

PROPOSAL TO PROVIDE

**BUILDING AND SAFETY  
SERVICES, RFP# 23-031**

TO THE

**CITY OF RIALTO**



Submitted by:



**4LEAF, Inc.**

ENGINEERING . CONSTRUCTION MANAGEMENT  
PLAN CHECK . BUILDING INSPECTION . PLANNING

**MARCH 31, 2023**

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES,  
RFP #23-031

TO THE

CITY OF RIALTO

SECTION 0  
COVER LETTER

City of Rialto  
Purchasing Division  
150 S. Palm Avenue  
Rialto, CA 92376  
Attn: Shanita Simmons, Purchasing Manager

March 31, 2023

## **RE: Proposal to Provide Building & Safety Services, RFP #23-031.**

Dear Ms. Simmons,

4LEAF, Inc. (4LEAF), a California “C” Corporation, is pleased to present our proposal to provide Building & Safety Services to the City of Rialto (City) per RFP #23-031. **4LEAF is a full-service firm** and has been providing professional consulting services throughout California for over 22 years. We expand our services organically as industry and client needs fluctuate and have become an industry leader over the years. As such, we have the staff available to accomplish this scope and look forward to the opportunity to provide Building & Safety services to the City. 4LEAF is the ideal firm of choice for the following reasons:

### ✓ **Familiar and Local Consultant**

4LEAF has been providing On-Call Building and Fire Plan Check, Inspection, and related services to the City of Rialto since 2021 and would be humbled to continue providing the City with our services for this contract. We have the resources to provide the City with dedicated staff for all project needs and the contract will be managed from our San Bernardino Office, which is a 15-minute drive to the City. Additionally, 4LEAF has been providing services to many municipalities located in Southern California including the following:

- |                          |                            |                            |
|--------------------------|----------------------------|----------------------------|
| • City of Indian Wells   | • City of Fontana          | • City of Murrieta         |
| • City of La Quinta      | • City of Newport Beach    | • City of Hesperia         |
| • City of San Bernardino | • City of Huntington Beach | • County of Ventura        |
| • City of Malibu         | • City of Bakersfield      | • County of Los Angeles    |
| • City of Anaheim        | • City of Chino Hills      | • County of San Bernardino |

### ✓ **Approach**

Our staff incorporates the right combination of experience, education, certifications, and registrations, which allow the 4LEAF team to provide a range of resources catered to the requirements of each client and project. 4LEAF principals and project managers have the experience and confidence to handle any request—you will be working with staff who understand your department and service protocols. 4LEAF’s approach to providing services to the City is straight-forward:

- Provide qualified professionals who know how to partner successfully with the City
- Supply proven resources and innovative ideas
- Offer resource reliability and flexibility
- Respond to the City’s needs
- Communicate with the City, Developers, Contractors, Architects, and homeowners

✓ **Full-Service Firm**

As a full-service firm, 4LEAF can provide departmental services to aid with high project workloads that require additional staff assistance. We have qualified staff available to serve the City's remote, on-site, part-time, or full-time project needs. For the scope of this contract, our services include:

- o **Plan Review Services:** 4LEAF is an industry leader in Plan Review services and has a team of Structural Engineers, Accessibility Specialists, and Mechanical/Electrical/Plumbing/Fire Plans Examiners. We provide courier services that guarantee less than 24-hour pickup and delivery of all plan reviews performed off-site, and we also offer electronic and expedited plan review.
- o **Building Inspection:** We have over 200 inspectors on staff who specialize in Residential, Commercial, Mixed-Use, Industrial, Energy, Fire, ADA, Solar, and Public Works projects. Our inspectors have experience with structural, electrical, mechanical, and plumbing systems and we also have CASp inspectors available to meet specialized project requests.
- o **Permitting:** 4LEAF's pool of talented professionals includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if needed.
- o **Building Official:** 4LEAF can provide qualified Building Officials to act as an adjunct staff member to the City and work with City personnel and various departments to perform professional building services including but not limited to on- and off-site plan review, permit technician, building inspection, staff augmentation, and code enforcement.

✓ **Leadership**

The contract with the City of Rialto will be managed by Marcus Johnson, 4LEAF's Director of Southern California Operations. As an ICC Certified Inspector, Plans Examiner, and Project Manager with more than 18 years of combined construction and municipal Building Department experience, Marcus is a valuable team member and skilled Project Manager who will dedicate his time and resources to fulfilling the project needs communicated by the City.

✓ **Contact**

Project Manager / Director of SoCal Operations	Principal (Authority to Bind)	4LEAF Local Office
Marcus Johnson Office: (909) 453-6582 Mobile: (909) 996-0511 Email: <a href="mailto:MJohnson@4leafinc.com">MJohnson@4leafinc.com</a>	Kevin J. Duggan Office: (909) 453-6582 Mobile: (925) 250-7602 Email: <a href="mailto:KDuggan@4leafinc.com">KDuggan@4leafinc.com</a>	424 Vanderbilt Way, Suite A San Bernardino, CA 92408 Office: (909) 453-6582 Website: <a href="http://4LEAFINC.COM">4LEAFINC.COM</a>

This proposal and the contents therein shall remain valid for a period no less than 120 calendar days following the City's due date for proposals. As President of 4LEAF, I am authorized to bind the firm contractually. Should you have any questions, please do not hesitate to reach out using the contact information above.

Respectfully submitted,



Kevin J. Duggan, President

PROPOSAL TO PROVIDE  
BUILDING AND SAFETY SERVICES,  
RFP #23-031

TO THE  
CITY OF RIALTO

SECTION A  
UNDERSTANDING

## **SECTION A: UNDERSTANDING**

### **FIRM PROFILE**

4LEAF, a California “C” Corporation, is pleased to present our proposal to provide Building and Safety Services to the City of Rialto (City). 4LEAF has been providing a range of professional consulting services to approximately 350 agencies throughout California. With more than 22 years of experience, 4LEAF is the industry leader in Building Department Services and covers every area of Community Development. Most importantly, 4LEAF is widely recognized as the firm who can provide personnel on demand within 24 hours of notice including:

- Plans Examiners
- Plan Review Engineers
- Permit Technicians
- Code Enforcement Officers
- Building Officials
- Building Inspectors

4LEAF was established in 1999 and incorporated in 2001. Our philosophy is to strive to be the best firm providing our clients with outstanding customer service and first-rate building plan check and inspection services. As such, 4LEAF has been the industry leader in providing Building Department Services to agencies throughout the state. Our extensive team of professionals is fully equipped with the training and experience required to provide complete services including Plan Check, Project Inspection, Permit Technician, Code Enforcement, Planning, and Fire to municipal departments. Our goal is to set the industry standard for excellent customer service, and we have grown to more than 400 personnel to meet the needs of our clients.

### **Professionals**

<b>Title</b>	<b># of Staff</b>	<b>Title</b>	<b># of Staff</b>
<b>ICC Certified Plans Examiners</b>	65+	<b>ICC Certified Inspectors &amp; IORs</b>	200+
<b>ICC Certified Building Officials</b>	25+	<b>Registered Architects</b>	5+
<b>Registered Engineers (PE, SE)</b>	20+	<b>ICC Permit Technicians</b>	60+
<b>Code Enforcement Staff (PC832)</b>	25+	<b>CASp</b>	14
<b>Planners</b>	40+	<b>Fire Plans Examiners &amp; Inspectors</b>	30+

### **STATEMENT OF UNDERSTANDING**

4LEAF has extensive knowledge and staff experience in all the scope of services requested by the City. Because we have experience performing these services for many municipalities (including the City itself),



4LEAF has the knowledge and personnel to successfully work on the City's project endeavors. We have thoroughly read the City's RFP and understand the scopes needed, the contract terms, and current procedures.

4LEAF has built a team of experienced and knowledgeable professional plan review, inspection, and counter staff who establish diligent communication and meeting schedules with the City to ensure project scopes and budgets are clear to assigned staff in coordination with the City. Just as the City noted in the RFP, our team's focus will consistently be on the management of multiple projects, balancing competing priorities, providing quality review of all work products at the project management level, and monitoring the City's authorized project budgets to help ensure proper accounting and project billing. For more information regarding our approach to specific scopes of work, please see Section B.

### **TRANSITION PERIOD/MODES OF COMMUNICATION**

4LEAF's transition team will immediately shadow existing staff to understand existing operations. Documentation will be made of existing operations and recommendations for process modifications may be presented for management approval. This observation and recommendation process is followed by onboarding and training of the assigned 4LEAF staff to ensure all team members have a detailed understanding of both current City processes and how to implement a comprehensive plan of action to update these processes moving forward.

As an experienced firm, 4LEAF has approaches to working with clients that differ from those you might find when working with other large corporations. Our philosophy is to strive to be the best firm providing our clients with outstanding customer service and first-rate plan review and inspection services. 4LEAF has been the industry leader in providing Building Department Services to public and private clients throughout California.

Our Project Manager, Marcus Johnson, will arrange to meet with the City to review the City's policies, workflow, and job duties of current staff. In working with the City, it will be determined how to best integrate our staff and achieve a seamless flow within the City's structure. The first step is to acclimate our team to the culture of the City by communicating and introducing our staff to the City, if not already familiar with City staff and processes. Creating a plan together, establishing goals and learning everyone's roles will help the team to work together. After the "transition period" where we have gone through several reviews and/or inspections of projects, 4LEAF's management team will check in with the City to see how things are going and if we need to make any adjustments.

A common compliment 4LEAF receives from our clientele is our timely responsiveness. Our employees and our management staff are diligent about being available to our clients. Additionally, 4LEAF is a 24/7 operation and we encourage our clients to call us whenever a need arises (texting is suggested for an instant response). From questions to staff needs, 4LEAF will provide timely responses to all requests. Phone calls and emails will be returned each day as soon as possible. We understand the need for timely responses, and we have a policy that all correspondence must be answered within 24 hours. Direct numbers and emails to our management team can be found in Section C.

### **DELIVERY METHODOLOGIES**

### **4LEAF's EZPlan Review**

EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the off-site plan review process.

### **Document Control**

When plans and documents are received for review, 4LEAF's Plan Review Manager and Document Control Technician analyzes the project, creates a job number, and completes a Job Setup Sheet. This form highlights both the jurisdiction, applicable contact information, and all project specific design criteria and notes. Jobs are then transmitted through 4LEAF's easily accessed EZPlan Review Portal which tracks initial and subsequent reviews and is open for view by the client. The City and their customers can view 4LEAF's plan review control log through 4LEAF's EZPlan Review Portal.

Plans then get distributed for review to a 4LEAF team consisting of Plan Review Engineers, Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs their function of analyzing the plans and documentation for effective conformance to the state codes, referenced construction standards, and City amendments. 4LEAF's code review methodology is "The Effective Use of the Codes" reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the client's pre-designated contacts.



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SECTION B  
APPROACH

## **SECTION B: APPROACH**

### **Project Manager & Capacity**

Our assigned project manager, Marcus Johnson, has managed the existing contract with the City since its inception and will continue to perform his oversight on behalf of 4LEAF. Marcus is familiar with the City area, staff, projects, and protocols and will be the best resource to provide continuity and support to the City. As a seasoned project manager and director, Marcus knows how to devote his time to each contract he manages and will be available to the City to address any requests or concerns that may arise.

Marcus has been with 4LEAF since 2018 and has provided nearly five years of his professional expertise to many of our clients. Marcus is often available for on-site visits and will perform services himself should a need arise last-minute, all-the-while strategizing who best to place. We have included Marcus's resume in the Appendix for the City's review of his work history and a condensed list of his project history with 4LEAF.

While 4LEAF is engaged with many clients and contracts, we are well-equipped to provide and perform services. We provide services to approximately 350 public and private agencies and, as a full-service firm, have the qualified staff available to meet the needs of each of our clients. Additionally, throughout our 22-year company history, we have tried-and-true approaches to dealing with high project workloads and have strategic processes and procedures in place that allow our team and clients to work together efficiently to reach successful project outcomes.

### **Building Plan Review Services**

4LEAF will provide Plan Review for any type of structure to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and State and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CASP) compliance, and all other applicable ordinances. The types of projects we provide these services for include Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, and Industrial.

### **Approach**

We understand that the specific building plan review responsibilities will include, but are not limited to:

- Examining plans, drawings, specifications, computations documents, soils reports, and data;
- Ascertaining whether projects are in accordance with applicable building and fire codes, and City adopted Building and Municipal code requirements;
- Performing structural, MEP, green building, fire and life safety, grading, and drainage reviews;
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, and stability;

- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils, and foundations; and masonry;
- Conducting all plan review at the City Department or at a site mutually agreed upon in writing.

## **Plan Review QA/AC Review Process**

### **Task 1 – Project Tracking Set-up**

The first step of our process will be to set up the project in our system to enable 4LEAF and the City of Rialto each to track the review's progress. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

### **Task 2 - Complete Submittal Review**

Upon receiving the plans from the City, 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the City to discuss the deficient documents needed to proceed with our review.

### **Task 3 - Plan Review Assignment**

After the triage process is performed and a complete package is verified, the project will be assigned to the most qualified Plans Examiner and a turnaround time will be established. We will log each application into our database the same day the plans are received to assure that they are routed in a timely manner and to allow for daily project tracking.

### **Task 4 - Plan Review**

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the City of Rialto with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

### **Task 5 - Quality Control**

Prior to submitting the plan review correction list to the City, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City of Rialto or as directed by the City. The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

## Task 6 - Plan Review Rechecks

Plans received for rechecks will be reviewed for conformance. Our goal is to actively work with the designers to resolve all unresolved issues after our second review. If it appears that there are complicated issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve these concerns.

## Task 7 - Project Approval

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the City of Rialto processing requirements and return them to the City, along with our letter of completion.

## Turn-Around Times

4LEAF has a tremendous reputation for completing projects on time and under budget. 4LEAF's plan review team is widely recognized for quick turn-around times and prompt service. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs. **4LEAF also provides Fire Plan Review services.**

Type of Plans	Transit	Initial Review	Resubmittal Review	Resubmittal Review #2	Expedited Review	Expedited Resubmittal
*Residential	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
**Multi-Family	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
***Large Commercial > 15,000 s.f.	< 24 Hours (pick up & delivery)	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable

**\*Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing.**

Pick-up of all plans will be performed by 4LEAF staff within 24 hours of the City's phone call or e-mail. 4LEAF prefers to pick-up and deliver the plans in person to communicate information that may be pertinent to the project and maintain consistent communication. At no additional cost, 4LEAF staff will transport the plans to and from the City upon a phone call to the 4LEAF office or simply e-mail for "pick-up" to [pickupsocal@4leafinc.com](mailto:pickupsocal@4leafinc.com).

### **On- and Off-Site Review**

4LEAF can supply Registered Professional Engineers to the City to work on-site performing structural plan review and non-structural reviews at the jurisdiction's discretion. Our experience includes checking for compliance with the structural, life-safety, accessibility, plumbing, mechanical, electrical, fire, and local codes/ordinances and providing alternate methods of construction and recommendations.

### **Electronic Plan Review**

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time efficiency and a "green" and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to City staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large-scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.



### **Additional Technologies**

Having served more than 350 jurisdictions, 4LEAF and our staff are knowledgeable and have experience working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF's experience with tracking technologies includes, but is not limited to:



### **Structural Only Review**

Upon request, 4LEAF will perform "structural only" reviews for the City. 4LEAF can communicate directly with the designers via email, in-person meetings, and through our EZPlan Review system. 4LEAF prefers PDF files for "structural only" reviews as they allow several Structural Engineers to review plans together should there be design-related questions.

### Certified Access Specialist (CAsp)

4LEAF has twelve Certified Access Specialists on staff. We have performed CAsp inspections, plan review projects, and have consulted on numerous construction projects for accessibility questions and advice.



### Fire Plan Review Services

Our Fire team is comprised of experienced Fire Plan Reviewers, Fire Protection Engineers, Fire Marshals, and Fire Chiefs. 4LEAF's fire inspectors are all **ICC and/or OSFM Certified** and experienced working within a municipal work environment. Our fire plan review and inspection processes similarly follow the procedures and timelines outlines in our Building plan review and inspection sections. We have worked on several high-profile contracts for fire prevention services and recovery programs including:

- University of California, Davis – Fire Plan Review
- City of Roseville – Fire Plan Review
- Lathrop/Manteca Fire District – Fire Plan Review
- County of Sacramento – Fire Plan Review
- County of Placer – Fire Plan Review
- Livermore Pleasanton Fire Department – Fire Review and Inspection Services
- City of Oakland Fire Department – Fire Plan Review Services

4LEAF can provide plan review services for all types of occupancies and construction types to ensure compliance with all adopted codes, local ordinances and state and federal laws, ordinances, regulations, and standards that pertain to Fire Life Safety Including, but not limited to:

- CA Title 24, Parts 2, 3, 4, and 9
- NFPA 13, 13R, 13D, 24, and 72
- Local amendments to the California Building and Fire Codes
- California Health and Safety Code
- Municipal Fire Standards & Municipal Codes
- National Fire Protection Referenced Standards

4LEAF is one of the Fire Life Safety industry's leaders in Plan Review Services. Our Fire Plan Review Services include:

- |  |  |
|--|--|
| ➤ Compliance for Site Access Requirements  | ➤ Review of Methods Requests           |
| ➤ Compliance for Fire Flow Requirements  | ➤ Annual Business Inspections          |
| ➤ Review of Fire Prevention, Suppression, and Detection Systems                    | ➤ Complete Fire Prevention Services    |
|  | ➤ New Construction Inspections         |
| ➤ Sprinkler, Standpipe, Alarm, Notification Systems, and Fire Pump Code Compliance | ➤ Fire Alarm/Sprinkler Inspections     |
|  | ➤ Special Event Permits                |
|  | ➤ Hazardous Materials Inspections      |
| ➤ Hazardous Occupancies, High Piled Storage, and Smoke Control Systems             | ➤ In-House Plan Review                 |
|  | ➤ Off-Site Plan Review                 |
| ➤ Review of Alternate Means  | ➤ Code and Standards                   |
|  | ➤ Public Education and Safety Training |



## **Building Inspection Services**

4LEAF has a team of more than 200 ICC Certified Building Inspectors, OSHPD/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to work in the Southern California Area who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful. **We maintain the largest on-call database of qualified inspectors of varied qualifications for as-needed requests from our clients.** 4LEAF utilizes this service for more than 350 municipalities, and we have included a snapshot of our inspection database below for your review.



Inspectors vary from current full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff, including inspectors available subject to client demand. 4LEAF's inspectors are all ICC Certified and experienced working within a municipal work environment. 4LEAF will provide inspectors with all the necessary tools, equipment, and current code books sufficient to facilitate all required inspections.

**4LEAF can provide interim or full-time inspectors on the same-day or within one business day**—simply call, email, or text our assigned Management team for an immediate response. Our on-call database is utilized by all our clients for as-needed requests.

## **Permit Technician Services**

4LEAF has a proven track record of providing Permit Technician/Counter staff to jurisdictions. The 4LEAF pool of talented professionals includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if required.

Our staff encompasses the right combination of experience, education, and certifications. 4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Planning and Building Department counter. Typical duties include:

- Accepting plans for plan check
- Verification that plans are accurate and complete
- Calculating permit fees
- Explaining ordinances and procedures to owners, contractors, developers, architects, and general public
- Assisting with preparation of permit applications
- Receiving plans for Planning and Building permits and route to various agencies (if requested)
- Accepting complaints on code violations, process, and record complaints
- Answering phone calls for field and office staff
- Processing inspection requests
- Maintaining files for building permits
- Operating the Building Department's computerized information system
- Inputting a variety of information, including building permits and inspections
- Completing related duties and responsibilities as assigned

## **ADDITIONAL STAFFING SERVICES**

### **Building Official**

Should the City require an Interim Building Official at any point, 4LEAF Building Officials can provide in-house plan reviews to the City, limiting the amount of projects distributed to outside consultants and helping the City achieve significant cost savings. The Building Official will act as an adjunct staff member to the City and work with City personnel and various departments to perform professional building services. Staff qualifications for this role include evaluating and documenting projects for compliance with applicable building standards and housing codes, on- and off-site plan review, staff augmentation, and other building department related tasks. Proposed staff for this role will be appropriately trained and certified for all work.

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TO THE

CITY OF RIALTO

SECTION C  
QUALIFICATIONS

## **SECTION C: QUALIFICATIONS**

### **1. Official Name and Address**

4LEAF, Inc. (Headquarters)

California “C” Corporation

Phone: (909) 453-6582

Fax: (925) 462-5958

Contact: Marcus Johnson, Project Manager/Director of SoCal Operations

[MJohnson@4leafinc.com](mailto:MJohnson@4leafinc.com)

### **2. Principal Officers with Authority to Bind Firm**

Kevin J. Duggan – President

Gene Barry – Vice President

### **Relevant Experience**

#### **Inspection Services**

4LEAF’s inspection personnel have been trained to undertake the daily roles of performing detailed inspection services and enable the authority-having-jurisdiction to focus their efforts on other elements of support services. Depending on the type of project, our assigned inspector(s) may perform inspections “on-call” or provide project-based inspections. 4LEAF has detailed workflow processes in place for extremely large and complicated facility inspections or provide explanation to the home- or business-owner as to the reasons behind corrective measures issued during inspections.

#### **Plan Review Services**

4LEAF will provide Plan Review for any and all types of structures to ensure compliance with all adopted codes, local ordinances and State and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Electrical, Building, Plumbing, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Water Efficient Landscape Ordinance, the State of California accessibility compliance, and all other applicable ordinances. We provide these services for Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, and Industrial.

#### **Permit Technician**

4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Planning and Building Department counter. 4LEAF has numerous Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job.

#### **Certified Access Specialist (CASp)**

4LEAF has in-house CASp to provide inspections, reviews, reports, and certifications for California properties. Our team is comprised of experts who can guide clients through California’s accessibility regulations as well as ADA and other applicable laws. These staff members have specialized knowledge of

CA state and federal construction-related accessibility standards and can perform an evaluation of properties for compliance with applicable construction-related accessibility codes and standards.

## **PROPOSED TEAM**

4LEAF understands that our role is to be an advocate on behalf of the City and represent the City's best interests. Our team will function as an extension of your staff, seamlessly integrating with the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF can offer. Our goal is to have our staff integrated with yours and be accepted as an essential part of the City. Our team includes:

### **Marcus Johnson – Director of SoCal Operations/Project Manager**

Marcus is responsible for day-to-day contact with many of 4LEAF's clients. Marcus manages numerous clients and is responsible for recruiting, qualifying, and placing staff throughout the organization. His experience encompasses the more complex plan review and field inspections of building construction, plumbing, mechanical, and electrical installations in residential single, multi-family, commercial, and industrial construction.



**Marcus will be the City's main point of contact and will handle contractual details and staff requests.**

### **Davison Chanda, PE – Supervising Plans Examiner**

Davison is a registered Engineer and Certified ICC Plans Examiner with more than 10 years of structural design background with responsibility of structural system analysis, design, and preparation of construction documents from inception to completion, in accordance with overall project requirements. Davison's strengths include seismic and wind design analysis, steel design, timber design, reinforced concrete design, prestressed concrete design, foundation design, structural analysis, design of masonry structures, architectural drafting, electrical, mechanical & plumbing systems, and soil dynamic. **Davison will oversee plan review projects from our staff.**



### **Melissa Mennucci, SE – Structural Plan Review Engineer**

Melissa is a Registered Structural Engineer in the State of California with more than 16 years of industry experience including more than 10 years of design experience. Melissa is managing all plan reviews from our UC Davis client and performing Structural Plan Reviews for several projects. She also provides technical guidance to plan reviews and is experienced with a wide array of project and construction types. **Melissa will be the lead structural engineer assigned to complex plan reviews.**



### **Peter Lim, CBO – MEP Plans Examiner/Building Official**

Peter is an experienced ICC Certified Building Official with over 23 years of industry experience. He has a broad knowledge of residential, commercial, and industrial plan check and inspections. Peter utilizes excellent communication skills and has the unique ability to defuse any situation that may arise. Peter can foresee issues with the building code and has the knowledge to quickly resolve it. This skillset helps him effectively



maintain excellent relations with staff, property owners, and design professionals. **Peter will assist the City with architectural plan reviews and can fulfill plan review QA and interim Building Official needs as requests.**

## **ORGANIZATION CHART**



Marcus Johnson  
Director of SoCal Operations/  
Project Manager

Davison Chanda, PE  
Supervising Plans Examiner

Melissa Mennucci, SE  
Structural Plan Review Engineer

Peter Lim, CBO  
MEP Plans Examiner/Building  
Official

### Condensed List of 4LEAF's Plan Review Team

#### **Plan Review Engineers**

Beng Low, S.E.  
Ali Hekmat, S.E.  
Albert Kong, S.E.  
Scott Martin, P.E.  
Davison Chanda, P.E.  
Melissa Bridges, P.E.  
Stephanie Hionis, P.E.  
Youseff Abdou, P.E.  
Joe Nicolas, P.E.  
Albert Nissan, P.E.  
Jay Shih, P.E.  
Steve Kim, P.E.

#### **Building Inspectors**

Nick Henderson, CBO  
Minnie Arredondo,  
CBO  
Chris Fowler, CBO  
Michael Hosier, CBO  
Mark Hoadley  
Dean Lovejoy  
Greg Johnson  
Martin Scott, DSA 1  
Kiely Ricardo  
Robert Mantia  
Christopher Pallares  
Don Hutsell

#### **Permit Technicians**

Caitlin Roeder  
Shatelle Fuentes  
Vanessa Morales  
Chelsea Serfino  
Ana Ortiz  
Crystal Zamora  
Vanessa Mota  
Austin Arabia  
Apolinar Ortiz  
Shayne Prudente  
Angelina Marquez  
Cindy Lucas

#### **CASp**

Doug Martin, CASp  
Brent Hipsher, CBO,  
CASp  
David Rashe, CBO, CASp  
Scott Wungluck, CASp  
Scott Johnson, S.E., CASp  
Jerry Thome, CASp  
Clay Salzman, CASp

#### **Plans Examiners**

Gary Shimotsu  
Sara DeLand  
Clarice Shepard  
Lowell Brown  
Matthew Deihimi

Additional staff available upon request.

## **Project References**



## COUNTY OF LOS ANGELES

### *On-Call Permit Technician and Building Inspection Services*

4LEAF provides Los Angeles County (County) qualified personnel for on-call building and safety inspection, permit technician, and related services within 48 hours of notification.



4LEAF provides the County with inspection services that consist of combination building inspection services, code enforcement/property rehabilitation services, and business license clearances. Combination building inspection services provided during the construction phase of various private and County improvement projects. Code enforcement/property rehabilitation services will be performed through inspection of properties, filing notices and complaints against violators of



County building laws, documenting, and preparing violation cases for the District Attorney's office and/or County Counsel, testifying in court, and public nuisance abatement utilizing specified County procedures and policies. Business license clearances will be conducted on an on-call basis. Personnel may be required to inspect and report to sites located throughout Los Angeles County. Personnel will also be expected to review electronic/digital plans and documents as directed by the County.

4LEAF provides all labor, materials, transportation, and equipment necessary for personnel to perform these services throughout Los Angeles County. Equipment includes, but is not limited to: business cards, email-enabled smart phones or equivalent, digital cameras, and electronic portable devices such as notebook computers, tablets, or any other additional devices as determined by the County. The equipment shall be of a type acceptable to the County. Materials shall include, but are not limited to, all necessary code books and reference materials.

#### **Staff requested by the County includes:**

1. Permit Technician
2. Building Inspector
3. Building Inspector + CASP
4. Building Inspector (prevailing wage)
5. Senior Building Inspector
6. Senior Building Inspector + CASP
7. Senior Building Inspector (prevailing wage)
8. Property Rehabilitation/Code Enforcement Inspector
9. Document Control Specialist
10. Mainframe Programmer

**Agency Name:** Los Angeles County Public Works  
**Client Contact:** Justin Soo Hoo, P.E.  
**Client Telephone:** (626) 485-5100  
**Client Address:** 900 S. Fremont Ave., Alhambra, CA 91803  
**Contact Email:** [JSooHoo@DPW.LaCounty.gov](mailto:JSooHoo@DPW.LaCounty.gov)  
**Contract:** 2020 - Present (contract extension in October 2023)

## CITY OF INDIAN WELLS

## *Building Plan Review, Building Inspection Permit Services*

4LEAF provides the City of Indian Wells third party plan check services, including electronic plan review, for the City's Building and Safety Division in the Community Development Department. 4LEAF works with the Building Official and staff to review plans and documents for code compliance.



4LEAF provides highly qualified plan check professionals who work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer (P.E.) to provide efficient, accurate and timely plan checks services with sufficient staffing to meet the City's needs. All 4LEAF staff have previous experience working for cities, are customer-service oriented, and have experience successfully managing multiple tasks, assignments, and responsibilities.



4LEAF performs review of structural, life safety, accessibility, plumbing, electrical, mechanical, energy compliance, and building code standards to ensure compliance with the adopted model codes as amended and municipal codes of the City of Indian Wells. All changes/corrections are identified, documented, and addressed prior to approval. Approved plans are stamped and signed as approved once they meet all requirements.

### **Services include:**

- Provide highly qualified plan check professionals who will work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer (P.E.).
- Provide efficient, accurate, and timely plan check services with sufficient staff to meet the City's needs.
- Provide staff with previous experience working for cities, be customer-service oriented, and have experience successfully managing multiple tasks, assignments, and responsibilities.
- Can conduct electronic plan review.
- Commercial and residential building plan checks will be performed by 4LEAF, as well as all plumbing, electrical, mechanical, and related plans submitted to the City by private developers or other applicable government agencies for construction and reconstruction projects.
- Check plans for compliance with California Building Codes and all applicable codes and statutes.
- All changes/corrections will be identified, documented, and addressed prior to approval.
- Stamp and sign approved plans once they meet all requirements.
- Provide transmittal of documents and plans to and from off-site facilities and City Hall, review plans, and communicate with applicants, architects, Engineers, Designers, Owner, or Agent.

**Agency Name:** City of Indian Wells  
**Client Contact:** Craig DeGroot, CBO, Building Official  
**Client Telephone:** (760) 776-0230  
**Client Address:** 44-950 Eldorado Drive / Indian Wells, California 92210  
**Contact Email:** [CDeGroot@IndianWells.com](mailto:CDeGroot@IndianWells.com)  
**Contract:** 2020 - Present

**CITY OF VICTORVILLE**

## *Fire Plan Review and Inspection Services*

4LEAF administered a complete Fire Prevention Bureau. We provided on- and off-site plan review, annual, sprinkler, OSHPD, alarm, and state mandated inspections. 4LEAF staffed five positions including Fire Inspectors and a Fire Marshal and ensured that all project deadlines were delivered as per the City's contract.



### **Scopes of work included:**

- Provide a California certified Fire Marshal to perform fire investigations, public education, and other Community Risk Reduction (CRR) programs.
- Provide a minimum of one (1) California certified Fire Prevention Officer at the City during regular business hours to meet with the public, review fire plans and conduct fire inspections.
- Plan review for compliance with the California Fire Code, as amended and adopted by the State of California (Title 24, Part 9 of the California Fire Code) and the City of Victorville requirements.
- Plan review for compliance with the National Fire Codes as published by the National Fire Protection Association (NFPA), as adopted and referenced by the State of California (Title 24, Part 2 of the California Building Code; Title 24, Part 9 of the California Fire Code) and the City of Victorville requirements.
- Plan review for compliance with applicable provisions relating to fire alarm systems of the National Electrical Code as published by the National Fire Protection Association (NFPA), as adopted and amended by the State of California (Title 24, Part 3 of the California Electrical Code.)
- Inspections of all new structures and modifications to existing structures for compliance with all State and Local requirements as prescribed by the California Building Code; California Fire Code; and City of Victorville requirements.
- Inspections of fixed fire suppression systems to confirm installation complies with the approved plans; State requirements; local requirements and manufacturer's specifications.
- Inspections of fire sprinkler systems to confirm installation complies with the approved plans; State requirements; local requirements and manufacturer's specifications.
- Support office staff and provide counter service, respond to questions, return phone calls and emails, input correction notices and case-related comments into the City's permitting software system.

4LEAF continually communicated with the City and as a 24/7 operation, there was always someone available to address questions, needs, or provide staff with a quick turnaround.

**Agency Name:** City of Victorville  
**Client Contact:** Kevin Collins, CBO, CFM, Building and Fire Official  
**Client Telephone:** (760) 646-0131  
**Client Address:** 14343 Civic Drive, Victorville, CA 92393  
**Contact Email:** [Kcollins@VictorvilleCA.gov](mailto:Kcollins@VictorvilleCA.gov)  
**Contract:** 2019 - 2021

**CITY OF HOLLISTER, CA**

*Planning, Building Official, Plan Review, Permit Technician, Code Enforcement, and Inspection Services*

4LEAF has been providing full Building Department Services to the City of Hollister since 2012. Currently, 4LEAF is providing over 10 full-time employees to the City's Building Department who perform **Building Official, Building Permit Issuance, Building Inspector, Code Enforcement, and Building Plan Checker services**. 4LEAF also provides off-site Plan Check and Fire Plan Check services.



**Services provided to the City include:**

- Combination inspections to verify with City of Hollister's latest adopted and amended Title 24 California Building Codes, parts, 2,3, 4, 6, 8, and 12 covering structural, fire, life-safety, disabled access, energy conversion, plumbing mechanical and electrical installations.
- Collection of all fees for building inspection and review services at Building Department office and submits to the City's Finance Department all received payments by the close of each business day.
- Certification in writing that each inspection performed and authorized as complete, conforms to all applicable local, State, and federal building codes, ordinances, regulations and requirements, and that the work is in conformity with applicable approved plans and specifications.
- Fire plan checks of alarm permits, fire sprinkler systems, hood system, and underground storage tanks for compliance with all applicable, local, state, and federal codes. Provides all approved plans to the City fire department to make inspections. Collects fees for fire plan checks, fire permits and fire inspections.



**Agency Name:** City of Hollister  
**Client Address:** 375 Fifth Street / Hollister, CA 95023  
**Contact Name:** Christine Hopper  
**Contact Telephone:** (831) 636-4300  
**Contact Email:** [Christine.Hopper@CityofHollister.ca.gov](mailto:Christine.Hopper@CityofHollister.ca.gov)  
**Date of Service:** 2012 - Present

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# Marcus Johnson

## Project Manager/Director of Southern California Operations

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### Experience

18+ years

### Education

AA, Architectural Technology

### Certifications

ICC Building Plans Examiner

ICC Permit Technician

ICC Accessibility Inspector/Plans Examiner

ICC Commercial Plumbing Inspector

ICC Residential Plumbing Inspector

ICC Plumbing Inspector

ICC Building Inspector

ICC CALGreen Inspector

SAP CA DSW Local Inspector

### Experience Summary

Marcus is responsible for day-to-day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Construction Management, and Plan Check industries. Marcus manages numerous Building Department clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

Marcus carries comprehensive experience as an ICC certified senior level inspector and plans examiner. His experience encompasses the more complex plan review and field inspections of building construction, plumbing, mechanical and electrical installations in residential single, multi-family, commercial, and industrial construction. He is extremely knowledgeable of required compliance with applicable building, plumbing, electrical, energy, green, accessibility and mechanical codes along with applicable jurisdictional ordinances, state, and local Statutes

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## Select Professional Experience

### 4LEAF, Inc.

#### Director of Southern California Operations – Project Manager

#### 2019 – Present

Marcus is 4LEAF's Director of Southern California Operations. Marcus's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Safety, Engineering, and Construction Management industries. Additional responsibilities: Recruiting and interviewing prospective employees.

- Mentoring and developing plan review, building inspectors, and permit staff.
- Managing the placement of inspection staff including the tracking of customer service delivery.
- Providing quality answers to code-related or situational questions from inspection staff or clientele.
- Performing plan reviews and inspections on as-needed basis.

### Town of Paradise, CA, Fire Recovery

#### Operations Manager

In 2018, the most destructive wildfire in California history began in Butte County, CA and quickly spread to the Town of Paradise, displacing over 10% of the County's population. Marcus oversees a staff of more than 15 that provides complete Community Development Services to the Town of Paradise. This four-year contract provides Permitting, Plan Review, Building Inspections, Public Works Inspections, Planning, Code Enforcement, Debris Removal Management, and Public Outreach for this **\$9.5 Billion rebuild**.



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# Davison Chanda, PE

## Supervising/Structural Plan Review Engineer

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### Experience

11 + years

### Education

MS, Civil Engineering (Structural)

CSU Long Beach

BS, Civil Engineering (Minor in  
Construction Management)

Cal State Fresno

### Registrations

Professional Engineer – Civil #83946

ICC Building Plans Examiner

### Affiliations

American Society of Civil Engineers

Structural Engineers Association of  
Northern California

International Code Council

Foothill Chapter

### Experience Summary

Davison is a registered Structural Engineer with more than 8 years of structural design background with responsibility of structural system analysis, design, and preparation of construction documents from inception to completion, in accordance with overall project requirements. Davison is also experienced with field structural observation to ensure their compliance with approved drawings and is experienced with RFI's and solutions for field conditions.

Davison's strengths include seismic & wind design analysis, steel design, timber design, reinforced concrete design, prestressed concrete design, foundation design, structural analysis, design of masonry structures, architectural drafting, electrical, mechanical and plumbing systems, and soil dynamics.

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### Select Professional Experience

#### 4LEAF, Inc.

#### Supervising/Structural Plan Review Engineer

#### 2019 – Present

David joined 4LEAF as a Senior Structural Plan Review Engineer and is responsible for the review of commercial and residential structures as well as Quality Control of other 4LEAF Plan Review personnel.

#### VCA – Orange, CA

#### Senior Plan Check Engineer – Supervisor

#### 6/2017 – 12/2019

- Reviewed residential and commercial building plans for mechanical, plumbing, electrical, architectural structural and accessibility requirements (Chapter 11A and 11B) for conformance with the CA title 2A.
- Researched into the intent of the code requirement to assist applicants, architects, and engineers to comply the code interpretation.
- Prepared clear and concise written plan review comments/corrections that are necessary to prepare plans for approval.
- Established and maintained effective working relations with engineers and architects to resolve problems regarding code interpretations.
- Attended meetings with applicants, engineers, and architects for clarification of review comments and verifications of corrections.



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# Melissa Mennucci, S.E.

## Structural Plan Review Engineer

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### Experience

16 + years

### Education

University of California, San Diego  
Bachelor of Science – Structural Engineering  
University of California, Davis  
Masters of Science – Civil & Environmental Engineering

### Registrations

State of California Licensed  
Professional Engineer, Structural,  
#5677

State of California Licensed  
Professional Engineer, Civil,  
#72245

### Computer Applications

ETABS  
SAP  
SAFE  
RAM  
Revit  
Bluebeam  
Adobe  
Excel

### Associations

SEOACC

### Experience Summary

Melissa is a Registered Structural Engineer in the State of California with more than 16 years of industry experience including more than 10 years of design experience. Melissa is currently managing all plan reviews from our UC Davis client as well as performing Structural Plan Reviews from 4LEAF's Fair Oaks office. She also provides technical guidance to the plan reviews and is experienced with a wide array of project and construction types.

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### Select Professional Experience

#### 4LEAF, Inc.

#### *Structural Plan Review Engineer*

#### **August 2016 - Present**

Melissa is responsible for coordinating and managing all plan reviews from 4LEAF for the client UC Davis, including meeting with key personal when needed. She is also performing Structural Plan Reviews in 4LEAF's Fair Oaks office for various clientele including such cities as Sacramento, Rocklin, Folsom, Roseville, Stockton, and numerous private clients as assigned.

#### Buehler & Buehler Structural Engineers

#### *Project Engineer*

#### **March 2005 - July 2016**

For more than 10 years, Melissa worked as a Project Engineer with this prestigious Design Firm located in Sacramento, CA. Melissa was responsible for managing and designing structural projects using all building materials (steel, concrete, masonry, & wood) and evaluating and retrofitting existing buildings. Melissa routinely collaborated with AMEP consultants on DBB and DB projects using BIM. She also practiced LEAN construction techniques that include pull planning and ISD. In addition, she performed construction administration tasks that include submittal review, RFI response, site visits, field reports, record drawings, etc. as well as managed the new employee training program. Melissa's projects included:

- Commercial, Residential, Schools, Hospitals & Government Facilities

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# Peter Lim, CBO

## Building Official

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### Experience

23+ years

### Certifications

ICC Certified Building Official

ICC Certified Building Plan  
Examiner

ICC Certified Building Core  
Specialist

ICC Certified Building Inspector

ICC Certified Combination  
Dwelling Inspector

### Experience Summary

Peter is a highly experienced ICC Certified Building Official with over 23 years of experience working in the Building and Safety Department. He has a broad experience in Building Department day-to-day operations, and in-depth knowledge of Building Code, making him an asset to any Building and Safety Department. Peter utilizes excellent communication skills and has the unique ability to defuse any situation that may arise.

Peter can foresee and quickly resolve Building Code issues in the field and on plans, which allows him to effectively maintaining excellent relations with staff, property owners, and design professionals.

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### Select Professional Experience

#### 4LEAF, Inc.

#### Building Official

#### 2021 - Present

Peter is proficient in providing inspections, evaluations, approving construction of structural systems, and overseeing effective implementation of accessibility requirements.

#### Transtech Engineering, Inc. – Various locations, Southern California

#### Building Official/Plan Checker

#### 11/2020 - 2021

Responsible for day-to-day operations for the City of Alhambra and plan check. Supervised and manage Building Inspectors and Permit Technicians. Implemented protocols for electronic plan check submittal and electronic plan check.

#### J Lee Engineering, Inc.

#### Building Official/Manager

#### 1/2019 – 8/2020

Managed daily activities and training of the Building Department personnel. Supervised plan checker(s), permit technicians and building inspectors. Prepared staff reports to be presented to Department director and council meetings at municipalities. Prepared code adoptions to be presented to Council. Performed digital, paper and counter plan review. Managed Building Depart budget for Municipalities.

PROPOSAL TO PROVIDE  
BUILDING AND SAFETY SERVICES,  
RFP #23-031

TO THE  
CITY OF RIALTO

SECTION D  
FIRM'S RESOURCES

## **SECTION D: FIRM'S RESOURCES**

As a full-service firm with over 350 clients and approximately 400 staff with varying qualifications, 4LEAF is well-equipped to handle any scope of work. As our firm has expanded in scopes and size, so have our processes and procedures. 4LEAF is capable of addressing client requests within 24 hours and can provide staff placements just as quickly.

When a request comes in (whether through email, text, phone call, or in-person meeting), 4LEAF project managers immediately take action by ideating with other upper management about the best possible pricing and staff placement. Additional reconnaissance includes reviewing our databases to ensure which staff is available, who is located in the area, who is willing to travel, who is the most qualified, etc. From there, we send the client our selected staff resumes, and the client decides if they want to interview the candidate or have them placed for review.

For requests that require a Task Order Proposal, we can typically turn one around in 1-2 days and do our best to communicate with the client to ensure all details are being addressed the first time.

As 4LEAF is already a familiar consultant to the City of Rialto, we are confident that we will continue to meet the City's needs and maintain successful project processes and outcomes.

### **SUBCONSULTANT**

4LEAF will not be utilizing subconsultants to fulfill the requirements of this contract. We can provide the staff and quality needed to the City. We have provided an organization chart in the previous section for the City's review of our staff and can provide additional staff qualifications and resumes upon request.

PROPOSAL TO PROVIDE

BUILDING AND SAFETY SERVICES,  
RFP #23-031

TO THE

CITY OF RIALTO

SECTION E

LOCAL BUSINESS PREFERENCE -  
ATTACHMENT F

## **SECTION E: LOCAL BUSINESS PREFERENCE**

Although 4LEAF, Inc. currently provides services to the City of Rialto, we do not have an office located within the City. Included is a copy of our Business License for the City of Rialto.





## BUSINESS LICENSE

Expires on: 12/31/2023

License Number: BL21-0457  
Effective Date: 7/15/2021  
Business Type: PROFESSIONAL SERVICE  
CITY CONTRACT-PURCHASE ORDER

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  
5140 BIRCH ST 2ND FLOOR

Business Name & Mailing Address  
4LEAF, INC  
4LEAF, INC  
2126 RHEEM DR  
PLEASANTON, CA 94588

A handwritten signature in black ink, appearing to read "Marius Fuler", is written over a horizontal line.

Business Licenses are non-transferable

VALID ONLY WHEN SIGNED

## FY2023-2024 FEE SCHEDULE & BASIS OF CHARGES

**For the City of Rialto**  
**All Rates are Subject to Basis of Charges**

NATURE OF SERVICES	COST STRUCTURE
Building Department Services	<p>Complete Plan Review: 60% of City's Plan Check Fees</p> <p>Expedited Plan Review: 75% of City's Plan Check Fees</p> <p>Plan Review Hourly Cost: \$115 Non-Structural  \$135 Structural</p> <p><i>*Percentages exclude Civil &amp; Fire plan review, which are billed on an hourly basis.</i></p> <p><i>*Fee includes initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks.</i></p> <p><i>*Fee includes shipping, courier, and electronic service.</i></p>

### Fee Structure for Personnel

Interim Chief Building Official .....	\$140/hour
Senior Combination Building Inspector (Building Inspector III) .....	\$105/hour
Commercial Building Inspector (Building Inspector II) .....	\$95/hour
Residential Building Inspector (Building Inspector I) .....	\$85/hour
Code Enforcement .....	\$85/hour
Clerk/Administrator .....	\$65/hour
Permit Technician .....	\$65/hour
Senior Permit Technician .....	\$75/hour
Structural Plan Review Engineer .....	\$135/hour
Non-Structural Plans Examiner .....	\$115/hour
Civil Plan Review (Grading) .....	\$115/hour
Fire Protection Engineer (FPE) .....	\$145/hour
Fire Plan Examiner .....	\$130/hour
Fire Prevention Officer .....	\$135/hour
Fire Inspector I .....	\$105/hour
Fire Inspector II .....	\$120/hour
Public Works Inspector .....	\$152/hour
CASp Inspection/Review .....	\$155/hour

Project Inspector/Inspector of Record .....	\$125/hour
OSHDP Inspection/Review .....	\$140/hour
Project Manager .....	\$165/hour
Principal-in-Charge.....	\$190/hour
Overtime charge per inspector.....	1.5 x hourly rate
Mileage (for inspections performed within the City).....	IRS Rate + 20%

*Rates will be communicated with the City Management at time of request. Rates will vary based on the qualifications and experience of the personnel.*

## **BASIS OF CHARGES**

Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed 75% of the City’s plan review fee listed in the Fee Proposal. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed in the Compensation Schedule.
- All plan review services will be subject to a \$250.00 minimum fee if percentage-based fee or two (2) hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with discounted pricing when applicable.
- All plan review services are billed on a percentage basis and includes the initial review and two (2) rechecks.
  - Plan reviews will be billed on an hourly basis only after the initial review and two (2) rechecks unless otherwise agreed upon on a case-by-case basis.
  - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the FY2023-2024 contract period. 3% escalation for FY2025-2026 is negotiable per market conditions.
- Overtime and Premium time will be charged as follows:
 

- Regular time (work begun after 5AM or before 4PM)	1x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125x hourly rate
-	
- Overtime (over 8-hour M-F or Saturdays)	1.5x hourly rate
- Overtime (over 8 hours Sat or 1 <sup>st</sup> 8-hour Sun)	2x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3x hourly rate
- Overtime will only be billed with prior authorization of the Director or other responsible designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.

- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular time rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.
- If 4LEAF is requested or otherwise required to conform to Client's alternative work week schedule ("AWW"), Client hereby agrees to compensate or reimburse 4LEAF for all overtime paid to its employees who work an AWW.
  - If 4LEAF's affected employment group approves an AWW election and the same is registered, the overtime compensation/reimbursement shall not be required.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.

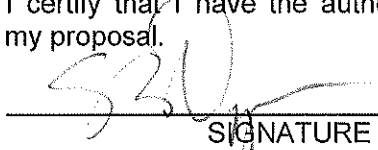
ATTACHMENT "A"

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

**SIGNATURE AUTHORIZATION**

PROPOSER: 4LEAF, 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.

  
\_\_\_\_\_  
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 2001)

2. My tax identification number is: 94-3393574

**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) # \_\_\_\_\_ is/are hereby acknowledged.

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

### Attachment "A" – Small Business Concerns Information

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

- (1) Name: 4LEAF, Inc.
- (2) Address: 2126 Rheem Drive, Pleasanton, CA 94588
- (3) Phone No.: 925-462-5959 Fax No.: 925-462-5958
- (4) E-Mail: \_\_\_\_\_

- (5) Type of Firm: (Check all that apply)
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Individual                         | <input type="checkbox"/> Partnership                     | <input checked="" type="checkbox"/> Corporation |
| <input type="checkbox"/> Minority Business Enterprise (MBE) | <input type="checkbox"/> Women Business Enterprise (WBE) |   |
| <input type="checkbox"/> Small Disadvantaged Business (SDB) | <input type="checkbox"/> Veteran Owned Business          |   |
| <input type="checkbox"/> Disabled Veteran Owned Business    | <input type="checkbox"/> Other                           |   |

- (6) Business License: ☒ Yes ☐ No License Number: D51625041

- (7) Tax Identification Number: 94-33913574

- (8) Names and Titles of corporate members of the firm:
- Kevin J. Duggan - President
- Gene Barry - Vice President

- (9) Three (3) projects of this type recently completed:

Type of project: On-Call Building & Safety (Inspection, Permit Technician) Services

Contract Amount: Varies by Project Date Completed: Ongoing

Owner: County of Los Angeles Phone: 626-485-5400

Type of project: Building Plan Review, Building Inspection Permit Services

Contract Amount: Varies by Project Date Completed: Ongoing

Owner: City of Indian Wells Phone: 714-776-0230

Type of project: Full Building Department Services

Contract Amount: Varies by Project Date Completed: Ongoing

Owner: City of Hollister Phone: 831-636-4300

ATTACHMENT "B"

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

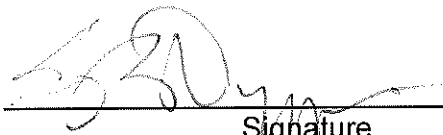
**NON-COLLUSION AFFIDAVIT**

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"):

4LEAF, INC.

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:

  
Signature

Title:

President

Subscribed and sworn to before this 30<sup>th</sup> 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

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: Kevin J. Duogan / ULEAF, Inc.

Title: President

Signature: [Signature] Date: 3/30/23

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.

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.

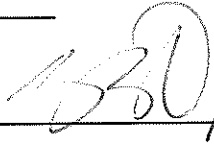
If there are any exceptions to this certification, insert the exceptions in the following space.

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: 4LEAF, INC.

3/30/23  
(Date)

  
(Signature)  
Kevin J. Duggan, President  
(Name & Title)

ATTACHMENT "E"

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

**NON-DISCRIMINATION CERTIFICATION**

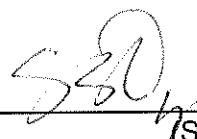
In connection with its performance under this Agreement, the Consultant hereby certifies that it shall not discriminate in its employment with regard to age, handicap, race, color, religion, gender, gender identity, sex, sexual orientation, or national origin; that it is in compliance with all federal, 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: 4LEAF, Inc.

3/30/23  
(Date)

  
(Signature)  
Kevin J. Duggan, President  
(Name & Title)

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

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: 4LEAF, Inc.

Address: 5140 Birch St., Second Floor, Newport Beach, CA 92660

Type of Products or Services: Construction Consulting Firm

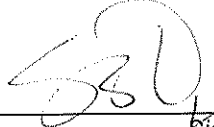
Business License Number: BL21-0457

Phone Number: 949-877-9432

Owner's Name: Kevin J. Duggan

Total number of employees \_\_\_\_ Total number of employees that reside in the City \_\_\_\_

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

  
\_\_\_\_\_  
Signature

Kevin J. Duggan / President  
\_\_\_\_\_  
Printed Name / Title



## BUSINESS LICENSE

Expires on: 12/31/2023

**License Number:** BL21-0457  
**Effective Date:** 7/15/2021  
**Business Type:** PROFESSIONAL SERVICE  
CITY CONTRACT-PURCHASE ORDER

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**  
5140 BIRCH ST 2ND FLOOR

**Business Name & Mailing Address**  
4LEAF, INC  
4LEAF, INC  
2126 RHEEM DR  
PLEASANTON, CA 94588

A handwritten signature in black ink, appearing to read "Marius Fuler", is written over a horizontal line.

Business Licenses are non-transferable

VALID ONLY WHEN SIGNED