EXHIBIT A

SCOPE AND FEE ESTIMATE
PROPOSAL TO THE

City of Stockton
Plan Review and Building Inspection Services

PREPARED BY

CSG Consultants, Inc.
September 9th, 2013
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Letter of Introduction

September 9th, 2013

City of Stockton
Carl Hefner, Chief Building Official
Community Development Department/ Permit Center
345 N. El Dorado Street
Stockton, CA 95202

Re: Proposal to Provide Plan Review, Counter, and Building Inspection Services

Thank you for the opportunity for CSG Consultants, Inc. to present this proposal to the City of Stockton. We understand the City is seeking additional on-call staffing and services for plan review, counter, and building inspection when demand is in excess of the City’s staff capacity. CSG can provide all of the requested services. No subconsultants will be used for this contract.

We offer an exceptional team with a broad background in building department services. All proposed CSG staff are fully registered, ICC certified, with additional qualifications including LEED, DSA, and CASp experience and certification. Many of our proposed staff members are cross-trained in the provision of multiple service levels providing our clients with increased efficiency as well as the ability to provide on-call staffing depending upon the City’s fluctuating needs. We furnish these same services to many California jurisdictions and can easily be available for meetings at City Hall when requested; our local office is located in Sacramento.

Since 1991, CSG Consultants has been providing consulting services to jurisdictions throughout the state. We currently furnish building and safety, public works, planning, fire prevention, code enforcement as well as additional services to over 80 clients; including many neighboring communities. Bob Latz, Regional Manager, will serve as the primary contact. His contact information is as follows:

Bob Latz, CBO | Regional Manager
1022 G St. | Sacramento, CA 95814
(916) 492-2275 Phone | (209) 304-4603 Cell
bobl@csgengr.com

Please feel free to contact me, or our proposed Project Manager, Bob Latz, with any questions or comments you may have regarding our proposal. We look forward to providing our services for plan review, counter, and inspection services. This proposal will remain valid for ninety (90) days.

Sincerely,

Cyrus Kianpour, PE, PLS
President
CSG is well qualified to provide all requested services. Offsite plan review services can be performed within our Sacramento Office, about half an hour away. We have building inspection staff available on an as-needed basis. Staff availability for meetings and on-call staffing can easily be managed and provided.

We furnish a wide range of municipal services to community development and public works departments, including fire protection plan review and inspection. The majority of the 140+ individuals within our firm have provided public agency services throughout their entire career. Our talented personnel bring a wealth of ideas and experiences having held similar positions with communities dealing with the same development issues as the City of Stockton.

Our staff consists of building officials, plan reviewers, inspectors, fire services specialists, and specialized planning, information technology, program and project managers, engineers, construction managers, and sustainability professionals. Depending upon the needs of our clients, we can serve in either a project specific or on-call staff augmentation capacity.

CSG has made the conscious decision to work solely for public jurisdictions and does not provide services to private entities; thereby avoiding any conflict of interest. In this way we can focus on the specific and exclusive needs of our municipal clients. The following is a brief summary of our firm:

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

**PROJECT MANAGER:** Bob Latz, CBO | Regional Manager

**LOCAL OFFICE:** 1022 G Street | Sacramento, CA 95814
(916) 492-2275 Phone | (916) 492-2276 Fax | bobl@csgengr.com

**CORPORATE OFFICE:** 1700 South Amphlett Boulevard | 3rd Floor
San Mateo, CA 94402
(650) 522-2500 phone
(650) 522-2599 fax
www.csgengr.com
info@csgengr.com

**REGIONAL OFFICES:**
- 1247 Main Street | Newman, CA 95360
- 21 West Alisal Street | Suite 108 | Salinas, CA 93901
- 801 Park Center Drive | Suite 230 | Santa Ana, CA 92705
- 1257 Quarry Lane | Pleasanton, CA 94566

**YEARS IN BUSINESS:** 22

**EMPLOYEES COMPANYWIDE:** 140+

**TYPE OF BUSINESS:** Corporation | Federal ID No.: 91-2053749
Our services and project experience includes the following areas of expertise:

**BUILDING and 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 and SUSTAINABLE PROGRAM MANAGEMENT**
- CEQA Environmental Review
- Public Outreach Programs
- Energy Efficiency, Water Conservation, Solid Waste Program Development
- AB 32 Compliance/Climate Action Plan
- Sustainable Task Force Facilitation
- Greenhouse Gas Reduction Strategies
- Grant Writing and Grant Management

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

**PUBLIC WORKS ENGINEERING and 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 and 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 and INSPECTION**
- Contract Administration, including
  - Resident Engineer Oversight, Inspection
  -和 Construction Management
- Constructability/Bidability Reviews
- Cost and Schedule Control
- Claims Avoidance

**Project Management and Team Interaction**

**Bob Latz, CBO**, will serve as Project Manager for this contract and ensure adequate resources are applied as well as oversight and quality control at all levels. Bob has acted as the contract Building Manager for many Northern California communities throughout his career. Bob will also oversee and manage CSG’s plan review and inspection services for this contract. He is skilled at high-level management of building department responsibilities from front counter and permit intake through plan review and inspection.
We propose the following organizational structure for this project. All services will be directed out of our Pleasanton office with additional resources available, if necessary, from any of our regional offices. None of CSG’s proposed staff are retired from the California Public Employees’ Retirement System (CalPERS). No subconsultants will be used for this contract.
Staffing | Qualifications

If selected, all staff is available by phone or email anytime during regular business hours and phone numbers as well as email addresses will be provided. Bob will oversee the following proposed staff members who are available immediately. The Project Manager will allocate appropriate staff and hours to complete all projects on time.

Primary Personnel Qualifications

<table>
<thead>
<tr>
<th>NAME</th>
<th>QUALIFICATIONS</th>
<th>LICENSE/ CERTIFICATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Latz, CBO, Regional Manager</td>
<td>Certified Building Official, ICC Certified</td>
<td>0869074</td>
<td>Building (Structural &amp; Non-Structural), T24 Energy, Accessibility, Plumbing, Mechanical, Electrical</td>
</tr>
<tr>
<td></td>
<td>Certified Building Inspector, ICC Certified</td>
<td>0869074</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Electrical Inspector, ICC Certified</td>
<td>0869074</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Mechanical Inspector, ICC Certified</td>
<td>0869074</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Plumbing Inspector, ICC Certified</td>
<td>0869074</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Combination Inspector, ICC Certified</td>
<td>0869074</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Access/ Plans Examiner, ICC Certified</td>
<td>0869074</td>
<td></td>
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<tr>
<td></td>
<td>CA Commercial Building Inspector, ICC Certified</td>
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<td></td>
<td>CA Residential Building Inspector, ICC Certified</td>
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<tr>
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<td>CA Commercial Electrical Inspector, ICC Certified</td>
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<td>CA Residential Electrical Inspector, ICC Certified</td>
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<td>CA Commercial Mechanical Inspector, ICC Certified</td>
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<td>CA Commercial Plumbing Inspector, ICC Certified</td>
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<td></td>
<td>CA Residential Plumbing Inspector, ICC Certified</td>
<td>0869074</td>
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</tr>
<tr>
<td></td>
<td>CA Commercial Combination Inspector, ICC Certified</td>
<td>0869074</td>
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</tr>
<tr>
<td></td>
<td>CA Residential Combination Inspector, ICC Certified</td>
<td>0869074</td>
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<tr>
<td></td>
<td>Building (Structural &amp; Non-Structural), T24 Energy, Accessibility, Plumbing, Mechanical, Electrical, CASp</td>
<td>50369</td>
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<tr>
<td>Michael Brinkman, MCP, CBO, CASp, Senior Plans Examiner, Senior Building Inspector, Building Official</td>
<td>Building Official, ICC Certified</td>
<td>5230795-60</td>
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<tr>
<td></td>
<td>CASp Specialist, DSA Certified</td>
<td>5230795-071</td>
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<td>Plans Examiner, ICC Certified</td>
<td>5230795-60</td>
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<td>Building Inspector, ICC Certified</td>
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<td>Plumbing Inspector UPC , ICC Certified</td>
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<td>Plumbing Inspector, ICC Certified</td>
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<td></td>
<td>Governor’s Office of Emergency Services</td>
<td>SAPC61387</td>
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<td>Mechanical Inspector UMC, ICC Certified</td>
<td>5230795-44</td>
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<td>FEMA IS-00700 National Incident Management Systems</td>
<td>6-1-06</td>
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<td>Residential Electrical Inspector, ICC Certified</td>
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<td>Commercial Electrical Inspector, ICC Certified</td>
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<td>5230795-60-071</td>
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<tr>
<td>Michael Loomis, PE, SE, CBO, LEED, CASp, Structural Plan Review Engineer</td>
<td>Structural Engineer, State of California</td>
<td>SE4824</td>
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<td>Civil Engineer, State of California</td>
<td>C60787</td>
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<td>Certified Building Official, ICC Certified</td>
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<td>Plans Examiner, ICC Certified</td>
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<td>California Residential Building Inspector, ICC Certified</td>
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<tr>
<td></td>
<td>LEED Accredited Professional</td>
<td>8000164-J1</td>
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<td></td>
<td>CASp Specialist, DSA Certified</td>
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<td>Building (Structural &amp; Non-Structural), T24 Energy, Accessibility, Plumbing, Mechanical, Electrical, LEED, CASp</td>
<td>8000164-16-099</td>
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<tr>
<td>Paul Armstrong, PE, CBO, Senior Plan Review Engineer, Building Official</td>
<td>Professional Engineer, State of California</td>
<td>45464</td>
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<td>Building Official, ICC Certified</td>
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<td>Building (Structural &amp; Non-Structural), T24 Energy, Accessibility, Plumbing, Mechanical, Electrical</td>
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Attachment B
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Certification Details</th>
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<tbody>
<tr>
<td>Ed Chock, SE, PE</td>
<td>Structural Plan Review Engineer</td>
<td>Structural Engineer, California, Nevada, Arizona, Utah, California, Nevada, Texas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SE3759, 016805, 51735, 7850765, 2203, 24158, 018605, 106754 3118, 88554, 0123030, 0123030, 24158, 3759</td>
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<tr>
<td>Ginsun Ku, SE, PE</td>
<td>Structural Plan Review Engineer</td>
<td>Structural Engineer, State of California, Certified Plans Examiner</td>
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<td>SE3089, C33204</td>
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<tr>
<td>Khoa Duong, PE</td>
<td>Senior Plan Review Engineer</td>
<td>Civil Engineer, State of California, Certified Plans Examiner</td>
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<td>C43901, 0840436</td>
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<tr>
<td>Kevin Chan, PE</td>
<td>Plan Review Engineer</td>
<td>Civil Engineer, State of California, Plans Examiner, ICC Certified</td>
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<td>C70329</td>
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<tr>
<td>Sayaka Yamane, PE</td>
<td>Plan Review Engineer, Building Plans</td>
<td>Civil Engineer, State of California, Building Plans Examiner, ICC Certified</td>
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<tr>
<td></td>
<td>Technician</td>
<td>C78195, 5303843</td>
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<tr>
<td>Toni Theissen</td>
<td>Permit Technician</td>
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<tr>
<td>Jim Kramer</td>
<td>Building Inspector</td>
<td>Certified Building Official, Certified Building Inspector, Certified Plumbing Inspector</td>
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<tr>
<td>Henry Centeno</td>
<td>Combination Building Inspector</td>
<td>ICC Building Inspector, ICC Electrical Inspector, ICC Plumbing Inspector, ICC Mechanical Inspector, ICC Combination Inspector</td>
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<td>5012667, 5012667, 5012667, 5012667, 5012667</td>
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</table>
Professional Services Fees

CSG will mail an invoice at the beginning of every month for services rendered during the previous month. We coordinate the pickup and return of all plans to via CSG staff or a licensed courier service. This service is provided at no additional cost. The fee schedule for proposed work is as follows:

Percentage Fee Structure for Personnel
Offsite plan review can be performed at 75% of the City’s plan review fee.

Hourly Fee Structure for Personnel
*Fee includes initial review and 2 reviews, if necessary; additional reviews will incur hourly fees

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>ALL INCLUSIVE HOURLY RATE</th>
<th>ADDITIONAL FEES</th>
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<tbody>
<tr>
<td>Certified Building Official</td>
<td>$120</td>
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<tr>
<td>Structural Plan Review (Structural Engineer)</td>
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<td>Structural Plan Review (Professional Engineer)</td>
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<td>Certified Plan Reviewer (Building and Fire Life Safety Review)</td>
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<td>Certified Building Inspector</td>
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<td>Permit Technician</td>
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<td>CASp Consultation</td>
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<td>CASp Inspection</td>
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<tr>
<td>Overtime</td>
<td>1.5 x Hourly Rate</td>
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All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, office expenses, etc. Should the scope of work change or circumstances develop which necessitate special handling, we will notify the City prior to proceeding. Annual adjustments may be made by mutual agreement based upon current CPI.
Our track record of success with our clients is outstanding and we encourage you to contact our references with any questions or clarification you might require. We have provided representative building services within the last year or longer for the following:

**City of Millbrae**  
**Marcia Raines**  
City Manager  
621 Magnolia Avenue  
Millbrae, CA 94030  
(650) 259-2334 | mraines@ci.millbrae.ca.us  
*Plan Review/Inspection/Building Official*

**City of Half Moon Bay**  
**Laura Snideman**  
City Manager  
501 Main Streets  
Half Moon Bay, CA 94019  
(650) 726-8270 | lsnideman@hmbcity.com  
*Plan Review/Inspection/BO*

**City of Lincoln**  
**Todd Cunningham**  
Chief Building Official  
600 Sixth Street  
Lincoln, CA 95648  
(916) 434-2483 | tcunningham@ci.lincoln.ca.us  
*Inspection/Plan Check/Fire Protection*

**County of Monterey**  
**Michael Rodriguez**  
Building Official  
168 W. Alisal Street, 2nd Floor  
Salinas, CA 93901  
(831) 755-5027 | rodriguezM2@co.monterey.ca.us  
*Plan Review*

**City of Santa Cruz**  
**Mark Ellis**  
Building Official  
809 Center Street  
Santa Cruz, CA 95060  
(831) 420-5120 | mellis@cityofsantacruz.com  
*Plan Review/Inspection*

**Town of Woodside**  
**Paul Naganast**  
Assistant Town Manager/Town Engineer  
2955 Woodside Road  
Woodside, CA 94062  
(650) 851-6790 | pnagengast@woodsidetown.org  
*Plan Review/Inspection/BO*

**City of South San Francisco**  
**Jim Kirkman**  
Building Official  
400 Grand Avenue  
South San Francisco, CA 94080  
650-829-6664 | jim.kirkman@ssf.net  
*Plan Review/Inspection*

**City of Roseville**  
**Gene Paolini**  
Building Official  
311 Vernon Street  
Roseville, CA 95678  
(916) 774-5332 | gpaolini@roseville.ca.us  
*Inspection/Counter Technician*

**City of Marina**  
**Craig Oliver**  
Building Official  
211 Hillcrest Avenue  
Marina, CA 93933  
(831) 884-1214 | coliver@ci.marina.ca.us  
*Plan Review/Inspection/Permit Issuance*

**City of Seaside**  
**Mark McClain**  
Building Official  
440 Harcourt Avenue  
Seaside, California 93955  
(831) 899-6733 | mmcmclain@ci.seaside.ca.us  
*Plan Review/Inspection*
Experience | Relevant Projects

CSG’s high level digital plan review system allows our team of professional plans examiners to successfully collaborate across many regions, delivering an accurate, comprehensive, and meticulously checked for quality plan review for any type project. Inspection personnel are thoroughly trained and familiar with a wide range of commercial and residential projects resulting from a knowledge base of statewide experience. This valuable collaboration delivers our clients plan review and inspection experience virtually covering any and all types of construction, easily tailored to fit any jurisdiction’s specific needs. A brief sampling of our relevant experience is presented below.

Jackson Rancheria | Jackson, California

- Provided inspections and investigations on new and existing structures for compliance with code, design, specifications and applicable industry standards.
- Provided onsite internal constructability review of proposed, current and existing designs for completeness, applicability and compliance with users needs.
- Provided a third party expert overview of consultants, subcontractors and staff as a critique of their adherence to policy during the design, construction and maintenance of faulty facilities.
- Assisted in Fire Department training and scheduling, safety oversight, new fire house needs assessment, inspection and plan check.

Date: 2007 - 2013
Valuation: $84 Million
Contact: Kelly Steinhoff | 12222 New York Ranch Road, Jackson, California 95642 | (209) 223-8250

Clarum Homes Vista Montana Subdivision | City of Watsonville

177 Single-Family Homes
80 Townhomes
155 Apartments

- Performed Building and Structural Plan Review and Inspection services
- Provided Geotechnical Site Peer Review Services
- Provided plan review for California’s largest zero energy home development (building and fire)
- Provided one full-time inspector exclusive to this project

Date: 2002
Valuation: $28 Million
Contact: City of Watsonville | 275 Main Street, Suite 400, Watsonville, CA | (831) 768-3050
Civic Center Courthouse, Library, Museum and Parking Structure | CITY OF WATSONVILLE

- Coordinated pre-construction meetings to clarify and resolve all matters prior to plan submittal
- Provided on-going building plan check and building inspection services
- Coordinated with the city, project architect and project engineer to approve change orders and requests for information (RFI’s) in a timely manner

Date: 2007
Valuation: $3 Million
Contact: City of Watsonville | 275 Main Street, Suite 400, Watsonville, CA | (831) 768-3050

San Joaquin County Administration Building | SAN JOAQUIN COUNTY, CA

- 215,728 sq. ft., 6-story structure with underground parking garage
- Staff performed complete structural and architectural plan review.
- Staff worked with the architects and engineers to check RFI’s on an ongoing basis
- The Administration Building won the American Public Works Association’s 2009 Project of the Year Award. The award was based on the project being completed on time, safety performance, and quality control, among others.

Date: 2008
Valuation: $92 Million +
Contact: Marcella Tavalis | 275 Main Street, Suite 400, Watsonville, CA | (831) 768-3050

City of Hollister Wastewater Treatment Plant | HOLLISTER, CA

Staff performed complete plan check and inspections on 7 individual buildings for this facility

- Solids Handling Facility – 3,360 sq. ft.
- Chemical Building – 1,852 sq. ft.
- Administration Building – 8,920 sq. ft.
- Pre-Treatment (A-2) Building – 1,825 sq. ft.
- Pre-Treatment (A-1) Building – 1,500 sq. ft.
- MBR Equipment Building – 6,618 sq. ft.
- Generator and Equipment Building – 1,066 sq. ft.

Date: 2005
Valuation: $50 Million
Contact: City of Hollister | 275 Main Street, Suite 400, Watsonville, CA | (831) 768-3050
Shops At Tanforan | CITY OF SAN BRUNO

CSG established professional working relationships with the project developer, design architect, sub-consultant engineers and project superintendent. The team met during construction in order to clarify developer’s responsibilities for code compliance, facilitate project completion, and to meet an unyielding construction schedule. Initial superstructure was in plan review for one month, permits were issued in two months. Tenant improvements were 1-2 day turnaround and over the counter. All deadlines and expectations were met or exceeded.

Date: 2004 - 2006
Valuation: $4.8 Million
Contact: Gary Lapor, Building Official | 567 El Camino Real, San Bruno, CA | (650) 616-7076

City of Stockton Essential Services Building | STOCKTON, CA

- 100,000 sq. ft., four-story, office building
- 280,000 sq. ft. eight level, parking structure
- Complete plan review and inspections were done on this building
- Staff worked with architects and engineers to check RFI’s on an ongoing basis

Date: 2009
Valuation: $43 Million
Contact: Eric Elias, Building Official | 425 N. El Dorado Street, Stockton, CA | (209) 937-8561

St. Francis Retreat | SAN BENITO COUNTY, CA

- 12,500 sq. ft. multi-use center with offices, dining, assembly area, kitchen, and gift shop
- Staff performed complete plan check and inspections on this building

Date: 2008
Valuation: $5.5 Million
Contact: Gary Armstrong, Director | 3224 Southside Road, Hollister, CA | (831) 637-5313
Meridian at the Crossing | City of San Bruno

- On site plan review and digital plan review for all RFIs were completed with a next day turnaround schedule
- Worked cooperatively pursue alternate means and methods which assure code compliant fire and life safety
- Provide on-call building inspection services
- Phase I was in plan review for two months, including resubmittals and revisions
- Project is ongoing through Phase V

Date: 2003 - 2010
Valuation: $20 Million
Contact: Gary Laporri, Building Official | 567 El Camino Real, San Bruno, CA | (650) 616-7076

Division of the State Architect | Statewide - San Diego, Los Angeles, Oakland, Sacramento

- Provide both in-house and outside fire and life safety plan review services for the Department of General Services, Division of the State Architect for public schools throughout California.
- Review and approve all fire and life safety aspects of school construction including:
  - Access and water supply
  - Type of construction, occupancy classification
  - Egress and special hazards
  - Fire protection review and approval of automatic fire sprinkler and fire alarm systems
  - Mechanical systems
  - Electrical systems
  - Assisted in evaluation of alternate means and methods of construction and fire protection.

Date: Various
Valuation: Various
Contact: Dan Levernier, Regional Manager | 1102 Q Street, Suite 5200, Sacramento, CA | (916) 323-3013
Craig Rush, Regional Manager | 10920 Via Frontera, Suite 300 | San Diego, CA | (858) 674-5413
Shaf Ullah, Regional Manager | 700 N. Alameda Street, Suite 5-500, Los Angeles, CA 90012 | (213) 897-4092
State-Wide Residential Projects

- Coordinate and provide building and structural plan check and inspection services for new residences, remodels and alterations, ranging from 2,000 to 10,000 sq. feet
- Provide on-call building inspection services
- Evaluate individual projects and provide recommendations, based on specific needs
- Ensure compliance with local building codes, fire codes, energy conservation standards, ADA regulations and local ordinances

The Anaheim Regional Transportation Intermodal Center (ARTIC) | ANAHEIM, CA

CSG performed fire and life safety and electrical reviews for the Anaheim Regional Transportation Intermodal Center (ARTIC) project; a world-class development project in the City of Anaheim at 2626 Katella Road. ARTIC combines a transportation gateway and mixed-use activity center on a 16-acre site owned by the Orange County Transportation Authority (OCTA) and the City of Anaheim. Construction details include a 120 foot high clam shell-like, 2-story structure and interior mezzanine. The structure is connected to train platforms by a bridge.

ARTIC will serve as a hub for Orange County and the region, where freeways, major arterials, bus routes and Orange County’s backbone rail system converge. ARTIC services will include: OCTA bus, Anaheim Resort Transit, airport flyaway shuttles, taxi, and tour and charter buses as well as accommodate future plans for the Anaheim Rapid Connection (ARC) and high-speed trains.

City of Fullerton Police Department Facility | FULLERTON, CA

CSG staff coordinated and provided building and structural plan review as well as on-call building inspections services. The present Fullerton Police facility was originally dedicated as the City Hall in July, 1942. The building’s balanced design, enclosing the sunken patio on two sides, is complemented by fine detail work that is particularly apparent in the central corner tower. The Police Department has occupied the building since construction of the New City Hall in 1963.
Costco | Huntington Beach, CA

CSG provided plan review on this 154,113 sq. ft. Costco building which includes exterior trash enclosure for compactor, exterior loading dock concrete/masonry walls, interior refrigeration units and extended 4' high cart corrals. Valuation of this new construction: $12,500,000.00.

Best Buy | Tustin, CA

- Provided on-going building plan review
- Provided Building Inspection services
- Reviewed plans for on- and off-site improvements
- Collaborated with the city toward the timely delivery of the project
- Participated in hearings and presentations to City Council and various neighborhood organizations

Fairfield Inn and Suites | Tustin, CA

CSG provided architectural, structural, plumbing, mechanical and electrical plan review services for this $8.2 million, new construction project consisting of 82,289 square feet. The 4-story structure is of Type V-A/SP with occupancy groups R-1, A-2, and A-3.

Hoag Hospital Expansion | City of Huntington Beach

CSG performed complete plan review for this project; approximately 52,775 sq. ft. three-story addition to an existing 52,177 sq. ft. medical office building. The structure is of Type II-B, fully sprinklered, with a designation of occupancy group B. In addition, CSG reviewed new construction of a four-story, 192,079 sq. ft., and 486 stall parking structure. The structure is of Type I-B, with an occupancy group designation of S-2 open parking garage. The structure is supported on mat-foundation. Parking decks are constructed of a post-tensioned slab. Dual systems, concrete shear walls and concrete moment frames are used to resist lateral loads. The expanded services will include urgent care, pharmacy, rehab/therapy, and imaging, a wellness center for public education, medical oncology/infusion, and physician clinical space. All deadlines and expectations were met or exceeded.
The Village at Bella Terra | CITY OF HUNTINGTON BEACH


Phase II: New construction of 82,622 sq. ft., Type-VA construction, multi-residential apartment building. Valuation: $9,226,084.00.

Bella Terra II Parking Structure: New construction of five-and-one-half-story, 700+ stall parking structure. The structure is supported on a pile foundation system. Parking decks are constructed of a post-tensioned slab. Dual systems, concrete shear walls and concrete moment frames are used to resist lateral loads. Valuation: $6,504,210.00.

Marconi Automotive Museum and Foundation for Kids | TUSTIN, CA

This project re-classified an existing museum from Group B Occupancy to a Group A using the 2010 CBC. CSG provided a review of the proposed structural upgrades due to a Tier 1 Seismic Evaluation that was conducted. The building is a precast/tilt-up concrete shear wall structure with flexible diaphragms designed under the 1970 UBC. The walls are 21 feet tall with the roof diaphragm connected using wood ledgers. The area of the building is 25,720 square feet. This project was originally designed as collector’s museum of American classic cars and includes a floor full of buses and more than 30 motorcycles, motorbikes including the 100 cars on display. The museum has over 20,000 sq. ft. in additional storage for vehicle rotation on a regular basis.

Richard Nixon Library | YORBA LINDA, CA

- Coordinated and provided building and structural plan review throughout the project
- Reviewed plans for on-site improvements
- Assisted the City in handling Architects, Structural Engineers, and overall plan check comments
- Worked with staff and development team from the beginning to ensure all questions pertaining to the structure were addressed, thereby allowing construction to start on time
- Participated in numerous hearings and presentations to City Council and various neighborhood organizations
Beachwalk Apartments | Huntington Beach, CA

CSG provided structural, plumbing, mechanical and electrical review of the 173 unit project. The $16 million dollar project included four-stories and over 185,000 square feet. The project also includes a 5-level parking structure, public and private open space areas, a leasing office, fitness room, resident clubhouse and rooftop deck. CSG coordinated building and structural review throughout the project and worked with architects, structural engineers and the City to ensure code compliance while keeping the project on track. The developer held a grand opening in May, 2012.

CVS Pharmacy | La Habra, CA

CSG reviewed plans for the redevelopment of a new CVS Pharmacy distribution center. Valuation of the project was $16,946,400.00.

Statewide Residential Projects

- Coordinate and provide building and structural plan check and inspection services for new residences, remodels and alterations, ranging from 2,000 to 10,000 sq. feet
- Provide on-call building inspection services
- Evaluate individual projects and provide recommendations, based on specific needs
- Ensure compliance with local building codes, fire codes, energy conservation standards, ADA regulations and local ordinances
Firm’s Capabilities & Abilities

Key Benefits

CSG employs a team of professionally licensed plan review engineers, certified building officials, plan reviewers, inspectors and permit technicians to manage building department operations, support front counter procedures, review all plans, and inspect structures for code conformance.

Our longtime experience in furnishing comprehensive building and fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects—from cutting edge digital plan review to providing faster-than-scheduled turnaround times and assisting in last minute inspection requests, CSG will deliver quality services to the City of Stockton. Key benefits include:

- **Concentrated focus on cost-savings approach and methods.** Because we proudly serve many municipalities and agencies, we are constantly improving and adapting our services to save you and your City precious dollars. We share a wealth of recommendations from our varied experience with other communities and clients to help keep your budget healthy and on-track.

- **Customized, responsive services.** We are skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel. We can quickly fine-tune staffing levels to match or adjust to changes in plan review, inspection and front counter activity always maintaining the highest level of customer service. We hand pick staff uniquely qualified and experienced to deliver the exact services requested.

- **Fully committed and qualified personnel.** Each member of our staff are fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry’s cutting edge, many serve as popular educational instructors and lecturers as well as sit on leading boards and committees for organizations developing and implementing important code regulations. We also keep up with latest in procedures and use of products, i.e. green building, accessibility, CASp certification requirements, NPDES, MRP, and more.

- **Swift turnarounds and expedited services.** With longtime experience in the digital plan review process, our staff excels at the speediest turnarounds in the industry. We easily match and more often beat any required timing and make available our scanned plan review documents free to our clients. We maintain a long list of available, qualified candidates for plan review, inspection and front counter support and can quickly respond to multi-level needs.

- **Leading-edge technology with cost-saving solutions.** CSG delivers a suite of digital options for jurisdictions—speedy digital plan reviews including electronic versions of plan comments as well as a final set of scanned plans; an optional, easy-to-use online web application/portal for submittal, tracking and approval of digital plans; and, full scanning and archival services.

- **Environmentally friendly practices.** Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint and promotes environmental stewardship through environmental preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper products and all possible documents are printed double-sided and on the highest of recycled or post consumer product available.
Commitment to Excellence

We encourage staff to participate in and contribute to the many associations important to our industry. CSG was recently honored as the California Building Official Association’s (CALBO) Industry Leader of the Year for service and dedication to the building and safety industry as well as the same award by the County Building Officials Association of California (CBOAC). Knowing technical excellence and proficiency is vital to successful public service, attendance at update seminars, specialized training classes, and continuing certification conferences are an integral part delivering the “best in the business” to our clients. Many of our staff hold or have held key positions within the groups listed below as well as serve as in-demand instructors and trainers. We support community outreach whenever possible.

- League of California Cities
- California Building Officials
- International Code Council
- ICC Chapters of Sacramento Valley, East Bay, Peninsula, Napa-Solano, Yosemite, Monterey, Shasta Cascade, Los Angeles Basin, Coachella, Orange Empire, Foothill
- County Building Officials Association of California
- California Fire Chiefs Association
- Northern Fire Prevention Officers
- Southern Fire Prevention Officers
- National Fire Protection Association
- California Automatic Fire Alarm Association
- American Fire Sprinkler Association
- National Fire Sprinkler Association
- American Public Works Association
- Institute of Transportation Engineers
- Structural Engineers Association of Northern California
- Structural Engineers Association of Southern California
- Certified Access Specialist Institute (CASI)
Methodology

Our proposed team is uniquely selected to best support and delivers the highest level of quality in customer service—highly technical expertise, knowledge of municipal processes and procedures, efficient and effective patron care, application of code compliance partnered with innovative and helpful alternatives.

Plan Review Services

Compliance Standards

Our team of professionals is ready to assist in all aspects of plan review and focus on the special needs and requirements of each of our clients. We promise prompt turnaround times and offer comprehensive online status reports. Our plan checkers carefully review all documents for compliance with building codes, fire codes, energy conservation standards, State accessibility regulations, and all local ordinances. We understand and will comply with the City’s requirements for plan review services. Our engineers and plan reviewers review plans for compliance with all policy and model codes adopted by the State of California, including but not limited to:

- 2010 California Building Code, Volumes 1 and 2
- 2010 California Residential Code
- 2010 California Electrical Code
- 2010 California Plumbing Code
- 2010 California Mechanical Code
- 2010 California Fire Code as jointly published by the Western Fire Chiefs Association and the National Fire Protection Association (NFPA) as amended and adopted by the State of California (Title-24, Part 9 California Fire Code)
- National Fire Codes as published by the National Fire Protection Association (NFPA); as adopted and referenced by the State of California (California Code of Regulations, Title-19, Section 1.09)
- 2010 State Historical Building Code
- 2008 / 2010 California Energy Code
- 2010 California Green Building Code
- NPDES/WQMP/SWPPP Compliance
- City adopted ordinances and amendments relative to building and municipal codes, including project Conditions of Approval from other City departments, divisions, regulating agencies, and jurisdictions

OSHPD3 Reviews

Our staff of professional engineers, architects, and certified plans examiners is experienced with the differences between the CBC and OSHPD 3 facilities and have successfully completed many OSHPD 3 plan reviews for multiple client agencies. CSG can also provide certified OSHPD Inspectors of Record for a variety of different projects upon request.
**Green Building and LEED Certifications**

CSG Consultants has all the qualifications necessary to assist the City in both the development of policy and the implementation of green and sustainable building practices. The Environmental and Sustainable Program division of CSG can assist on demolition and recycling as well as public outreach involved in the building industry. We have Certified Green Building Professionals (CGBP) and LEED accredited personnel on staff. Building Division staff is experienced in plan review and inspection for compliance with CalGreen and local green building ordinances.

**Plan Check Comments**

All plan check comments will be formatted to the City’s established correction list templates. Any additional forms established by the City for alternative methods of construction and/or deviations from requirements, such as disabled access, will be incorporated into the correction comments and returned with the appropriate recommendations. In addition, Internet access is available for transferring plan check comments. This will enable City staff to immediately modify our checklist for incorporation with other department comments.

**CASp Services**

We understand California Building Departments are required to have a CASp certified person in place and available for technical questions and interpretations. Our CASp certified staff are knowledgeable of state and federal accessibility laws and regulations and possesses the expertise necessary to promote access to facilities for persons with disabilities. In accordance with newly-formed rules and regulations we can supply a CASp certified professional to review all plans for accessibility and will comply with regulations to provide a sufficient number of building department staff who are CASp certified by January 1, 2014.

**Quality Control / Quality Assurance**

CSG’s in-house quality assurance / quality control program utilizes a peer review process with multi-level internal plan checking and project management. A Senior Plan Check Engineer directly associated with the project is supported by technical staff in the review process to ensure consistency between observations and field data. The Project Manager (not directly involved with the project) will review the preliminary report to ensure compliance with our internal quality control standards.

**Plans Pickup and Delivery**

CSG will pickup and deliver to City offices as per the RFP condition and/or request an alternate condition to be approved by the City representative. The coordination of the pickup and delivery of plans, etc via CSG staff or an approved alternate will be provided at no additional cost.

**Online Plan Check Status**

CSG offers a convenient service allowing clients to check plan review status and comments online. By logging on to our website, clicking on Plan Check Status, and entering a password, staff as well as authorized applicants, can view each project document and communicate with the plan checker via e-mail or post-a-note. With a password, staff or authorized applicants can download comments from the web upon completion of the plan review. There is no additional cost for this service.
Standard Turnaround Times

We work hard to provide the best quality, and most timely, service in the industry. We pride ourselves in maintaining the requested plan review times for all our clients—**even delivering faster than our own deadlines for our clients**. Our goal is to approve code-complying projects and to successfully and quickly move work through jurisdictional processes. **We understand the minimum turnaround times for review; however, we propose the following faster times for the City of Brentwood.**

<table>
<thead>
<tr>
<th>Project Type</th>
<th>INITIAL REVIEW</th>
<th>RE-CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential New Construction</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Residential Additions</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Small Residential Remodels</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Non-Residential / Commercial New Construction</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Commercial Additions</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Small Commercial Remodels / Tenant Improvements</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Large/Complex Commercial Projects</td>
<td>10</td>
<td>5</td>
</tr>
</tbody>
</table>

CSG will be responsible to ensure all other Building and Safety duties and follow-up not mentioned above will be performed in a timely and responsive manner. All personnel are routinely required to attend training and educational offering to add to and improve the performance of assigned duties. If a review is anticipated to take longer than the maximum turnaround timing, we will notify the City representative for negotiation as to additional time required to ensure an appropriate level of review.

Field Inspection Services

Selection and Standards

CSG will select qualified, certified candidates for inspection services for City review and approval by the City’s designated representative. We understand the City is looking for ICC certified and/or with other appropriate entities in accordance with AB717 and possess a minimum of one-year of building code enforcement experience with a municipality or a private municipal consultant, and will comply. Specific responsibilities include but are not limited to the following:

- Inspection services for code, accessibility, grading, building, electrical, mechanical and plumbing work, etc.
- Handle resident inquiries and resolve complaints
- Construction and demolition permitting process
- Code administration, inspection and enforcement
- Prepare pre-sale reports
- Maintain records and files concerning construction permits and building code administration, documents for storage and/or imaging

We offer fully integrated, multi-disciplined building and fire inspection services for residential, commercial, and industrial projects, and are experienced in all construction types. Our inspectors ensure compliance with applicable codes and requirements by identifying code violations, offering solutions to developers, property owners and tenants on potential risks and safety hazards, and by working as a team to correct violations.
In addition, **we utilize combination inspection personnel whenever possible to perform over-the-counter plan reviews or assist as customer service back-up at the front counter in addition to regular inspection duties to save jurisdictions valuable time and expenses.** Our inspection staff easily integrate into client organizations, consistently implementing policies and procedures and remaining transparent to applicants and customers. CSG provides all vehicles, fuel, maintenance and other equipment necessary for inspectors to carry out duties with no additional cost to the City.

**Continuing Certification and Training**

We take pride in working with inspectors motivated to achieve the highest level of experience and certification. We work hard to match your jurisdiction’s level of safety and code compliance and understand that personality and customer service is crucial to on-the-job success. All CSG inspectors are ICC certified and/or possess additional required certifications and are routinely updated through specialized training classes and seminar attendance in approved and modern methods, materials, tools and safety used in building inspection, as well as the most current building standards.

**CASp Inspection Services**

CSG can provide a CASp certified person for technical questions and interpretations. In accordance with newly-formed rules and regulations we can supply a CASp certified professional to review all plans for accessibility and will comply with regulations to provide a sufficient number of building department staff who are CASP certified by January 1, 2014.

**Building Official Services**

**Selection and Standards**

CSG’s building officials will perform management of the Building Division, as well as provide oversight and direction and be available part-time as needed as requested. Our building officials are certified with many years of building industry experience, and can provide staff management, plan review, and inspection roles as needed. CSG’s proposed Building Officials can provide the City with a well-rounded approach to building administration and the operations of a building department. Our building officials are well-known for consummate customer service skills and are successful at public interaction to determine solutions with innovative problem-solving. They are thoroughly familiar with the following services listed below as well as adapting to other needed requests:

- **Quality Control**
- **Building Code updates and adoption**
- **Resolution of resident inquires and complaints**
- **Building Official Administration, processing of complex Building Code issues and dispute resolution**
- **Participate in the City’s Architectural Review Board**
- **Building and Safety procedure manual**
- **Monthly reporting of Building and Safety activities and annual reporting**
- **Participate in pre-development review and provide comments**
- **Processing of Planning Commission and City Council staff reports (as needed)**
- **Attendance at Planning Commission and City Council meetings (as needed)**
**Optional Contract Services**

As a multi-discipline firm, CSG can provide additional consulting services in response to the City’s needs and requests. When additional staff is needed, our experienced professionals are ready at a moment’s notice. We will work side-by-side with existing staff to meet needs and budget requirements. We currently augment staffing in many Building Departments, serving as building officials, inspectors, and counter technicians during periods of transition or high level project flow. CSG can also furnish code enforcement, geotechnical plan check, grading, subdivision map, and improvement review. We can work full-time or part-time, on a long-term or temporary basis.

**Fire Plan Review Services**

We furnish fire sprinkler and fire alarm plan review for any and all structures including industrial and commercial buildings, single-family and multi-family complexes for compliance with all local ordinance and State and Federal codes and regulations pertaining to Fire and Life Safety. Our talented professionals are prepared to review all types of projects for the City; from complex custom homes to shopping centers and high-rise buildings.

**Permit Processing | Front Counter Support**

CSG has staff available to provide Permit Technician services. These 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 architect. CSG handpicks exceptionally qualified personnel with a central focus on operating as an extension of the City’s team, understanding the importance of exemplary customer service, knowledge on the inner-workings of building departments, and are thoroughly familiar with the building application and permit process.

**Grading Plan Review**

CSG utilizes an individualized review process tailored to meet a jurisdiction’s particular needs and design requirements or guidelines. Upon initiation of the project, CSG will prepare a customized plan check review checklist to encompassing industry standards and state or federal rules and regulations. The checklist is commonly prepared from Cities’ Municipal Codes/Ordinances, City standard plans and specifications, design guidelines available online to the general, and any other public or confidential information made available to CSG by City staff. Our experienced staff regularly reviews the following in conjunction with Grading and Drainage Plan Submittals:

- Rough and Precise Grading Plans
- Hydrology/Hydraulic Studies
- Utility Plans & Profiles (Storm Drain, Sanitary Sewer, Water, Electric, Gas)
- Off-site Improvements and Encroachment Permits
- Sediment and Erosion Control Plans
- Stormwater Pollution Prevention Plans (SWPPPs)
- Construction Details
- Demolition Plans
- Construction Cost Estimates (Engineer’s Estimates/Probable Costs)
We review the plans and supporting documents for compliance with the following:

- Geotechnical recommendations
- Hydrology Report
- Municipal Code, City Design Guidelines and Standards, or other City procedures and policies
- Community Plans (Specific Plan, General Plan)
- Caltrans Standards
- CEQA & other environmental documents
- Final/Parcel Map & Subdivision Map Act
- National Pollution Discharge Elimination System (NPDES) permits
- Other regional agency requirements as they relate to infrastructure needs
- ADA compliance
- Traffic studies, parking issues
- Industry Standards

Our staff is trained and experienced in the following:

- NPDES Compliance, Specialized in Provision C.3 Compliance (MRP)
- Hydro-Management (HM), Certified Third Party Reviewer
- Construction Site Compliance for Water Quality Protection
- Manual on Uniform Traffic Control Devices (MUTCD)
- State General Construction Permit (QSD’s/QSP’s on staff)
- Caltrans Standard Specifications and Standard Plans
- Subdivision Maps Act & Land Surveyor’s Act
- Industry Standards

**Code Enforcement**

Code enforcement activities are a crucial service to ensure not only public health and safety but also to enhance economic development throughout the City. Blighted conditions such as vacant lots, overgrown weeds, deteriorated building exteriors, missing or broken windows and screens, foreclosures, and inoperable vehicles all contribute to City deterioration. CSG can supply code enforcement specialist to identify and work with property owners to correct code violations to the exact specifications needed to satisfy the City. Codes and ordinances enforced include:

- Zoning Codes
- Building Codes
- Housing
- Public Nuisances
- State Health & Safety Codes
- Other Issues Relating to Health, Safety, and Community Welfare
Firm’s Use of Technology

CSG currently provides document scanning services to many municipalities. In addition to scanning, archival services, we also provide digital plan review and a self-proprietary system, GreenVue Fusion. Our software package combines comprehensive electronic permitting, digital plan review, and document archival into a single integrated web based platform. The system not only improves and expedites services to the public, but it also reduces staff time in processing permits and reporting tasks. All modules within the GreenVue Fusion system are inter-linked, ensuring a smooth workflow process for City/District staff and the public.

With a focus on excellent customer service, our staff works closely in helping our clients provide the best permitting services to the development community and general public. GreenVue Fusion can streamline the permitting process and increase efficiency as well as reducing paper waste.

Digital Plan Review

CSG began the transition to digital plan review over 7 years ago, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG are immediately scanned into digital files and stored on our servers for speedy access to both our clients and our plan reviewers. Plan reviews are performed with no disruption to the workflow using a dual monitor system. Our plan reviewers furnish electronic versions of their plan comments conforming to each client’s formatted templates. **A significant benefit to this process is clients are presented upon final approval, a set of digitally scanned plans at no cost—thus saving valuable jurisdiction dollars and providing “green” and paperless, convenient storage of all construction-related documents.**

For several jurisdictions requesting a pure digital plan review workflow, we have developed an online web application for an applicant to submit their digital files directly to us; including an online portal for the applicant/jurisdiction to retrieve their comments and submitted digital files with redlines. This online portal tracks all submittals, including re-submittals until the plans have been approved. Projects submitted digitally are processed through an easy-to-use web portal which can be customized to suit the needs of a jurisdiction. Among the key features of our digital review service:

- **Efficiency.** Plans are pushed to plan review staff the same day they are submitted. There is no “bin time.”
- **Simplicity.** CSG developed our own web-based portal to manage the electronic file submittal process. By using a web interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex FTP settings.
- **Experience.** We have provided a digital plan review option to our clients for over seven years.
- **Non-Proprietary.** CSG’s electronic review process is 100% PDF based with no additional software required to view redlines.
- **Growth.** Should the City decide to implement electronic review as a standard, CSG offers a unique integration path for our electronic review software (GreenVue Fusion).
Firm’s Communication

CSG’s main function is to serve as an extension of the City. We clearly understand the importance of our role in the success of your City and commit to providing your citizens and business partners—residents, architects, engineers, developers, contractors—as well as your City staff with the highest level of service. We believe excellent and effective communication is essential to a successful working relationship between the City, CSG and the development community. The following represents how our firm responds to phone inquiries, email and requests for meetings:

Office Hours and Meeting Availability
CSG staff is available for applicant inquiries or conferences anytime during regular business hours without charge via telephone; 8:00 AM to 5:00 PM, Monday through Friday. We can easily alter our hours to meet the City’s needs. Evenings and weekends for special events and meetings can be accommodated with 48 hours notice. For your convenience, we can also meet with City staff, architects and applicants. We recognize the value of pre-design consultation with prospective applicants and are available to provide this service as well. Our Project Manager will be available in person for consultation and meetings with a reasonable lead time.

Response to City Questions or Requests
CSG staff can typically respond to the City for all questions or requests generated during field inspection on any plan review during the same day, but no longer than the following day a request is received.

Inspection Notification Time and Availability
CSG inspection staff is available to provide inspection services within 48 hours of the City’s request; 8:00 AM to 5:00 PM, Monday through Friday. We can easily alter our hours to meet the City’s needs. Evenings and weekends for special events and meetings can be accommodated with 48 hours notice as well.

Emergency Response
CSG is well qualified to respond to a local or regional emergency. Many of our personnel, including those proposed, have assisted in emergencies such as the recent San Bruno gas explosion, the Northridge, Loma Prieta and Napa earthquakes as well as regional floods, fires, etc. Our personnel are certified through FEMA, OES Office of Emergency Services, IACET First Responder Awareness training, etc.
EXHIBIT B
INSURANCE REQUIREMENTS
CONSULTANT

CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against all claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, volunteers, or employees.

1. INSURANCE Throughout the life of this Contract, the Consultant shall pay for and maintain in full force and effect with an insurance company admitted by the California Insurance Commissioner to do business in the State of California and rated not less than “A: VII” in Best Insurance Key Rating Guide, the following policies of insurance:

   A. AUTOMOBILE LIABILITY insurance, endorsed for “any auto” with the following limits of liability: Bodily Injury $250,000 each person, and $500,000 each occurrence. Property Damage $100,000 each occurrence.

   B. WORKERS’ COMPENSATION insurance as required under the California Labor Code and Employers Liability Insurance with limits not less than $1,000,000 per accident/injury/disease.

   C. COMMERCIAL OR COMPREHENSIVE GENERAL LIABILITY AND MISCELLANEOUS SUPPLEMENTARY INSURANCE;

   FOR ADDITIONAL REQUIREMENT(S):

   (i) COMMERCIAL OR COMPREHENSIVE GENERAL LIABILITY insurance which shall include Contractual Liability, Products and Completed Operations coverage’s, Bodily Injury and Property Damage Liability insurance with combined single limits of not less than $1,000,000 per occurrence, and if written on an Aggregate basis, $2,000,000 Aggregate limit.

   (ii) PROFESSIONAL LIABILITY, Not less than $1,000,000 per Claim/$1,000,000 Aggregate (3 yr discovery and reporting tail period coverage). Certificate of Insurance only required.

Deductibles and Self-Insured Retentions must be declared and are subject to approval by the CITY.

The Policy(s) shall also provide the following:

1 The Commercial General Liability insurance shall be written on ISO approved occurrence form with additional insured endorsement naming: City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers are additional insureds.

2. All insurance required by this Agreement shall be with a company acceptable to the CITY and issued and executed by an admitted insurer authorized to transact insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONSULTANT completes its performance of services under this Agreement.
3. For any claims related to services or products provided under this contract, the Consultant’s insurance coverage shall be primary insurance as respects the City of Stockton its officers, agents, and employees. Any coverage maintained by the CITY shall be excess of the Consultant’s insurance and shall not contribute with it. Policy shall waive right of recovery (waiver of subrogation) against the CITY.

4. Each insurance policy required by this clause shall have a provision that coverage shall not be cancelled by either party, except after thirty (30) days’ prior to written notice by certified mail, return receipt requested, has been given to the CITY. Further, the thirty (30) day notice shall be unrestricted, except for workers’ compensation, or non-payment of premium, which shall permit ten (10) days advance notice. The insurer and/or the contractor and/or the contractor’s insurance agent shall provide the CITY with notification of any cancellation, major change, modification or reduction in coverage.

5. Regardless of these contract minimum insurance requirements, the Consultant and its insurer shall agree to commit the Consultant’s full policy limits and these minimum requirements shall not restrict the Consultant’s liability or coverage limit obligations.

6. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the California Civil Code.

7. The Company shall furnish the City of Stockton with the Certificates and Endorsement for all required insurance, prior to the CITY’s execution of the Agreement and start of work.

8. Proper address for mailing certificates, endorsements and notices shall be:

   City of Stockton  
   Attention: Risk Services  
   425 N. El Dorado Street  
   Stockton, CA 95202

9. Upon notification of receipt by the CITY of a Notice of Cancellation, major change, modification, or reduction in coverage, the Consultant shall immediately file with the CITY a certified copy of the required new or renewal policy and certificates for such policy.

Any variation from the above contract requirements shall only be considered by and be subject to approval by the CITY’s Risk Manager (209) 937-8617. Our fax is (209) 937-8558.

If at any time during the life of the Contract or any extension, the Consultant fails to maintain the required insurance in full force and effect, all work under the Contract shall be discontinued immediately. Any failure to maintain the required insurance shall be sufficient cause for the CITY to terminate this Contract.

If the Consultant should subcontract all or any portion of the work to be performed in this contract, the Consultant shall cover the sub-contractor, and/or require each sub-contractor to adhere to all subparagraphs of these Insurance Requirements section. Similarly, any cancellation, lapse, reduction or change of sub-contractor’s insurance shall have the same impact as described above.