commercial Additions	10	5
Small Commercial Remodels/Tenant Improvements	10	5
Expedited	5	5

<sup>1</sup>Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround time, CSG will notify the City’s representative and negotiate additional time required to ensure an appropriate level of review.

<sup>2</sup> The number of working days associated with the plan check turnaround time is based on time of project submittal. The first working day will be the day the project is received by CSG if submitted by 3:00 PM. For a project that is received by CSG after 3:00 PM, the first working day will be the next business day.

### Expedited Plan Check Services

At the City’s request, we can perform plan check services on an accelerated schedule with associated fees negotiated between the City and CSG.

## BUILDING INSPECTION SERVICES



CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects. Our inspection personnel have an outstanding mixture of technical expertise and experience in all construction types. We provide experienced, ICC certified inspectors who work with a team approach to ensure compliance with applicable codes and requirements and provide solutions to mitigate potential risks and safety hazards. Using well-honed customer service and communication skills our inspectors excel at educating

stakeholders to keep projects moving forward. Our inspectors also utilize current technologies and equipment to view plans and documents, research related code requirements, document field conditions and progress, and share that information with stakeholders while in the field.

Key services include but are not limited to the following:

- Providing inspection services to ensure project compliance with State adopted codes and local amendments including building, electrical, mechanical and plumbing codes
- Offering code interpretation and education
- Seamlessly integrating into client organizations and consistently enforcing policies and procedures

**CSG provides all vehicles, fuel, maintenance, and other equipment necessary for inspectors to carry out duties, with no additional charges.**

- Addressing and resolving inquiries
- Maintaining records and files
- Providing all vehicles, fuel, maintenance and other equipment necessary for inspectors to carry out duties.

### CASp Inspection Services

To facilitate the City's compliance with current rules and regulations, CSG will provide a CASp certified professional for technical questions and interpretations and to perform accessibility compliance inspections upon request.

## BUILDING COUNTER OPERATIONS

CSG has highly qualified staff available to provide Permit Technician services. These frontline, first-response services are vital to the success of the entire building and safety permit process as they often set the tone for the applicant whether a homeowner, contractor, or design professional. CSG handpicks exceptionally qualified personnel who can function as seamless extensions of the agency's team, understand the importance of exemplary customer service, and have knowledge of the inner workings of building departments and thorough familiarity with the building application and permit process.

CSG's permit processing staff is trained in customer service and helping to facilitate and expedite the permit process. Our staff members can perform quick assessments of each customer's needs and ensure that they are served appropriately. They are familiar with State Contractors License Law and ensure that permits are issued to properly licensed contractors. CSG's permit technicians are also familiar with multiple permit software systems and will quickly gain proficiency with the software that has been customized for the City.

Our staff is knowledgeable and experienced with permit processing functions including:

- Providing the public with appropriate forms and handouts
- Processing permit applications and issuing permits using the City's software
- Accepting plans, documents, structural calculations and energy reports for permit processing
- Routing plans to building and other departments and agencies
- Performing document control, ensuring permit file integrity, and maintaining status of plans and documents during the permit process.
- Preparing plan check letters to be sent to applicants
- Assisting the public with completing applications and other required forms
- Preparing documents and reports; providing permit record materials requested from the public; researching and compiling documents for compliance with Public Records Act (PRA) requests.



## QUALITY ASSURANCE

Key to our approach to quality assurance is that it must occur throughout the entirety of the project and with the right people involved every step of the way. Our team's unwavering integrity and commitment are combined with our internal processes and leading-edge digital technology to consistently produce quality work products and maintain highly satisfied clients. At project outset, CSG's project manager assigns the most technically specialized team members who, through their experience and training, best understand the needs of our client. Our quality control processes include verifying procedures and code requirements, defining and applying standards used in code applications, and assessing work products to ensure that jurisdictional requirements and expectations are met.

## AVAILABILITY AND CUSTOMER SERVICE

We clearly understand the importance of our role in the success of the City and commit to providing project stakeholders and City staff with the highest level of service while functioning as a seamless extension of the City. We believe effective communication, responsiveness and an intense focus on customer service are essential to developing and continuing a successful working relationship between City staff, project stakeholders and CSG's team members.

### Office Hours and Meeting Availability

#### Plan Review

CSG plan checkers are available for inquiries anytime during normal business hours via phone or email, Monday through Friday. Our plan checkers can typically respond to the City for all questions or requests generated during any plan review on the same day, but no later than the following day a request is received.

We recognize the value of pre-design consultation and are available to provide this important service.

To assist the City, we can also meet in-person with City staff and project stakeholders or can utilize video conferencing with all parties involved. We recognize the value of pre-design consultation with prospective applicants and are available to provide this service as well. Our designated Project Manager and/or technical staff will be available in-person for consultation and meetings with a reasonable lead time.

#### Inspection

CSG inspectors can be ready to provide services upon request to CSG's designated project manager. We are flexible and can alter our hours to meet the City's needs. Evening and weekend inspections for special construction needs can be accommodated with sufficient notice. CSG staff can typically respond to the City for all questions or requests generated during field inspections on the same day, but no later than the following day a request is received.



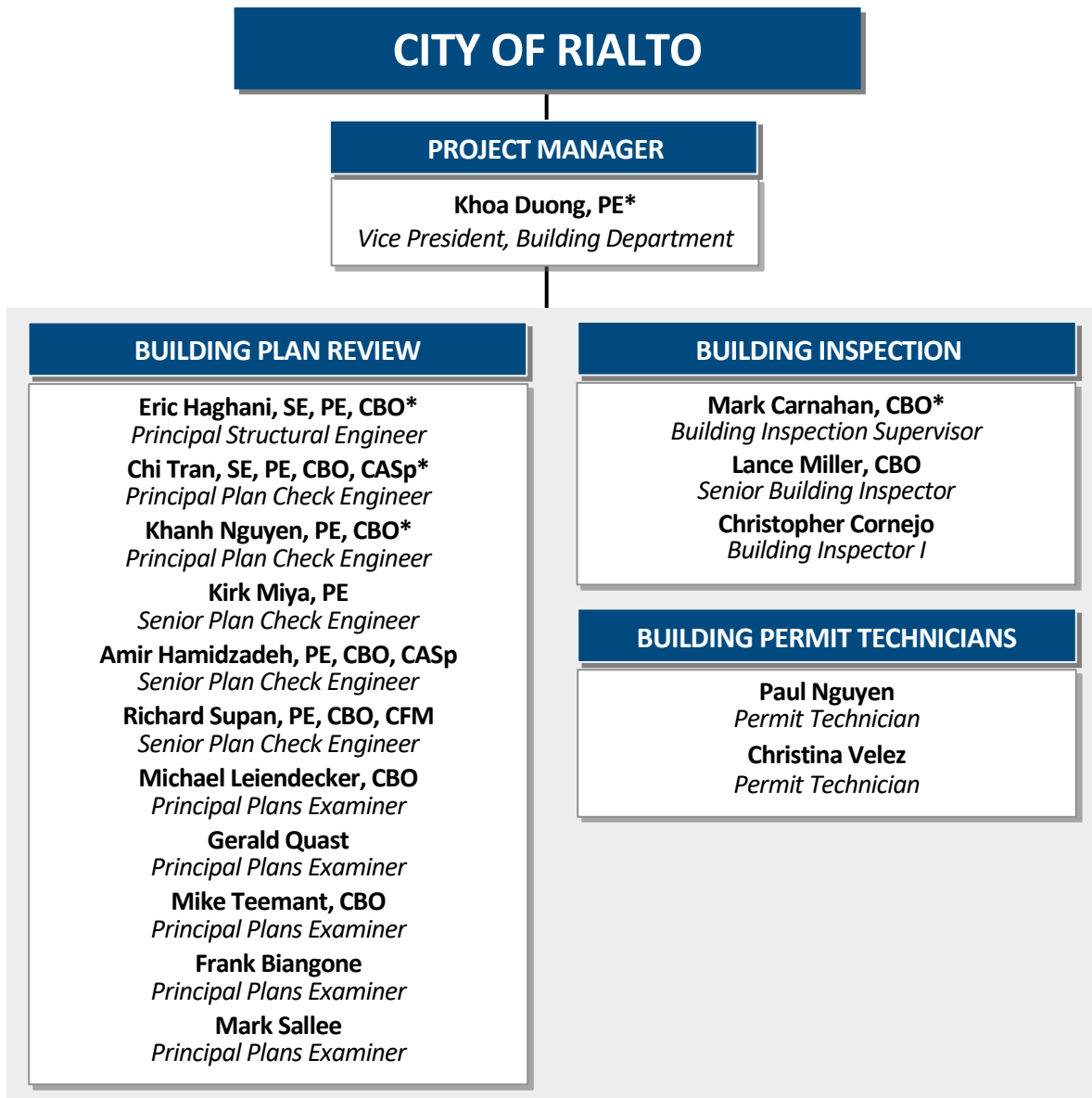
## PROPOSED ORGANIZATION AND PROJECT TEAM

CSG proposes the following staff and organizational structure for requested services for this contract.

**Khoa Duong, PE** will serve as the point of contact for the City and, in conjunction with the City Building Official, will allocate appropriate levels of plan review resources and will ensure that work is comprehensive, accurate, and meets the City's deadlines.

All proposed CSG staff are registered Engineers and/or ICC certified, with additional qualifications including LEED, DSA, CASp experience and certification. All proposed staff are assigned to our local office in Orange, CA. Work will be performed in our Orange office.

Key personnel are indicated with an asterisk (\*). Resumes with detailed qualifications of proposed key staff are provided in the Appendix. Additional resumes can be provided upon the City's request. **No subconsultants will be used on this contract.**





## Related Experience

SECTION

10

### PROJECT EXAMPLES

CSG record of success with our clients is outstanding and we encourage you to contact our references with any questions or clarification you might require. CSG currently provides services to more than 250 clients throughout California.

#### City of Rialto Project Experience

- **Industrial Building.** CSG is providing building plan review for a proposed 81,494 square foot concrete tilt up industrial building, located at 1501 E. Santa Ana Avenue. The structure will also include 8,301 square feet of office tenant improvement, and will feature dock doors, a truck dock, site lighting and a trash enclosure. Additionally, new grading, drainage, paving, landscape and parking areas with associated site work are part of the project scope.
- **Spruce Avenue Commerce Center.** CSG is providing building plan review for a new speculative industrial building, located at 165 S. Spruce Avenue. The 129,417 square foot structure will also include a 2-stories of office space.
- **Public Works Building Remodel.** CSG is providing building plan review for an 8,694 square foot renovation of an existing public works building, Located at 335 W. Rialto Avenue. Remodel improvements include new interior non-bearing metal stud partitions, ceilings, electrical receptacles, lighting, replacement of roofing and roof mounted HVAC units and ductwork, plumbing, finishes, replacing doors, hardware, and casework. Additionally, a new main electrical service was added. Exterior improvements for the remodel include an accessible path of travel from public right of way , accessible parking and EV stations.
- **Retail Building - Renaissance Marketplace.** CSG is providing building plan review for a new 5,623 square foot ground up retail shop that features a drive-thru. Located at 1135 W. Renaissance Parkway, the structure is Type-B construction and will feature improvements that include exterior lighting, structural, base building electrical and plumbing with stubs into future tenant spaces, mechanical roof top units set on roof (no distributions), a trash enclosure, and general site improvements.

The following is a partial list of regional references for which CSG has provided services similar to those requested by the City. Additional references can be provided upon request.

### **Bolsa Row | City of Westminster, CA (2020)**

CSG performed building plan check services for the Bolsa Row project which includes the following:

- **Apartment Building & Parking Structure.** New 5-level, 200-unit apartment building with retail/restaurant spaces on 1<sup>st</sup> level. 2 internal courtyards with swimming pools and clubhouses. A 7-1/2 level concrete parking structure wraps around part of the building with direct access on each level.
- **Banquet Building.** New 3-level, mixed-use building including restaurants, shops, banquet rooms, kitchen, support areas, a rooftop lounge with bar and kitchen areas, and a bridge connecting to the hotel.
- **Hotel.** New 148 guestroom, 5-level hotel building with retail/shop, lobby/restaurant, and back-of-house. Basement level includes additional back-of-house with laundry service. 2<sup>nd</sup> level has event lawn with pool, hospitality suites, and a bridge connection to the Banquet Building.

#### **REFERENCE: City of Westminster**

Justin Nguyen, Building Official  
8200 Westminster Blvd., Westminster, CA 92683  
(714) 548-3475 | jvnguyen@westminster-ca.gov

*Building and Fire Plan Review and Inspection*  
2018-Ongoing

### **SoFi Stadium & YouTube Theater | City of Inglewood, CA (2016-2021)**

The Los Angeles (NFL) Stadium at Hollywood Park located in the City of Inglewood is 70,000 fixed seats and has the flexibility to accommodate up to 100,000 seats. CSG performed review for on-site improvements including grading, drainage and roadways. CSG also performed general building plan review including architectural, accessibility/ADA review, energy plan review, and CALGreen review. Plan review tasks were performed according to the latest Federal, State, and local codes and regulations. In collaboration with the City of Inglewood, the program management team, the architect, and CSG participated in meetings prior to plan submittal to address major code interpretation issues to provide for a seamless process during the review periods. CSG's team approach with the stakeholders has provided and continues to facilitate timely turnaround.



### **Inglewood Basketball & Entertainment Center – Intuit Dome | City of Inglewood, CA**

CSG is providing building plan review for the Inglewood Basketball and Entertainment Center, a 915,000 square foot arena that will be the future home of the Los Angeles Clippers. The arena features an 85,000 square foot team training facility, 71,000 square feet of office space and an outdoor plaza with 80,000 square feet of space. CSG's services consisted of building plan review for structural components that included vertical openings in the bowl design, pedestrian bridges, parking garages, VIP lobbies and plaza buildings that feature a green roof.

#### **REFERENCE: City of Inglewood**

Mandhir Singh, Building Official  
One Manchester Blvd, 4<sup>th</sup> Floor, Inglewood, CA 90301  
(310) 412-5294 | msingh@cityofinglewood.org

*Building Plan Review Services*  
2019–Ongoing

### **Hilton Waterfront Beach Resort Expansion | City of Huntington Beach, CA (2017)**

CSG's staff provided building plan check and inspection services for the expansion of the Hilton Waterfront Beach Resort. The expansion included a nine-story tower providing a total of 156 new guestrooms with appurtenant facilities. It also includes approximately 13,700 sq. ft. of meeting space, full-service business center, casual dining restaurant, combined grocery/gift store, secondary retail/recreational services store, children's club providing supervised play, health spa, and a fitness facility.



### **Pacific City | City of Huntington Beach, CA (2017)**

CSG performed building plan review for the Pacific City development in Huntington Beach. Pacific City rests on a 31-acre piece of land fronting Pacific Coast Highway across from the Huntington Beach Pier. The project includes: Paséa, a luxury oceanfront hotel & spa; The Residences at Pacific City, a 516 "beach-luxe" apartment home complex; a 191,000 sq. ft. area with outdoor shopping, a fitness/spa facility, and restaurants; and an underground parking structure for visitors, and above-ground parking structure for the residents. The plan check and inspection process involved numerous permits, including new construction, tenant improvements, and others.



#### **REFERENCE: City of Huntington Beach**

Jasmine Daley, Building Official  
2000 Main Street, Huntington Beach, CA 92648  
(714) 375-5147 | jasmine.daley@surfcity-hb.org

*Staff Augmentation, Building Plan Review and Inspection, and  
Counter Technician*  
2001-Ongoing

### **General Plan Check Services | County of San Bernardino, CA**

CSG provides General Plan Check Services for various types of buildings including Commercial, Industrial, Retail and Single-Family Residential.

#### **REFERENCE: County of San Bernardino**

Greg Griffith, Plan Check Manager  
385 N Arrowhead Ave., 1st Floor, San Bernardino, CA 92415  
(909) 387-8311 | Greg.griffith@lus.sbcounty.gov

*Building Plan Review & Inspection Services*  
2000-Ongoing

# Cost Proposal, Agreement and Insurance

SECTION

11

## COST PROPOSAL

Per the City's request, CSG's Cost Proposal is provided in a separate file.

## AGREEMENT FOR PROFESSIONAL SERVICES

CSG has reviewed the City of Rialto's Professional Services Agreement and is willing to sign it without alteration. However, we request that the City consider the following revisions to clarify the terms and reduce potential disputes.

Article 1., Section 1.1,

Line 13 – Delete “highest” and substitute “generally accepted”.

Line 15 – Delete the sentence beginning “For purposes”.

Article 5., Section 5.3 – Delete the entire section, except the last paragraph beginning “Consultant shall”, and substitute:

“5.3 Indemnification: Consultant agrees to defend, hold harmless and indemnify the City, its officers, employees and agents from and against any injury, liability, loss, cost and /or expense or damage, including the reasonable cost and attorney's fees in providing a defense to any such claim or other action to the extent caused by the negligence, recklessness, or willful misconduct of the Consultant, its employees, subconsultants, or agents in the performance of Services under this Agreement. In no event shall the cost to defend, hold harmless and indemnify charged to the Consultant exceed the Consultant's proportionate percentage of fault.”

Article 7, Section 7.2, Line 7 – After “all invoices” insert “, subject to the limitations of Section 7.3,”.

Article 7, Section 7.7, Line 12 – Delete “value” and substitute “cost”.

Article 7. – Add Section 7.9 – “7.9 Termination for Default of City

Consultant may terminate this Agreement for cause upon thirty day's written notice to the City. The Consultant shall be entitled to payment for work performed prior to termination.”

Article 7. – Add Section 7.10

“7.10 Mediation – Should any dispute arise out of this Agreement, either party may submit it to mediation, with the cost of mediation borne equally by both parties. The parties shall meet in mediation within 30 days of a request.”

## INSURANCE REQUIREMENTS

CSG has reviewed the insurance requirements in the City of Rialto Building and Safety Services RFP and our program meets or exceeds the required coverage minimum limits.

## Appendix: Resumes

SECTION

12

Resumes for CSG's proposed key personnel are provided on the following pages for the City's review.  
Additional resumes can be provided upon request from the City.

# Khoa Duong PE



## Vice President, Building Services

### LICENSES & CERTIFICATIONS

Professional Engineer,  
State of California  
| 43901

Professional Engineer,  
State of Nevada  
| 013620

Certified Plans Examiner  
| ICC 0840436-B3

Professional Engineer,  
State of Washington  
| 27237

### EDUCATION

Bachelor of Science, Civil Engineering  
California Polytechnic State University  
| Pomona, CA

Mr. Duong serves as CSG's Building Services Manager in Southern California and performs the key role of plan review quality control. With more than 36 years of experience in building plan review, including onsite plan check engineer services, Mr. Duong ensures that CSG's clients receive the highest quality plan review services. Prior to joining CSG, Mr. Duong worked in both the public and private sectors.

Mr. Duong's expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

### RELEVANT EXPERIENCE

#### Building Services Manager and Plan Check Engineer | Multiple CSG Client Agencies

Mr. Duong manages CSG's Southern California plan review team and provides on and off-site Plan Review Engineer services for numerous jurisdictions throughout California. Mr. Duong performed structural plan check and non-structural MEP, energy, as well as ADA reviews for commercial, industrial, and residential structures.

#### Supervising Plan Review Engineer | Willdan

Mr. Duong was responsible for the day-to-day operations of the plan review section in the San Bernardino office and served as plan review engineer for numerous cities and counties throughout California and Nevada.

#### Vice President in charge of Plan Review | Berryman & Henigar

Mr. Duong managed the plan review team for over 10 years.

#### Plan Review Engineer | City of San Diego, CA

### NOTABLE PROJECT EXPERIENCE

Pacific City | City of Huntington Beach, CA

Inglewood Market Gateway | City of Inglewood, CA

Bolsa Row | City of Westminster, CA

Sofi Stadium & Performance Venue | City of Inglewood, CA

Town & Country Manor | City of Santa Ana, CA

Ganahl Lumber | City of San Juan Capistrano, CA

Hollywood Park Casino & Parking Structure | City of Inglewood, CA

Waterfront Hilton Hotel – Expansion | City of Huntington Beach, CA

Paséa Hotel & Spa | City of Huntington Beach, CA

Jackson Rancheria Casino | The Jackson Rancheria Band of Miwuk Indians, CA



# Eric Haghani MS, PE, SE, CBO

Building Official / Structural Engineer

## LICENSES & CERTIFICATIONS

Professional Structural Engineering  
| S4079  
Professional Civil Engineering  
| C42200  
Certified Building Official  
Certified Plans Examiner  
| ICC 253530

## EDUCATION

Master of Engineering, Civil Engineering  
California State Polytechnic University  
| Pomona, CA  
Bachelor of Science, Civil Engineering  
California State Polytechnic University  
| Pomona, CA

## PROFESSIONAL AFFILIATIONS

Structural Engineer Association of  
Southern California (SEAOSC)  
International Code Council (ICC)

## AWARDS | HONORS

Mayor's Award for obtaining \$3,000,000  
FEMA Grant for Huntington Beach City  
Hall's Seismic Retrofit  
| City of Huntington Beach, CA  
Mayor's *Employee of the Month* Award  
| City of Dana Point

Mr. Haghani provides plan review, structural plan review, and Building Official services on behalf of CSG. He is a highly skilled professional who has a proven ability to work effectively with others under a broad range of conditions and varying environments. His significant experience, sound educational background and positive personal qualities provide excellent qualifications as a Building Official. Mr. Haghani's skills includes being quality-conscious and dedicated to producing quality results, excellent communication, interpersonal & problem-solving skills, and customer service.

## RELEVANT EXPERIENCE

### Building Division Manager | City of Huntington Beach, CA

Mr. Haghani's duties included: Overseeing the operations, services, and activities of the Building Division within the Community Development Department and serving as the City's Building Official; developing and implementing division goals and objectives, administering the division budget, monitoring expenditures, and directing the plan review of complex buildings and structures to determine compliance with pertinent codes, requirements, and standards.

### Building Official & Senior Structural Engineer | City of Dana Point, CA

Mr. Haghani's duties included: Overall management of the Building Division as the Building Official and the Sr. Structural Engineer; handling architectural and structural plan evaluation; monitoring inspection and permit staffs; assigning and scheduling workflow/projects; and mentoring, training, supervising, and evaluating staff members.

### Plan Check Engineer | City of Huntington Beach, CA

Mr. Haghani's duties included: Providing comprehensive technical review of complex construction documents, specifications and calculations for life-safety, structural integrity, disabled access, and applicable code compliance; supervising Permit and Plan Check Services Division of the Building and Safety Department in the absence of the Division Head and Manager; issuing code interpretations/policies and approving code modifications

### Plan Check Engineer | City of Santa Monica, CA

As a Plan Check Engineer, Mr. Haghani reviewed complex architectural and structural drawings, structural calculations, and engineering reports for compliance with construction codes, local ordinances, and state laws; coordinated with building inspectors on inspection issues.

### Structural Project Engineer | Various Private Companies

Mr. Haghani's duties included: Providing lead structural analysis and computations of various commercial & residential projects; hiring, supervision, and mentoring of junior staff engineers.

## NOTABLE PROJECT EXPERIENCE

Super Bowl LVI Temporary Event | City of Inglewood, CA

16-Story Mixed-use Apartment Building | City of Santa Ana, CA

10-Story Hotel | City of Santa Ana, CA

204-Units Apartment Building | City of Rialto, CA

6-Story 376,200 SF Mixed-use Apartment Building | City of Fullerton, CA

New City Hall | City of San Juan Capistrano, CA

50-Affordable Units | City of San Juan Capistrano, CA

# Khanh Nguyen MS, PE, CBO

Building Official



## LICENSES & CERTIFICATIONS

Professional Civil Engineer,  
State of California  
| C51737

Certified Building Official  
Certified Building Plans Examiner  
| ICC 879847

## EDUCATION

Master of Science, Structural Engineering  
California State University of Los Angeles  
| Los Angeles, CA

Bachelor of Science, Civil Engineering  
San Diego State University  
| San Diego, CA

## PROFESSIONAL

### AFFILIATIONS

Code Group Committee Chairperson  
(2020) | Orange Empire Chapter of ICC

Code Adoption Committee  
Chairperson (2019) | Orange Empire  
Chapter of ICC

Code Adoption Committee (2016,  
2013, 2010, 2007, 2004) | Orange  
Empire Chapter of ICC

Chapter President (2006) | Orange  
Empire Chapter of ICC

Honorary Lifetime Member of the  
Orange Empire Chapter of ICC |  
Inducted in 2016

2009 Environmental Hero Award  
(Southern California) | Southern  
California Edison

2008 Code Official of the Year Award  
(National), 1<sup>st</sup> from California | ICC

2007 Building Department of the Year  
Award (State) | California Building  
Officials Association

Mr. Nguyen offers CSG's clients expertise gained from over 30 years of professional experience in the building industry. Mr. Nguyen has an in-depth knowledge of the California Building Standards Codes and extensive experience with local building and safety regulations.

## RELEVANT EXPERIENCE

### Principal Plan Check Engineer, Business Development Manager, CSG Consultants

Mr. Nguyen served as the Interim Building Official for the City of Stanton, City of Fullerton, City of Norwalk, City of El Segundo, City of La Habra, and City of Hawaiian Gardens in recent years and assisted those jurisdictions in recruiting for a permanent Building Official. He performed both residential and non-residential plan review projects. His most notable residential project was a 3-story, 66-unit public housing complex, and his most notable and high profile non-residential project was the new Star Wars theme park for Disneyland in Anaheim.

### Building Official/Acting Assistant Director/Interim Director | City of Costa Mesa, CA

Mr. Nguyen implemented combination permits for efficiency in permit issuance and consistency in inspection. He administered and implemented four consecutive Fall Residential Remodeling Incentive Programs and two consecutive Build Green Incentive Programs.

Mr. Nguyen served in a supervisory role where he managed and oversaw 35 professional and technical employees in advance and current planning, permit processing center, building plan check, inspection, and code enforcement. He also served as the lead person on all automation issues and chaired the City Green Building Committee where he developed the City Council policy on Sustainability which includes the greenest standard for new municipal buildings in the country.

### Building Official | City of Tustin, CA

Mr. Nguyen provided building plan review of the division budget of \$1.3 million. He also administered the FEMA flood program for the City and implemented several stormwater inspection programs to comply with the 3rd term NPDES permit. As a Building Official, Mr. Nguyen managed and oversaw 11 professional and technical employees in permit processing, building plan check, inspection, and code enforcement.

### Permit and Plan Check Manager | City of Huntington Beach, CA

Mr. Nguyen's expertise included review calculations and designs of complex projects with applicable building codes and ordinances, engineering standards and specifications. He administered and enforced the City's Unreinforced Masonry Building ordinance, as well as designed and implemented the Plan Check Log and Interactive Voice Response system.

### Structural Plan Check Engineer | City of Los Angeles, CA

Mr. Nguyen was a Structural Plan Check Engineer with responsibility in reviewing calculations and designs of plans for a wide variety of commercial and residential projects to ensure compliance with Building and Zoning codes. He performed numerous damage assessment inspections and structural plan reviews after multiple major disasters including the Northridge earthquake and the aftermath of the Rodney King Riot.

## NOTABLE PROJECT EXPERIENCE

### Star Wars: Galaxy's Edge, Disneyland | City of Anaheim, CA

Information confidential

## Building Official / Principal Structural Engineer

### LICENSES & CERTIFICATIONS

Structural Engineer  
State of CA | 2728  
Civil Engineer  
State of CA | 33643  
Civil Engineer  
State of NV | 22985  
Certified Building Official  
Certified Building Plans Examiner  
| 1061872  
Certified Access Specialist

### EDUCATION

Master of Science, Civil Engineering  
| California Polytechnic University  
Bachelor of Science, Civil Engineering  
| California Polytechnic University  
Master's in business administration  
| California Polytechnic University

### PROFESSIONAL AFFILIATIONS

California Building Officials Association  
(CALBO)  
International Code Council

Mr. Tran provides professional structural engineering and Building Official services for CSG Consultants and its clients. He brings over 30 years of experience in the building industry, in-depth knowledge of both the California and International Building Code, and experience in all forms of structural construction, including steel, concrete, masonry, timber, and light-gauge steel materials. Mr. Tran has worked for the County of Orange in various capacities including plan check supervisor, project engineer and Building Official. Through his experience in these roles, Mr. Tran developed a thorough working knowledge of the functions of the Building Department. Mr. Tran's expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

### RELEVANT EXPERIENCE

#### Plan Check Manager | City of Anaheim, CA

Mr. Tran's responsibilities included: assigning plans to plan check engineers and follow-up to meet turnaround time; working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; reviewing alternatives and making recommendations for approval on code modification requests; and providing inspectors, permit applicants, architects/engineers information on code requirements.

#### Senior Plan Check Engineer | City of Yorba Linda, CA

As a senior plan check engineer for the City, Mr. Tran reviewed building plans for code compliance, reviewed alternatives and made recommendations for approval on code modification requests, and provided inspectors, permit applicants, architects/engineers information on code requirements.

#### Building Official | City of Fullerton, CA

As a building official, Mr. Tran provided the following services: Working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; issuing code interpretations/policies and approving code modifications; and performing site visits with building inspection staff to make final determination on construction problems for code compliance.

#### Building Official | City of Dana Point, CA

As a building official, Mr. Tran provided the following services: Working with permit applicants, architects/engineers and plan check engineers to resolve code compliance issues; issuing code interpretations/policies and approving code modifications; and performing site visits with building inspection staff to make final determination on construction problems for code compliance.

#### County Building Official, Plan Check Engineer & Project Engineer | County of Orange, CA

Mr. Tran worked as a County employee with increasing responsibilities and promotions for over 33 years. He was the County Building Official during his last 10 years.

### NOTABLE PROJECT EXPERIENCE

#### Sofi Stadium & Performance Venue | City of Inglewood, CA

#### Hollywood Park Casino & Parking Structure | City of Inglewood, CA

#### Self-Storage Facility | City of Inglewood, CA

#### Ritz Carlton Resort and Hotel | City of Laguna Niguel, CA

#### Pelican Hill Resort and Hotel | City of Newport Beach, CA

#### 7-Story Coldwell Bank Office Building | City of Lake Forest, CA

#### John Wayne Airport Terminal Building and Parking Structures | City of Santa Ana, CA

#### 7-Story Orange County Juvenile Court Building | City of Orange, CA

#### Theo Lacy Jail and Juvenile Hall | City of Orange, CA

# Mark Carnahan CBO

Building Official / Building Inspection Supervisor



## LICENSES & CERTIFICATIONS

Certified Building Official  
Combination Inspector  
CA Commercial Building Inspector  
CA Commercial Electrical Inspector  
CA Commercial Plumbing Inspector  
CA Commercial Mechanical Inspector  
CA Residential Building Inspector  
CA Residential Electrical Inspector  
CA Residential Plumbing Inspector  
CA Residential Mechanical Inspector  
CA Combination Inspector  
CA Plans Examiner  
| ICC 1110134-J4  
B-General Building Contractor (inactive)  
| 746154

## EDUCATION

Light Construction and Development  
Management Certificate Program  
University of California, Irvine  
Liberal Studies  
California State University | Fullerton, CA

Mr. Carnahan serves as a building official and inspection manager for CSG Consultants. He has over 37 years of experience in the building industry, 20 of which were in the public sector with progressive responsibility at the City of Huntington Beach. He has a sound knowledge of construction methods and materials, principals of structural design, engineering and building inspection. As part of managing CSG's Southern California inspection staff, Mr. Carnahan developed an inspection program to train and develop the skills of new and experienced inspectors.

## RELEVANT EXPERIENCE

### Building Manager/Building Official | City of Huntington Beach, CA

The City of Huntington Beach created the Building Manager position for Mr. Carnahan which he performed for eight years. While managing the Building Department, he directed staff, ensured that professional work standards are met, and emphasized the importance of quality customer service. Mr. Carnahan attained pertinent knowledge and understanding of federal, state and local laws, codes and regulations including the ADA, OSHA, CALOSHA, California Codes, and the City of Huntington Beach Municipal Codes, including enforcement of zoning requirements and ordinances. He was also: a combination inspector assigned to single and multifamily housing, the Hyatt Regency Resort, and numerous commercial and industrial projects; the supervising inspector for the Strand development; and managed the plan check and inspection process from entitlement to issuance of certificate of occupancy on numerous complicated projects (Costco at Bella Terra, The Village at Bella Terra Apartments, Beach Promenade, and Edinger Plaza). He worked with the Director of Community Development and Senior Administrative Analyst to develop, modify and administer the Building Division budget and monitor expenditures. While managing the building department, Mr. Carnahan completed two cycles of the code adoption process from: writing legislative drafts, requests for legal services (RLS), request for council action (RCA's), council readings and finished the adoption process by sending the approved municipal codes to the California Building Standards Commission for filing.

### Inspection Supervisor | City of Huntington Beach, CA

As an inspection supervisor, Mr. Carnahan: coordinated inspection activities with other city departments, contractors and developers; established and maintained a cooperative working relationship with those contacted in the course of work; communicated effectively both verbally and in writing; participated in professional and public meetings as required; and worked with others to analyze problems, identify alternative solutions, and accurately project consequences of proposed actions for daily issues, large or small, including monitoring work flow. When working with the City Council, he prepared and reviewed correspondence, studies, reports, and requests for council action.

### Inspector I, II, & III | City of Huntington Beach, CA

#### Building Construction

## NOTABLE PROJECT EXPERIENCE

### Projects Prior to Joining CSG

- Pacific City Huntington Beach | City of Huntington Beach, CA
- Huntington Beach Senior Center | City of Huntington Beach, CA
- Hardin Hyundai | City of Huntington Beach, CA



*Employee-Owned*

## OFFICES THROUGHOUT CALIFORNIA

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### SAN FRANCISCO BAY AREA

• Foster City • San Jose • Pleasanton •

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### SACRAMENTO REGION

• Sacramento •

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### CENTRAL VALLEY

• Newman • Fresno •

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### CENTRAL COAST

• Paso Robles •

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### SOUTHERN CALIFORNIA

• Orange •

WWW.CSGENGR.COM

888.794.2016

# CSG COST PROPOSAL

TO THE

## City of Rialto

FOR

### RFP #23-031 Building & Safety Services

PREPARED BY

**CSG Consultants, Inc.**

March 31, 2023



*Employee-Owned*

3707 W. Garden Grove Blvd., Suite 100, Orange, CA 92868  
(714) 568-1010 *office* | (714) 568-1028 *fax* | [www.csgegr.com](http://www.csgegr.com)

**Foster City • Pleasanton • San Jose • Sacramento • Newman • Fresno • Paso Robles • Orange**



# Cost Proposal

## RATE SCHEDULE

CSG's fee schedule for proposed work is provided below. If plans are not submitted electronically, CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service. This service is provided at no additional cost.

Plan review is based on a percentage of the agency's plan check fees and includes the initial plan review and all subsequent reviews. Deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate below. RFIs for large developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the agency.

REVIEW TYPE / ROLE	ALL INCLUSIVE FEE / HOURLY RATE
Full Plan Review by Percentage	50% of City's Building Plan Check Fees
Mechanical, Electrical & Plumbing Plan Review by Percentage	45% of City's Building Plan Check Fees or 50% of City's M/E/P Plan Check Fees
Structural Plan Review by Percentage	45% of City's Building Plan Check Fees
Expedited Plan Review by Percentage	75% of City's Building Plan Check Fees
Building Plan Review – Certified Plans Examiner	\$125
Principal M/E/P - Certified Plans Examiner	\$135
Building Plan Review – Professional Engineer	\$135
Building Plan Review – Structural Engineer	\$150
CASp Review/Consultation	\$150
Expedited Plan Review (Hourly)	1.5 x Hourly Rate
Certified Combination Building Inspector	\$130
Certified Building Inspector	\$105
CASp Consultation / Inspection	\$150
Code Enforcement Officer I	\$90
Code Enforcement Officer II	\$100
Code Enforcement Manager	\$175
Permit Technician	\$85
Senior Permit Technician	\$95
Fire Inspector	\$135
Fire Plan Review	\$135
Overtime	1.5 x Hourly Rate

*All hourly rates include overhead costs including but not limited to salaries, benefits, workers' compensation insurance, local travel, and miscellaneous office expenses. Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the Agency prior to proceeding. Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate. Depending on project size and scope, CSG's percentage-based expedited plan review rate may be adjusted if mutually agreed upon between the Agency and CSG. Hourly rates for publicly funded projects will be based on current prevailing wage rates. On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region. CSG will mail an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30-days from receipt of invoice.*