

**Submitted To**  
City of HERMOSA BEACH  
**Attn: Fabio M. Macias**  
**Public Works**  
**1315 Valley Drive**  
**Hermosa Beach, CA 90254**



## PROPOSAL FOR ON-CALL PLAN CHECK SERVICES RFP 19-02

Due Date: 07-11-2019, 5:00 pm Submittal 1 Original, 4 copies, 1 pdf via email to [fmacias@hermosabch.org](mailto:fmacias@hermosabch.org)



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**Submitted By**  
TRANSTECH Engineers, Inc.  
**Contact Person:**  
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RFP Requirement: Proposals shall be no more than 30 total pages, (15 double-sided printed pieces of paper) inclusive of the cover letter and all required forms. All pages should be numbered and identified sequentially.

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## 1. COVER LETTER

July 11, 2019

City of HERMOSA BEACH  
Attn: Fabio M. Macias  
Public Works  
1315 Valley Drive; Hermosa Beach, CA 90254



Subject: **PROPOSAL FOR ON-CALL PLAN CHECK SERVICES, RFP 19-02**

Dear Mr. Macias:

Transtech is pleased to submit this proposal to the City for the subject services.

**Company Profile:** Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm. Our staff and resources include approximately 100 engineers, building officials, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, planners, support personnel. Transtech is currently providing similar municipal services to approximately 25 agencies, and has extensive experience working in a mixed staff/consultant environment for 30 years. We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members.

**Our service capabilities include:**

- Building & Safety Services, Building Official Building Inspection, Plan Check, Permit Technician, Building Evaluations, Code Enforcement
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection
- Federally Funded Project Management
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Grant Writing
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Engineering
- Emergency and Disaster Response, Support and Recovery Services

**Our staff members are involved in many local and national ICC and CALBO committees, and are involved in the development of local and national guidelines and codes:**

- Chair; ICC Sustainability Membership Council
- Chair; ICC LA Basin Chapter Inspection Committee
- Commissioner; ICC Codes & Standards Council
- Commissioner; CALBO Green Committee
- Commissioner; ICC/CALBO CA Exam Committee
- Commissioner; CALBO Outreach/Communications Committee
- ICC Los Angeles Basin Chapter Board of Directors
- ICC Building Officials Membership Governing Council
- ICC Code Development Committee Vice Chair
- ICC Technology/Web Advisory Group
- IAS Accreditation Committee
- ICC LA Chapter Accessibility Committee

**Licenses and Certificates of the Firm and Staff Members in Diversified Fields:**

- ICC Certified Building Official
- ICC Certified Building Code Official
- ICC Certified Sustainability Professional
- ICC Certified Building, Electrical, Mechanical & Plumbing Electrical Plans Examiner
- ICC Certified CA Commercial and Res Plumbing Inspector
- ICC Certified Accessibility Plans Examiner
- ICC Certified Accessibility Inspector
- CASp, California Access Specialist
- IAPMO Certified CA Residential Mechanical Inspector



- ICC Certified Commercial Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Residential Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Combination Inspector
- ICC Certified Fire Plans Examiner
- ICC Certified Permit Technician
- ICC Certified CalGreen - California Green Building Plan Examiner
- ICC Certified CalGreen - California Green Building Inspector
- ICC Certified CA Residential Mechanical Inspector
- ICC Certified Plumbing Inspector UPC
- Professional Licensed Engineer (PE, SE, ME, EE)
- Professional Licensed Traffic Engineer (TE)
- Professional Licensed Land Surveyor (PLS)
- Professional Transportation Planner (PTP)
- Licensed General Contractor A and B
- Qualified Storm Water Pollution Prevention Plan Developer (QSD)
- Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)
- General Permit Qualified Industrial Stormwater Practitioner (QISP)

**Electronic Plan Check:** Transtech provides Electronic Plan Check, including ePlanSoft, Bluebeam, or PDF based files on Dropbox. Transtech will provide access to City staff to plan check tracking data through ePlanSoft and Dropbox. City staff can access to the tracking system to check status of the plan reviews on real time. We offer electronic plan check platforms at no cost to its clients.

**Quick turn around and expedited service:** Transtech will provide plan checks on a quick turn-around schedule. Transtech also provides expedited service when requested. Transtech has resources to provide emergency and/or expedited services when needed, on weekends, off work hours.

**Readily available experienced in-house staff:** Transtech has well experienced in-house staff readily available to commence with the services upon City's authorization.

**Cost Effective, Customer Friendly, Responsive Services:** Transtech is well known in providing cost effective services, on time and within budget project delivery, with customer friendly and responsive approach.

**We believe our team is well qualified to perform the services requested:**

- ✓ Successfully providing **similar services to many agencies** for nearly 30 years.
- ✓ Proven track record in **on time** and **within budget** project delivery.
- ✓ **Multi-disciplinary** engineering consulting service capabilities to provide an array of municipal services.
- ✓ Ability to **work collaboratively** with agencies, project applicants, and other stakeholders, and **communicate effectively** with diverse audiences and stakeholders at public forums.
- ✓ Committed to producing a **high-quality work product and deliver a high level of customer care**.
- ✓ Commitment of **principal level management** and involvement throughout the contract duration.
- ✓ Well experienced **in-house staff readily available** to commence with the services upon City's authorization.

Thank you for the opportunity to submit this proposal. Should you have any questions, or require additional information, please contact the undersigned.

Sincerely,



Ahmad Ansari, PE, Principal  
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 C: 949-702-5612; [www.transtech.org](http://www.transtech.org)





## 2. FIRM PROFILE



**COMPANY PROFILE:**

Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm.

Our staff and resources include approximately 100 engineers, building officials, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, planners, support personnel.

Transtech is currently providing municipal services to approximately 25 agencies, and has extensive experience working in a mixed staff/consultant environment for 30 years.

We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members. Transtech's Fed Tax ID No is 954314745

**OUR SERVICE CAPABILITIES INCLUDE:**

- Building & Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection
- Federally Funded Project Management
- Grant Writing
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Engineering
- Emergency and Disaster Response, Support and Recovery Services

**FOLLOWING IS A LIST OF OUR MUNICIPAL SERVICES CONTRACTS:*****City of Temple City***

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, As-Needed Permit Technician
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, Eng Map and Plan Check and Inspection, Federally Funded Project Management

***City of Commerce***

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, Eng Map and Plan Check and Inspection, Federally Funded Project Management

***City of Seal Beach***

- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection
- ✓ **Public Works Services:** Public Works/CIP Inspection

***City of Claremont***

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection

***City of Cudahy***

- ✓ **Building & Safety Services:** Plan Review Services
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, Eng Plan Check and Inspection, Federally Funded Project Management

***City of Azusa***

- ✓ **Building & Safety Services:** Building Plan Review, As-needed Inspection

***City of Alhambra***

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, Eng Map and Plan Check and Inspection, Federally Funded Project Management

***City of Bell***

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, As-Needed Permit Technician

***City of South Pasadena***

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician

***City of West Hollywood***

- ✓ **Building & Safety Services:** As-Needed Inspection, Plan Review, Permit Technician

***City of Hawaiian Gardens***

- ✓ **Building and Safety Services:** Building Official, Plan Review, Inspection, Permit Technician

***City of Downey***

- ✓ **Building & Safety Services:** Plan Review, Inspection

***UTC Corporation/City of Riverside***

- ✓ **Building & Safety Services:** Plan Review, Inspection, and Support



**San Manuel Indian Reservation**

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Eng Map and Plan Check and Inspection

**San Manuel Casino**

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Eng Map and Plan Check and Inspection

**San Bernardino County Housing Authority**

- ✓ **Engineering and Building Evaluations:** As-Needed Engineering, Building & Safety Support

**City of Placentia**

- ✓ **Development/Public Works Plan Check:** Eng Map and Plan Check

**City of Beaumont**

- ✓ **Engineering Services:** Engineering Support Staff Augmentation

**City of San Marino**

- ✓ **City Traffic Engineering Services:** City Traffic Engineering

**City of Menifee**

- ✓ **On-call Engineering Services:** On-call Engineering

**City of Big Bear Lake**

- ✓ **Engineering/Public Works Services:** Design, Public Works and Construction Inspection, Construction Management

**City of Thousand Oaks**

- ✓ **On-call Engineering Services:** On-call Engineering

**City of Culver City**

- ✓ **On-call Engineering Services:** On-call Engineering

**City of Manhattan Beach**

- ✓ **On-call Engineering Services:** On-call Engineering

**City of Monterey Park**

- ✓ **Building & Safety Services for PW Projects:** Building plan check and inspection services on City CIP Building projects under PW Department
- ✓ **Engineering Services:** Engineering Support, Traffic Engineering, CIP Management, Eng Plan Check and Inspection

**Riverside County Economic Development Agency**

- ✓ **Engineering and Building Services:** As-Needed Engineering, Building Evaluations, & Surveying

**City of Chino**

- ✓ **CIP Management Services:** CIP Management Services.

**City of Rosemead**

- ✓ **Engineering Services:** Public Works Plan Checks and Permit Inspection, City Engineering, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management

**City of South El Monte**

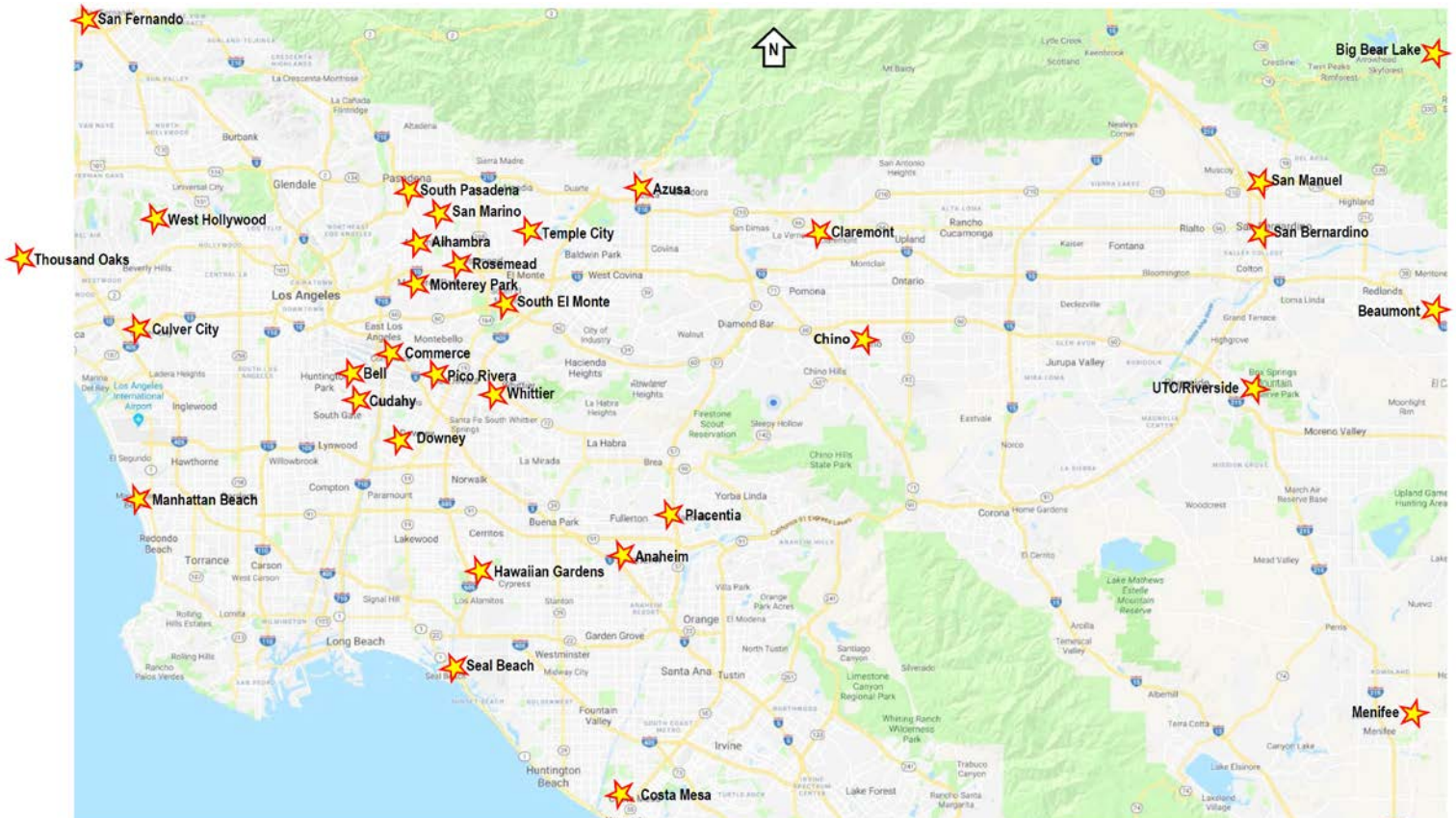
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, Eng Map and Plan Check and Inspection, Federally Funded Project Management, and PW Plan Check

**City of San Fernando**

- ✓ **On-call Engineering Services:** On-call Engineering

**City of Anaheim**

- ✓ **On-call Engineering Services:** On-call Engineering

**TRANSTECH'S CLIENT CITIES MAP:**





### 3. PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK

### a. Statement of Understanding & Approach to Delivery of Services

#### STATEMENT OF UNDERSTANDING

The City of Hermosa Beach has issued this RFP to establish a list of professional firms with capability and capacity to provide On-Call Plan Checking Services to support the function and needs of the City's Public Works and Community Development Departments and provide Land Development Civil Plan Check services that achieve the following goals:

- Establish a pro-active approach to identifying, evaluating, and resolving development plan checking related issues and assist in achieving the goals identified by the City's General Plan and applicable documents and reports.
- Consistent application of development standards and timely review and responses to plan checking submissions.
- Conduct and document site visits to identify possible opportunities to improve plans and establish standard updated standard practices in order to expedite plan checking.

The work includes the review plans, parcel maps, vesting tentative parcel maps, development plan checks, commercial and residential encroachment plans, wireless facility applications, and driveway parking permits by providing written comments to the Public Works and Planning Departments, assistance in improving plan checking procedures/practices, attending coordination meetings with applicants as needed and coordinating responses to applicants submitted questions. The City is looking for creativity from proposers to provide an approach that will result in the efficient and effective development or provision of services. The City is therefore open to proposers identifying a different scope of services, or recommending the addition or removal of items, so long as the project objectives are met, and the rationale for additions or removal are clearly articulated. Hermosa Beach has a highly-engaged community and anticipates that community engagement efforts will be a necessary component to the successful implementation of the responsibilities identified.

The City is also seeking a part-time contract Civil Engineer to serve as the City's primary engineer to assist the Public Works Department in managing the day-to day plan checking engineering needs of the City and its citizens. The expectation is that this position would be on-site in Hermosa Beach at least one 8-hour day biweekly with other hours/days permitted to be on or off-site as needed. The position may be filled by a single project manager that can be either an individual or employee of a firm with a variety of staff resources that can be called upon for specific tasks. This position is expected to:

- a. Review plans submitted by developer applicants and provide written comments to the City. Reviews may include: overall site design including notes on plans, grading, streets, sidewalks, storm drains and storm drain pipelines, sanitary sewer manholes and pipelines, water pipelines, off-site improvements, and landscaping plans.
- b. Review and provide written comments to the City for project submitted cost estimates as requested.
- c. Review and provide written comments to the City for project submitted reports including but not limited to soils reports, hydrology reports, sewer hydraulic reports, and water hydraulic reports.
- d. Review and provide written comments to the City for project related MS4 permit documents, NPDES documents, or LID documents.
- e. Attend coordination, reporting, and follow up meetings with the Public Works Department as needed.
- f. Provide reviews and written comments to the City for Parcel Maps, Vesting Tentative Parcel Maps, Encroachment Permits, wireless facility Right-of-way permits, Residential Driveway parking permits, and other documents as needed.

#### APPROACH

**Transtech's "Customer Care" and "Methodology" Approach in delivering the services in an efficient, effective, and**



**timely manner:**

- Our services are founded on the principals of **Total Quality Management for Total Customer Care**.
- We have a **structured approach** to execute projects in an efficient manner that makes Transtech capable of providing the City with the highest quality product. Transtech has established guidelines and policies, including written manuals on quality control, project management, and design procedures for its staff and for its contract cities. These guidelines ensure a consistent approach to the execution of assignments undertaken by our organization in compliance with City's specific procedures, standards and requirements.
- We start by **working with the applicant early on** and during plan review to help him or her prepare a set of plans which have all the required information clearly and logically presented.
- Additionally, we never hesitate to make suggestions which help **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field**. Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during plan review process. And in the case of homeowners, this policy often demonstrates early on that the City really is here to help.
- Transtech provides all plan check **comments on electronic files**. All plan check comments are provided on scanned pdf format electronically, **as well as hard copies**. Plan review corrections are written clearly and are **fully detailed to explain the Code deficiency** (including all applicable code sections).
- To help the applicant better understand the problem, Transtech provides as much information during plan review as possible. We believe that if the applicant has a **clear understanding of the problem**, he or she can take the necessary steps to correct the condition. This policy reduces the number of plan review rechecks required, allows the applicant to **obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan. Unclear and/or cryptic corrections are never written, and all correction lists, except those written over-the-counter, are typed and printed on a laser printer.
- Our plan checkers **confer early on and respond to questions** from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks where the plan corrections.
- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field**.
- Transtech performs necessary liaisons with City, and the permit applicant or applicant's designee either by telephone, mail, or meeting at our plan check office, or at City office, and perform necessary rechecks to **achieve compliance with applicable building laws, ordinances, and regulations**.
- All telephone calls or e-mails received are returned within same working day, or the following day. We take pride in our **"Same Day Response"** motto.
- **Responsiveness is an integral part** of Transtech's "customer friendly" service approach.
- Our Contract Principal will **meet with the Client's Project Manager regularly to monitor the service quality** and address any areas for improvements.
- We will strive to **enhance the City's image by public trust** to be the most a desirable community to live, invest and conduct business.
- Customer Care means highest quality customer service. Transtech is committed to providing **"Customer Care"** to the City, City's patrons, responding quickly and effectively to the walk-in, telephone, and electronic inquiries of the public related to our services.

**Transtech Plan Check Turnaround Times:**

Generally, we follow the following standards for plan check turn-around times:

- The overall goal is to complete first plan check shall be set at 10 working days upon receipt of plans from the City.
- For large complex projects the service goal shall be set at 15 working days.
- The service goal for resubmittals is 5 working days for smaller projects and may be up to 10 working days for larger complex projects.



- Service level goals are subject to modification upon mutual agreement of Consultant and City.
- Transtech will provide adequate personnel, based on the level of development activity within any given time, to ensure plans are checked efficiently.

**Emergency Response:**

In the event of a local or regional emergency or disaster, personnel provided by the selected firm shall be accessible, available, and prepared to provide Building and Safety services as directed by the City.

**Inspection Response:**

While not a part of current scope, if Transtech is requested to perform inspections, Transtech will perform it on the following business day, if an inspection request is received by 2 PM.

**Plan Check Coordination:**

- Our plan checkers respond to questions from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks.
- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field. This pro-active approach reduces inspection time and questions, and applicant frustration, while increasing overall compliance, by producing a better set of plans during plan review process. Especially, when the applicant is a homeowner trying to improve his/her property, this policy often demonstrates early on that the City really is here to help.

**Approach to Meeting with Applicants:**

Our staff is available to applicants by phone and through email for questions or available to meet for rechecks if necessary. Our policy is to meet with applicants at City Hall, but we also have an available facility at our office for over the counter reviews and meetings with applicants.

**Electronic Plan Check:**

- Transtech provides Electronic Plan Check, including ePlanSoft, Bluebeam, or PDF based files on Dropbox.
- We offer electronic plan check platforms at no cost.
- Transtech staff will meet with City staff to determine the electronic plan check workflow details to tailor to City's requirements. If ePlanSoft is desired by the City, we will assist the City in setting up a platform providing access to City and applicants via a web portal so that applicants may electronically submit plan review application and upload necessary documents.
- Following applicant's successful submittal of the electronic plan review application through ePlanSoft portal, Transtech's plan reviewers automatically get notified and conduct the plan review electronically.
- Transtech will provide access to City staff to plan check tracking data through ePlanSoft and Dropbox. City staff can access to the tracking system to check status of the plan reviews on real time.

**Expedited/Off-Business Hours/Weekend Services:**

If the City receives a request from applicants for expedited plan check services, Transtech staff will provide additional resources to accommodate such a request. If the City requests inspection services, Transtech staff will provide additional resources to accommodate inspection requests during off business hours and weekends.

**Conflict Resolution:**

If critical disputes between Transtech's plan reviewer and applicant's/developer's engineer occurs, our standard procedure to resolve the conflict is outlined below:



- Transtech will write a letter to the Engineer of Record (EOR) documenting each design standard/code discrepancy with supporting design requirements. In our experience, this step merely by virtue of communication, alleviates most conflicts.
- If the developer's consultant has questions regarding our letter, Transtech plan reviewer will meet with the EOR to help explain issues as necessary. The City staff will be fully informed and kept up to date of all communications between our staff and the developer/EOR.
- If the dispute persists beyond the above initial steps, Transtech will suggest and schedule a meeting with City staff, developer and EOR. Having the developer at such meeting is important to hold the EOR accountable.
- City staff are the ultimate decision makers and have authority to waive or override standards to bring the conflict to a resolution such as alternative materials and/or methods of construction. During this process, Transtech will assist the City staff in negotiations and confidential recommendations and measurements of risks.

**Plan Pick-up/Delivery:**

- Transtech uses an overnight delivery service for transportation of hard copies of plans. We also utilize staff members who are assigned to the City for pick up when practicable.
- Transtech uses an electronic plan transmittal that is customized and on a Dropbox platform for the City, where information can be uploaded and downloaded electronically.

**Working in Mixed Staff/Consultant Environment:**

We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff. We coordinate and interact with various in-house City staff members just as another City staff member as part of the City Team.

**Commercial and Industrial Facility Permit Program (FPP) (If desired by the City):**

We utilize Facility Permit Program (FPP) approach to facilitate a rapid approval process for tenant alterations and improvements of commercial and industrial facilities. This may include:

- minor tenant improvements, including maintenance, repair, and minor alterations
- major interior tenant improvements and remodels

The FPP would be available to owners of commercial and industrial buildings, building management companies, and/or their tenants. The program approach best serves customers where facility maintenance, upgrades, and renovations are frequent. A good example of how we are currently using the FPP approach is the ongoing work at UTC's Riverside Manufacturing Facility. The facility is constantly going through upgrades of new machinery and equipment, which also require changes in certain areas and components of the building, such as ADA paths, electrical, mechanical, plumbing, structural, wall enclosures, etc. FPP approach provides a rapid deployment of plan check and inspection process required permits expediently for these "isolated" areas without requiring a review of the entire facility and avoid hindering the ongoing operation. We handle FPP with our qualified staff members experienced in building, plumbing/mechanical, electrical, and fire inspections, and dedicated to the facility, therefore having prior, current, and ongoing knowledge and information of the facility and can handle the plan checks and/or inspections quickly. We can develop and implement an efficient FPP for the City and streamline this process.

**Readily Available Experienced In-House Staff:**

Transtech has well experienced in-house staff readily available to commence with the services upon City's authorization.

**Community Benefit Enhancement:**

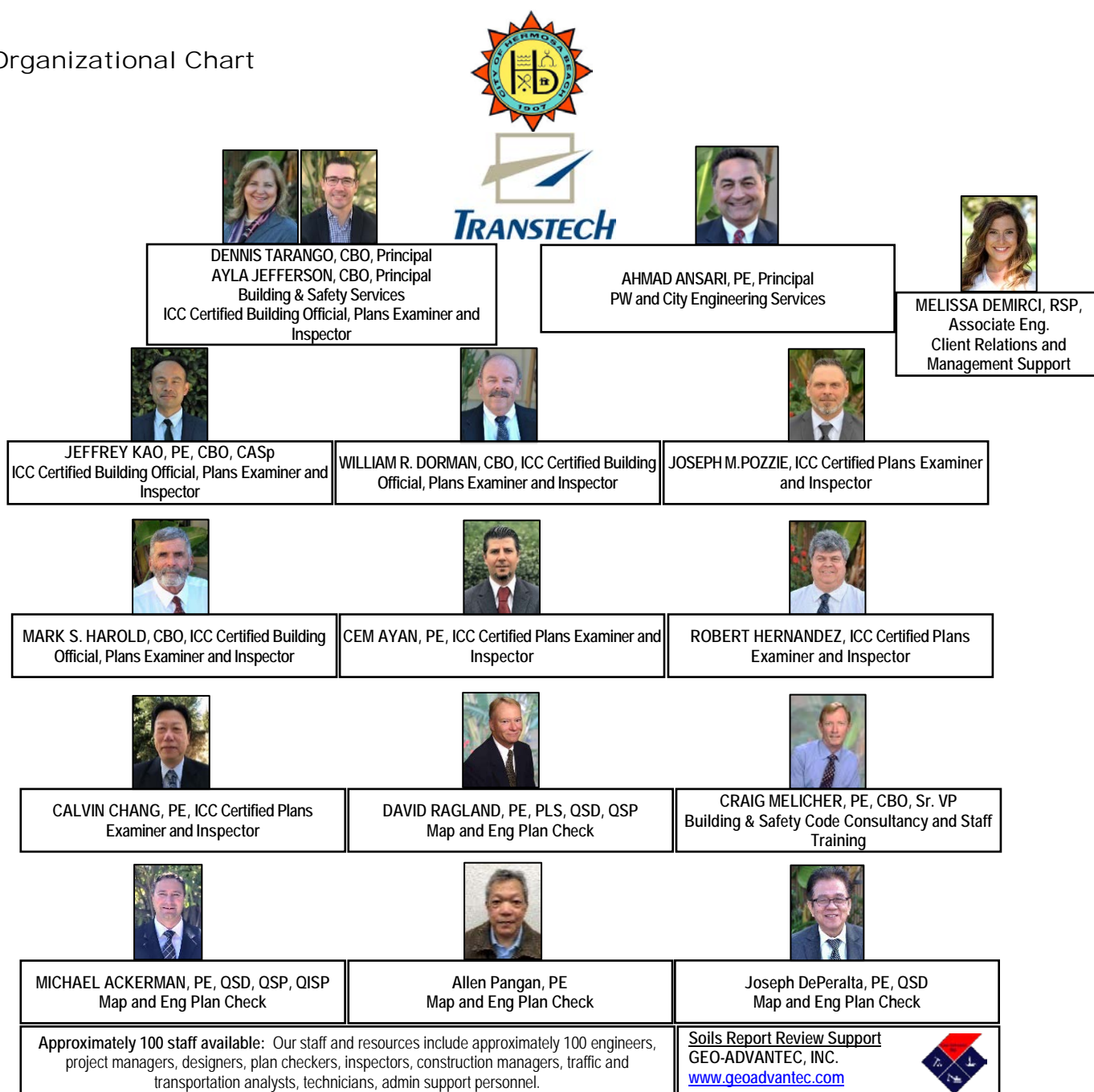
Supporting civic and community activities demonstrates Transtech's commitment to the progress, health, and well-being of the communities we serve. This is something that we take pride in as a company. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events. This could include





involvement or presence at City programs or events, supporting local businesses through the chamber, youth events, hosting workshops, sports, scholarship opportunities, community service, managing homelessness challenges, public safety, crime prevention, or any other community benefit that the City wishes us to be a part of. Our goal is not just to serve as an engineering consultant which is what we are best at, but also in being an active partner with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in. We are deeply committed to maintaining our partnership with our valued customers, its community, and remain open and enthusiastic to receiving input on how to best serve the City's needs today and in the future to further enhance the City's reputation as an ideal community to live, invest, work, and play in. Our well experienced **in-house staff is readily available** to commence with the services upon authorization. **We will strive to improve the City's reputation as a desirable community to live, invest and conduct business.**

### b. Organizational Chart



### c. Roles and Responsibilities for City Staff

Transtech can provide necessary services and staff resources to the City. We do not expect any additional functions City assistance or other items expected to be provided by City beyond those listed in RFP Section 2.5 Performed or Provided by the City". Per the RFP, the City will perform the following tasks or functions related to this project.

- Process, distribute, and respond to data and information requests from the consultant.
- Post/distribute public information announcements, website updates, workshop agendas/reports.
- Prepare and execute Agreements with all entities.
- Schedule times and facilities reservations for meetings and workshops.
- Upon contract award, City will provide copies of available records.
- Act as liaison with the appropriate decision-making bodies.

### d. Communications Approach & Quality Control

At Transtech, we have long established a structured approach to execute projects in an efficient manner that makes Transtech capable of providing the client with high quality product. Transtech has established guidelines and policies, including written manuals on quality control, project management, and design procedures for its staff. These guidelines ensure a consistent approach to the execution of assignments undertaken by our organization.

Transtech has extensive experience working in a mixed staff/consultant environment, below are the methods we utilized to ensure an effective and efficient coordination, and close and positive working relationship with City Staff.

Key project team members will attend periodic project progress meetings with City staff throughout the project duration. We will maintain and establish a close working relationship with City staff. The selected consultant will be expected to manage assigned projects, carefully control costs and resources, and complete assigned work on schedule. We will provide progress reports to the City Engineer at regular intervals.

We also create and provide access to project participants a common project information and file sharing platform.





## 4. EXPERIENCE AND QUALIFICATIONS

### a. Summary of Relevant Projects

Transtech is currently providing similar municipal Services to approximately 25 agencies.

**Following are various relevant projects representative of our experience in requested services (Partial List)**



**San Manuel Band of Mission Indians-Building and Safety, Plan Check, Inspection Services for Casino Expansion/Development Project (\$700M):** **Transtech serves as the Contract Building Official, Plan Checker and Inspector.** Currently we are providing Plan Check and Inspection services for Casino's expansion program, which includes casino renovation, hotel, entertainment center, parking structure, pedestrian bridges, alignment of entry and exit roads, and various other improvements. Previously, we completed a multi-phase remodel of the entire casino floor, including 5 new restaurants, 3 new bars, retail stores, food court, executive offices, chiller plant, bridge, and 50,000 SF of new gaming area. Transtech provided plan check, inspection, Building Official services. Transtech is also providing traffic engineering and civil engineering plan review.



**The Alhambra (Project Value: \$57.8M):** **Transtech serves as the Contract Building Official, Plan Checker and Inspector.** Located at 88 S Garfield Avenue, 2 S Garfield Avenue, 100 & 150 E Main St. Transtech provided full plan review as well as inspection services of for this development which includes 260 apartment units, 4-story parking garage, 72,000 sq ft 2-story retail building, 16,730 sq ft 1-story retail building, and 23,000 sq ft 1-story retail building. This project is located in Alhambra.

**Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.**



**The Terraces (Mixed-Use Development (Project Value: \$19M):** **Transtech serves as the Contract Building Official, Plan Checker and Inspector.** Located at 5935-5953 Temple City Blvd in Temple City. Transtech is currently providing full plan review for the 4 Story Mixed-Use Development which includes a one level basement garage, 61 condominium units as well as ground level and basement parking and 7,250 SF of commercial retail space/restaurant.

**Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.**



**Temple City Camellia Square (Project Value: \$15M):** **Transtech serves as the Contract Building Official, Plan Checker and Inspector.** Transtech provided full plan review as well as inspection services, the project included a shopping center with an underground garage and 4 total buildings as follows: a one-story 6,600 SF building; a two-story 25,700 SF building, a two-story 4,500 SF building; and, a two-story 43,400 SF building.

**Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.**







**Linden Walk Residential Development (Project Value: \$18.5M):** Transtech serves as the Contract Building Official, Plan Checker and Inspector. Transtech provided full plan review as well as inspection services for this development which included 74 Single Family Dwellings. This project is located in Temple City.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



**Blossom Walk Residential Development (Project Value: \$5.7M):** Transtech serves as the Contract Building Official, Plan Checker and Inspector. Transtech provided full plan review as well as inspection services of for this development which includes 24-unit condominiums and 4 single family homes. This project is located in Temple City.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



**Pacific Plaza (Project Value: \$30.3M):** Transtech serves as the Contract Building Official, Plan Checker and Inspector. Located at 11 S 3<sup>rd</sup> St (condo) and 300 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes 120 condo units and retail space below. This project is located in Alhambra.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



**Midwick Collection (Project Value: \$13M):** Transtech serves as the Contract Building Official, Plan Checker and Inspector. Located at 2400 S Fremont Avenue. Transtech provided full plan review as well as inspection services of for this development which includes 36 single family dwellings and 28 townhomes. This project is located in Alhambra.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



**Casita de Zen (Project Value: \$21M):** Transtech serves as the Contract Building Official, Plan Checker and Inspector. Located at 28 N 3<sup>rd</sup> St (condo) and 235 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes mixed use project with 92 condos on top, and retail on bottom. This project is located in Alhambra.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



**Alta Med Medical Group (Project Value: \$4M):** Transtech serves as the Contract Building Official, Plan Checker and Inspector. Located at 1900 E Slauson Ave. Transtech provided full plan review as well as inspection services of for this development which includes a new mixed-use building of office space and an adult day care with new on grade parking. This project is located in Huntington Park.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-







**site Improvements PW Inspection, and Building Inspection Services for this project.**

**Main Street Collection (Project Value: \$23M): Transtech serves as the Contract Building Official, Plan Checker and Inspector.** Located at 410 W Main Street. Transtech provided full plan review as well as inspection services of for this development which includes 4-story mixed-use project with 8,200 s ft retail space, 52 condos, 9 live/work units, 19 townhomes, and 6 shopkeeper units. This project is located in Alhambra.

**Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.**



**DaVita Alhambra Dialysis Center (Project Value: \$2M): Transtech serves as the Contract Building Official, Plan Checker and Inspector.** Located at 1237 E Main St. Transtech provided full plan review as well as inspection services of for this development which includes 1-story 14,125 sq ft medical office. This project is located in Alhambra.

**Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.**



**820 Mission Development LLC (Project Value: \$10M): Transtech serves as the Contract Building Official, Plan Checker and Inspector.** Located at 820 Mission St. Transtech provided full plan review as well as inspection services of for this development which includes construction of new office building with one residential unit above, new 15 unit townhome cluster with office fronting Mission Street with one-level subterranean parking, convert existing 3-story industrial building into 9 residential units, construct 13 townhome units. This project is located in South Pasadena.



**County of Riverside Economic Development Agency, Facility Evaluation:** Located at 450 E. Alessandro Blvd Transtech provided Facility Evaluation Services comprised of a high-level analysis of the structural system and a code compliance evaluation of the entire 5 Acre property including a 16,826 SF office building, outdoor theater, and several assessor structures.



**County of Riverside Economic Development Agency, Facility Evaluation:** Located at 41888 Motor Car Pkwy Transtech provided Facility Evaluation Services including an accessibility compliance review to allow the 297,033 SF 5-story office building to operate as an essential services facility.

#### PROJECT PICTURES NOT AVAILABLE DUE TO SECURITY RESTRICTIONS.



**HAL-HAYS Construction, Inc., Industrial Facilities Maintenance Building and Safety Services:** Transtech is an exclusive team partner with Hal-Hays Construction, which provides maintenance services to industrial facilities and utility companies. Transtech serves as the Building and Safety Services Team providing all necessary services to, including plan check, inspection and permitting. **One of the clients is UTC Corporation/City of Riverside: Building & Safety Services:** Transtech serves as UTC's Riverside Manufacturing Facility's Building Official, and manages and processes all necessary permits for this approximately 15 acre closed building area high security industrial facility through the City of Riverside. With annual revenues around \$75B, UTC serves customers in the commercial aerospace, defense and building industries and ranks among the world's most respected and innovative companies. UTC's Riverside Facility is part of the Aerostructures business unit and produces composite bond



components for the world's newest airplane platforms, such as the Airbus A350 XWB and A320neo, the Boeing 787 Dreamliner, Bombardier C Series, the Mitsubishi Regional Jet and the Embraer E2.

#### SAMPLE PROJECTS REPRESENTATIVE OF TRANSTECH'S CONSTRUCTION MANAGEMENT AND INSPECTION EXPERIENCE IN TYPE B-BUILDING PROJECT (PARTIAL LIST)



**City of Alhambra Civic Center Library Project (\$25M):** Transtech provided plan check, inspection, construction management, and owner representative services, the project included construction of a 45,000 SF Library with an underground parking garage.



**Mosaic Parking Structure (City Project-Project Value: \$6M):** Transtech provided design/build program manager, construction manager, full plan review as well as inspection services of for this development which includes 5 story parking structure. This project is located in Alhambra.



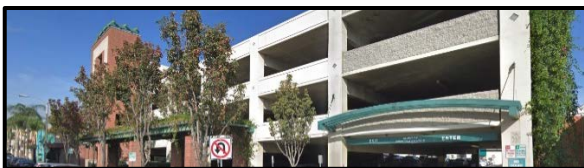
**Renaissance Plaza (\$15M):** This project was located in the City of Alhambra and included a parking structure, 10 plex movie theater, retail, and plaza. Transtech served as the City's Building Official, Plan Checker and Inspector for this project including construction manager of the parking structure, public plaza, and other improvements.



**Rosewood Community Center (\$25M):** Transtech was retained by the City of Commerce to take over the management of this multimillion dollar facility which was 2 years behind schedule. Within 5 months, Transtech brought the construction to substantial completion level allowing the City to start the move-in process, and 2 months after, the facility was opened for public use.



**Garfield Avenue Parking Structure (\$8.5M):** This project included a 5-story level, 600 space parking structure as part of the Alhambra Redevelopment Agency and Downtown Redevelopment. Transtech provided plan check, inspection, construction management and owner representative services.



**First Street Parking Structure (\$3.5M):** This project is in the City of Alhambra and included a 4-story level, 276 space parking structure. Transtech provided plan check, inspection, construction management, and owner representative service.



**Chapel Parking Structure (\$3M):** This project is in the City of Alhambra and included a 3-story level, 250 space parking structure. Transtech provided plan check, inspection, construction management, and owner representative service.







**Riverside County Transportation Commission, Corona Main Street Metrolink Parking Structure and Pedestrian Bridge (25M):** This project is in Corona and included 6 level, approximately 1,000 space parking structure, and a pedestrian bridge over railroad tracks. Transtech provided inspection and construction management services for the construction of this federally funded project.



**City of San Bernardino Santa Fe Depot/Metrolink Parking Structure and Historic Santa Fe Depot Renovation Project (\$25m):** This project included The Parking Structure involved the construction of a 3 level parking structure for 350 cars. Renovation involved adoptive reuse of 60,000 sf historical Santa Fe Train Depot. Transtech provided building code plan check, constructability review, building code inspection, construction management, inspection, materials testing/inspection.



**TACC Cultural Center Development (\$100M):** This project was in Lanham, Maryland; Transtech provided plan check, inspection, construction management and owner representative services for the construction of 310,000 SF cultural center, which included an Olympic sized swimming pool, indoor full basketball court, museum, performance center, restaurant, religious center, and monastery.



**City of Commerce City Hall Addition (\$8M):** This project included construction of 20,000 SF addition to existing the City Hall. Transtech provided construction management and inspection services.

## b. References

Following are references from few of the local agencies:

**Client Name: City of Commerce** (Year started and completed: 2003 – Ongoing Service)

- Services Provided: **Building Official, Building and Safety Plan Check, Inspection, as needed Permit Technician, Public Works Plan Checks and Permit Inspection**, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Edgar Cisneros, City Manager; T: 323-722-4805; E: [ecisneros@ci.commerce.ca.us](mailto:ecisneros@ci.commerce.ca.us)

**Client Name: City of Alhambra** (Year started and completed: 1993 – Ongoing Service)

- Services Provided: **Building Official, Building and Safety Plan Check, Inspection and Permit Technician**, City Engineering, **Public Works Plan Checks**, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Marc Castagnola, Development Services Director, 626-570-5041; E: [mcastagnola@cityofalhambra.org](mailto:mcastagnola@cityofalhambra.org)

**Client Name: City of Temple City** (Year started and completed: 2012 – Ongoing Service)



- Services Provided: **Building Official, Building and Safety Plan Check, as needed Inspection and Permit Technician**, City Engineering, **Public Works Plan Checks and Permit Inspection**, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Michael Forbes, Community Development Director; T: 626-285-2171; E: [mforbes@templecity.us](mailto:mforbes@templecity.us)

**Client Name: City of Bell** (Year started and completed: 2017 – Ongoing Service)

- Services Provided: **Building Official, Building and Safety Plan Check, Inspection, as needed Permit Technician**
- Contact: Gus Romo, Development Services Director, 323-588-6211; E: [gromo@cityofbell.org](mailto:gromo@cityofbell.org)

**Client Name: City of Rosemead** (Year started and completed: 2018 – Ongoing Service)

- Services Provided: **Public Works Plan Checks and Permit Inspection**, City Engineering, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Gloria Molleda, City Manager; T: 626-569-2100; E: [gmolleda@cityofrosemead.org](mailto:gmolleda@cityofrosemead.org)

**Client Name: City of Cudahy**

- Year started and completed: 2012 – Ongoing Service
- Services Provided: **Building and Safety Plan Check**, Engineering, CIP Design, Federally Funded Project Management,
- Contact: Jose Pulido, City Manager; T: 323-282-5582; E: [jpulido@cityofcudahyca.gov](mailto:jpulido@cityofcudahyca.gov)

**Client Name: City of Azusa** (Year started and completed: 2019 – Ongoing Service)

- Services Provided: **Building and Safety Plan Check, as-needed Inspection**
- Contact: Matt Marquez, Director of Economic & Community Development, 626-812-5236; E: [mmarquez@azusaca.gov](mailto:mmarquez@azusaca.gov)

**Client Name: City of Downey** (Year started and completed: 2019 – Ongoing Service)

- Services Provided: **Building and Safety Plan Check, as-needed Inspection**
- Contact: Richard Hicks, Building Official, 562 904-7142; E: [rhicks@downeyca.org](mailto:rhicks@downeyca.org)

**Client Name: City of Monterey Park** (Year started and completed: 2011 – Ongoing Service)

- Services Provided: CIP Management, Inspection, **PW/Building Plan Check**
- Contact: Ron Bow, City Manager; T: 626-307-1320; E: [RBow@MontereyPark.ca.gov](mailto:RBow@MontereyPark.ca.gov)

**Client Name: San Manuel Indian Reservation and Casino** (Year started and completed: 2014 – Ongoing Service)

- Services Provided: **Building Official, Plan Check, Inspection, Public Works Plan Checks and Permit Inspection**, Traffic Engineering
- Contact: Philip Jaffarian, Director of Casino Design and Construction; T: 909-855-2238; E: [PJaffarian@sanmanuel.com](mailto:PJaffarian@sanmanuel.com)

**Client Name: Riverside County Economic Development Agency**

- Year started and completed: 2012 – Ongoing Service
- Services Provided: Contract Engineering, **Building Evaluations**, Surveying
- Contact: Vincent Yzaguirre, Deputy Director of Real Estate; T: 951-955-9011; E: [VYzaguirre@rivcoeda.org](mailto:VYzaguirre@rivcoeda.org)

**Client Name: UTC Aerospace Systems/City Riverside**

- Year started and completed: 2017 – Ongoing Service



- Services Provided: **Building Plan Check, Inspection, Permitting**
- UTC Contact: Nelson Htoy, Facilities Team Leader; T: 951-351-5267; E: [Nelson.Htoy@utas.utc.com](mailto:Nelson.Htoy@utas.utc.com)

#### c. Experience and Qualifications of Key Personnel

##### **LICENSES AND CERTIFICATES OF THE FIRM AND STAFF MEMBERS IN DIVERSIFIED FIELDS:**

- ICC Certified Building Official
- ICC Certified Building Code Official
- ICC Certified Sustainability Professional
- ICC Certified Building, Electrical, Mechanical & Plumbing Electrical Plans Examiner
- ICC Certified Commercial Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Residential Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Combination Inspector
- ICC Certified Fire Plans Examiner
- ICC Certified Permit Technician
- ICC Certified CalGreen - California Green Building Plan Examiner
- ICC Certified CalGreen - California Green Building Inspector
- ICC Certified CA Residential Mechanical Inspector
- ICC Certified Plumbing Inspector UPC
- ICC Certified CA Commercial and Res Plumbing Inspector
- ICC Certified Accessibility Plans Examiner
- ICC Certified Accessibility Inspector
- CASp, California Access Specialist
- IAPMO Certified CA Residential Mechanical Inspector
- Professional Licensed Engineer (PE, SE, ME, EE)
- Professional Licensed Traffic Engineer (TE)
- Professional Licensed Land Surveyor (PLS)
- Professional Transportation Planner (PTP)
- Licensed General Contractor A and B
- Qualified Storm Water Pollution Prevention Plan Developer (QSD)
- Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)
- General Permit Qualified Industrial Stormwater Practitioner (QISP)

##### **OUR STAFF MEMBERS ARE INVOLVED IN MANY LOCAL AND NATIONAL ICC AND CALBO COMMITTEES, AND ARE INVOLVED IN THE DEVELOPMENT OF LOCAL AND NATIONAL GUIDELINES AND CODES:**

- Chair; ICC Sustainability Membership Council
- Chair; ICC LA Basin Chapter Inspection Committee
- Commissioner; ICC Codes & Standards Council
- Commissioner; CALBO Green Committee
- Commissioner; ICC/CALBO CA Exam Committee
- Commissioner; CALBO Outreach/Communications Committee
- ICC Los Angeles Basin Chapter Board of Directors
- ICC Building Officials Membership Governing Council
- ICC Code Development Committee Vice Chair
- ICC Technology/Web Advisory Group
- IAS Accreditation Committee
- ICC LA Chapter Accessibility Committee

##### **FOLLOWING ARE QUALIFICATIONS OF OUR KEY STAFF MEMBERS:**

###### **AHMAD ANSARI, PE, Contract Principal**

- ✓ 30 years of experience.
- ✓ Former Director of PW/City Engineer for several municipalities, including Moreno Valley and Rialto.
- ✓ Managed PW Departments and CIP.
- ✓ Also served as Division Manager at the Orange County PW Department in charge of their 7-Year, \$700M Road, Flood, Bikeway CIP projects.
- ✓ For this contract, Mr. Ansari will be the high level but hands-on Program Director overseeing the assigned staff and the program, and QC/QA of the Program.
- ✓ He will allocate, direct, monitor staff and efforts by Transtech technical team. He will provide oversight and QC/QA on all activities pertaining to the services.
- ✓ Mr. Ansari ensure timely/efficient/cost effective completion of the assigned projects/services, and prepare periodic reports on the progress of the projects.





**DENNIS TARANGO, CBO, Principal Building Official, ICC Certified Plans Examiner and Inspector**

- ✓ Over 20 years of experience.
- ✓ 20 years of experience.
- ✓ Serves as Contract Building Official at various agencies under Transtech's Municipal Service Contracts.
- ✓ Involved in ICC organization in various positions, including ICC Sustainability Membership Council
- ✓ ICC Certified Building Official.
- ✓ ICC Certified Building Plans Examiner.
- ✓ ICC Certified Fire Plans Examiner.
- ✓ ICC Certified Building Inspector.

**AYLA JEFFERSON, CBO, Principal Building Official, ICC Certified Plans Examiner and Inspector**

- ✓ Over 20 years of experience.
- ✓ 25 years of experience.
- ✓ Serves as Building Official at various contract Cities under Transtech Municipal Contracts.
- ✓ Involved in ICC organization in various positions, including ICC National Chair for ICC Sustainability Membership Council; Chair for ICC Los Angeles Basin Chapter Inspection Committee; Commissioner for ICC Codes & Standards Council, Commissioner for Calbo Green Committee, Outreach & Communications Committee and ICC CALBO Exam Development Committee
- ✓ ICC Certifications: Building Code Official; Certified Building Official; Certified Sustainability Professional; Accessibility Inspector; Accessibility Plans Examiner; Building Plans Examiner; CalGreen-California Green Building Plans Examiner, Building Inspector; CBC Building Inspector, UBC Building Inspector; California Commercial Building Plans Examiner, Plumbing Inspector, Residential Plumbing Inspector, Residential Mechanical Inspector; UPC Plumbing Inspector
- ✓ IAPMO Certified Plumbing Inspector, Mechanical Inspector.

**JEFFREY KAO, PE, CASp, CBO, ICC Certified Building Official, Plans Examiner and Inspector**

- ✓ 20 years of experience.
- ✓ MS in Structural Engineering, BS in Civil Engineering.
- ✓ Licensed Civil Engineer.
- ✓ ICC certified Building, Mechanical, and Plumbing Plans Examiner.
- ✓ ICC certified CalGreen Inspector and Plans Examiner.
- ✓ ICC certified Building Inspector.
- ✓ Extensive experience in Structural Plan Check.
- ✓ Experience includes working as structural design engineer.
- ✓ Chinese Mandarin Speaker.

**WILLIAM R. DORMAN, CBO, ICC Certified Building Official, Plans Examiner and Inspector**

- ✓ 35 years of experience.
- ✓ Serves as Building Official, Plan Checker and Inspector for various Transtech Contract Cities.
- ✓ Previously served as Senior Structural Building Inspector, Supervising Engineering Plan Check Coordinator, and Building Official/Code Administrator for the City of Pasadena.
- ✓ Also has extensive experience in managing construction projects, owner representative services, code consulting, forensic investigative services, and expert witness and construction mediation services.
- ✓ ICC Certifications: CBO, Building Inspector, Building Plans Examiner.

**JOSEPH M. POZZIE, ICC Certified Plans Examiner and Inspector**

- ✓ Approximately 20 years of experience.
- ✓ ICC Certified Building Plans Examiner; Building Inspector; Commercial Building Inspector; Residential Building Inspector; Residential Plumbing Inspector; Residential Mechanical Inspector; Residential Electrical Inspector
- ✓ Serves as Plans Examiner at various Transtech Contract Cities.
- ✓ Also provides Sr. Level Inspection Support when needed.
- ✓ Experience includes electronic plan check.
- ✓ Extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects.
- ✓ As Plans Examiner, he is responsible for examination and approval of architectural and structural plans submitted to



municipalities for a wide variety of projects.

- ✓ As Building Inspector, he has inspected an array of projects ranging from small residential additions to large complex multifamily, commercial, facilities.

**MARK S. HAROLD, CBO, ICC Certified Building Official, Plans Examiner and Inspector**

- ✓ 35 years of experience.
- ✓ Serves as Plans Examiner, Sr. Inspector and Inspector Trainer at various Transtech Contract Cities.
- ✓ ICC Certified Building Official, Plans Examiner, Commercial Building Inspector, Residential Building Inspector, Fire Inspector
- ✓ His local agency building inspection experience at Transtech's contract cities include City of Alhambra, City of Monterey Park, City of Temple City, City of Huntington Park, City of San Bernardino and City of Hawaiian Gardens.
- ✓ Previously worked as Sr. Inspector/Building Official at Cities of Temecula and La Quinta.

**CEM AYAN, PE, ICC Certified Plans Examiner and Inspector**

- ✓ 20 years of experience.
- ✓ BS in Civil Engineering, MS in Civil Engineering, emphasis in structures.
- ✓ Licensed Civil Engineer.
- ✓ ICC certified Plans Examiner, Building Inspector.
- ✓ Experience at Transtech's contract cities include City of Alhambra, City of South Pasadena and City of West Hollywood.
- ✓ Experience also includes working as structural design engineer, plans examiner and building inspector.

**ROBERT HERNANDEZ, ICC Certified Plans Examiner and Inspector**

- ✓ 30 years of experience.
- ✓ Serves as Plans Examiner at various Transtech Contract Cities.
- ✓ ICC Certified ICC Certified Plans Examiner; Residential Building Inspector; Commercial Building Inspector; Residential Plumbing Inspector; Commercial Plumbing Inspector
- ✓ His experience includes working as inspector and/or plans examiner at various agencies, including City of San Clemente, City of Hemet; County of San Bernardino; City of Fullerton; City of Beverly Hills; City of Long Beach.

**CALVIN CHANG, PE, ICC Certified Plans Examiner and Inspector**

- ✓ 30 years of experience.
- ✓ BS in Civil Engineering.
- ✓ Licensed Civil Engineer.
- ✓ Performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, Temple City, Huntington Park, San Manuel Indian Reservation and San Bernardino.
- ✓ Prior to joining Transtech, he was a Sr. Plans Examiner at the City of Burbank.
- ✓ Chinese Mandarin Speaker

**DAVID RAGLAND, PE, PLS, QSD, QSP, Map and Eng Plan Check**

- ✓ Over 30 years of experience.
- ✓ Performs map checks including review of tentative parcel maps, lot line adjustment, perfecting deed and final parcel map.
- ✓ Serves as Principal Project Manager for the design, construction and management of a variety of projects, including: Master Planned Communities; Major infrastructure projects for public agencies (Freeway Interchanges, Roadways, Water, Storm Drain and Sewer Facilities and Master Plans); Commercial, Retail and Residential Development; Infrastructure Master Plan Studies and Development.

**MICHAEL ACKERMAN, PE, QSD, QSP, QISP, Map and Eng Plan Check**

- ✓ Over 20 years of experience.
- ✓ Served as Project Design Engineer, Project Manager, and Construction Manager/Resident Engineer on a number of projects.
- ✓ Served at various Cities under Transtech's City Engineering Contracts, including Temple City, Huntington Park, and Alhambra.
- ✓ Prior experience includes working for Caltrans as Civil Transportation Engineer; and for City of San Bernardino as Associate Engineer under City Engineer of the Division of Public Works in the Department of Development Services.

**JOSEPH DE PERALTA, PE, QSD, Map and Eng Plan Check**



- ✓ Over 30 years of experience.
- ✓ Experience includes working as contract/consultant City Engineer, Plan Checker, Design Engineer for various Cities.
- ✓ Managed multi-discipline of wide variety of projects from the initial conception, planning, budgeting, scheduling, preliminary engineering to final engineering and completion of construction.
- ✓ Experience in the management and administration of federally funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM)

**ALLEN PANGAN, PE, Map and Eng Plan Check**

- ✓ Over 30 years of experience.
- ✓ Experience includes working for City of Palmdale (22 years) and City of Simi Valley (1 year).
- ✓ Prior experience includes working at US Navy, Naval Mobile Construction Battalion.
- ✓ Experience includes working as contract/consultant Civil Engineer, Plan Checker, Design Engineer for various Cities. He managed multi-discipline of wide variety of projects from the initial conception, planning, budgeting, scheduling, preliminary engineering to final engineering and completion of construction.

**MELISSA DEMIRCI, RSP, Associate Eng, Client Relations and Management Support**

- ✓ Approximately 10 years of experience.
- ✓ Assists Contract Principals in Client Relations and provides Management Support, and assists in preparing budgeting, contract management, staff report writing, and misc. items.
- ✓ Prior experience includes working at the City of Los Angeles, Mayor's Office Energy and Environment Team while completing her civil engineering degree at Cal Poly Pomona.
- ✓ Served as Office Engineer responsible for all Caltrans and Local Agency coordination, as well as Public Relations and Community Outreach for the Rte 71/Mission Grade Separation Project (Federally Funded, \$40m), Washington Bl Widening and Reconstruction Project (Federally Funded, \$38m), and the Bogert Trail Bridge Widening Project (\$5M).

**CRAIG MELICHER, PE, Sr. VP, Building Official, Staff Training**

- ✓ 35 years of experience.
- ✓ Licensed Civil Engineer.
- ✓ Served as Building Official and City Engineer/Deputy City Engineer at various Transtech Client Cities.
- ✓ Provides in-house training and consultation to Building Staff in code issues and resolutions.

**GEO-ADVANTEC, INC.; [www.geoadvantec.com](http://www.geoadvantec.com); Soils Report Review Support**

Geo-Advantec, Inc. offers comprehensive services in various areas from site feasibility evaluation through project completion for a wide range of projects and services, which include: Geotechnical Engineering; Engineering Geology; Geotechnical Earthquake Engineering; Geotechnical Instrumentation; Pavement Engineering; Forensic Geotechnical Engineering; Grading Monitoring and Field Testing; Soils & Materials Laboratory Testing; Special Inspection Services. Geo-Advantec owns a certified laboratory accredited by: AMRL (ASSHTO Materials Reference Laboratory), in conformity to the requirements of the AASHTO Accreditation Program (AAP), AASHTO R-18, ASTM D3740 and ASTM E329; CCRL (Cement and Concrete Reference Laboratory); Caltrans; DSA (the Department of the State Architects); Army Corp of Engineers

**d. Assignment of Key Personnel**

Transtech has the staffing and resources readily available to proceed with any requested work upon City's authorization. The key personnel will remain with the project during the term of the agreement.

Our staff and resources include approximately 100 engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, admin support personnel and contract/subcontract staff.

Our well experienced **in-house staff is readily available** to commence with the services upon authorization.





## 5. REQUIRED FORMS

## a. Certification of Proposal

6.3.1 Certification of ProposalRFP #: 19-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

  
\_\_\_\_\_

Printed Name and Title:

**Ahmad Ansari, PE Principal**



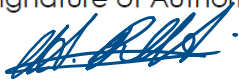
## b. Non-Collusion Affidavit

6.3.2 Non-Collusion AffidavitRFP #: 19-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:



Printed Name and Title:

Ahmad Ansari, PE Principal

## c. Compliance with Insurance Requirements

6.3.3 Compliance with Insurance RequirementsRFP #: **19-02**

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:



Printed Name and Title:

**Ahmad Ansari, PE Principal**



## d. Acknowledgement of Professional Services Agreement

6.3.4 Acknowledgement of Professional Services AgreementRFP #: 19-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

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**Please see the following page**

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Signature of Authorized Representative:



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Printed Name and Title:

**Ahmad Ansari, PE Principal**

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Following are comments we received on the contract from our insurance Attorney for City's review. If selected by the City, we will appreciate the opportunity of having our Attorney to discuss with the City's Attorney the final contract language to ensure our insurance is in compliance with current laws and regulations, and meets City's requirements.

### RECITALS

- A. The City desires to obtain professional services from the Consultant for \_\_\_\_\_.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- C. The Consultant <sup>represents</sup> warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.

CITY agrees that Section 17.B.1., 17.B.2. and 17.B.3. shall not apply to Professional Liability or Workers' Compensation subcontractors to do likewise.

### 12. INDEMNIFICATION.

- A. CONSULTANT shall indemnify, ~~defend with counsel approved by CITY,~~ and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) <sup>reimbursement of</sup> ~~of every nature arising from third party claims that are out of or in connection with~~ <sup>to the extent</sup> ~~CONSULTANT's negligent or wrongful performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of CITY'S passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the CITY. Should CITY in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation.~~ <sup>as part of City's total damages based upon Consultant's proportionate percentage of fault as determined by a court of competent jurisdiction</sup> The CONSULTANT shall promptly pay any final judgment rendered against the CITY (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations are by the CONSULTANT or by its employees, ~~subcontractors, or subconsultants.~~ The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by City, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and

1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have shall be considered excess insurance only and shall not contribute with this policy.
3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.
5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
6. The insurance provided by this policy shall not be suspended, voided, canceled, ~~or reduced in coverage or in limits~~ <sup>except after thirty (30) days written notice has been received by the CITY.</sup>

- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against City arising out of the work performed under this agreement. CITY

32. ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs ~~in addition to all other relief to which that party or those parties may be entitled.~~

A ten (10) day written notice to CITY shall apply to non-payment of premium. CONSULTANT shall provide thirty (30) days written notice to CITY prior to implementation of a reduction of limits or material change of insurance coverage as specified

as part of prevailing party's total damages attributable to the non-prevailing party's proportionate percentage of fault as determined by a court of competent jurisdiction





## 6. COST PROPOSAL



**Hourly rate for Plan Check is \$140/hr.**

**Hourly Rate for on-site Engineer is \$140/hr.**

(part-time contract Civil Engineer to serve as the City's primary engineer to assist the Public Works Department in managing the day-to-day plan checking engineering needs of the City and its citizens. The expectation is that this position would be on-site in Hermosa Beach at least one 8-hour day biweekly with other hours/days permitted to be on or off-site as needed. The position may be filled by a single project manager that can be either an individual or employee of a firm with a variety of staff resources that can be called upon for specific tasks).

**All other costs and services are billed per Transtech's current hourly rates.**

**Below is Transtech's current Standard SCHEDULE OF HOURLY RATES for all staff classifications.**

TRANSTECH ENGINEERS, INC.  
SCHEDULE OF HOURLY RATES  
*Effective through June 30, 2020*

ENGINEERING		CONSTRUCTION MANAGEMENT		BUILDING & SAFETY	
Field Technician	\$65	Labor Compliance Analyst	\$125	Permit Technician	\$62
Engineering Technician	\$85	Funds Coordinator	\$125	Building Inspector	\$87
Assistant CAD Drafter	\$100	Utility Coordinator	\$140	Senior Building Inspector	\$97
Senior CAD Drafter	\$120	Office Engineer	\$115	Plans Examiner/Checker	\$123
Associate Designer	\$125	Construction Inspector	\$120	Plan Check Engineer	\$133
Senior Designer	\$135	Senior Construction Inspector	\$135	CASp Plan Checker	\$144
Design Project Manager	\$165	Construction Manager	\$165	Deputy Building Official	\$133
Assistant Engineer	\$105	Resident Engineer	\$165	Building Official	\$144
Associate Civil Engineer	\$130	PUBLIC WORKS INSPECTION		PLANNING	
Senior Civil Engineer	\$165	Public Works Inspector	\$120	Community Development Technician	\$65
Traffic Analyst Technician	\$85	Senior Public Works Inspector	\$135	Planning Technician	\$65
Associate Traffic Analyst	\$100	Supervising PW Inspector	\$140	Assistant Planner	\$100
Senior Traffic Analyst	\$135	SURVEY AND MAPPING		Associate Planner	\$115
Professional Transportation Planner	\$155	Survey Analyst	\$120	Senior Planner	\$125
Traffic Engineer Technician	\$85	Senior Survey Analyst	\$125	Planning Manager	\$140
Associate Traffic Engineer	\$130	2-Man Survey Crew	\$287	ADMINISTRATIVE STAFF	
Traffic Engineer	\$145	Survey & Mapping Specialist	\$165	Administrative/Clerical	\$65
Senior Traffic Engineer	\$165	Licensed Land Surveyor	\$180	Project Accountant	\$80
Project Manager	\$155	FUNDING & GRANT WRITING			
Senior Project Manager	\$165	Funds Analyst	\$105		
Deputy City Engineer	\$145	Senior Funds Analyst	\$125		
Senior City Engineer	\$165	Graphic & Rendering Designer	\$115		
Principal Engineer	\$185	Grant Writer	\$125		
Deputy Director	\$170	Funds & Grant Project Manager	\$155		
Director	\$180				

All fees are increased each year July 1st automatically by the percentage change Los Angeles-Long Beach-Anaheim California Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve-month period as calculated for February by the U.S. Department of Labor Bureau of Labor Statistics and published by the United States Bureau of Labor Statistic.

