



# CITY OF MURRIETA

## Proposal for Building Services



*December 12, 2023 | 4:00 P.M.*

**FEE PROPOSAL**

**MAIN PROPOSAL CONTACT:**  
**Shelby Sieracki**  
**Account Manager**  
**626 224-2055**  
**[ssieracki@interwestgrp.com](mailto:ssieracki@interwestgrp.com)**

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**[www.interwestgrp.com](http://www.interwestgrp.com)**

## Section III - Fee Proposal

Interwest will provide Plan Check Services on a percentage of fee basis for the initial plan review and two successive reviews. After the third review, charges will be on an hourly basis. Separate fees for various levels and specific Plan Checkers and for Certified Building Inspectors has been included. We provide the additional administrative support of our in-office Plan Coordinators at no additional charge for the back-office support they provide out of the Irvine project office.

Personnel	Hourly Rates	Additional Fees or Other Charges
Chief Building Official	\$160	150% for approved over-time
Deputy Building Official	\$125	150% for approved over-time
Permit Technician	\$75	150% for approved over-time
Licensed Plan Review Engineer (structural, civil, electrical, mechanical) / Architect	\$155	150% for approved over-time
Senior Plans Examiner	\$140	150% for approved over-time
ICC-Certified Plans Examiner	\$120	150% for approved over-time
Building Inspector	\$90 - \$110	150% for approved over-time
Certified Access Specialist (CASp)	\$125	150% for approved over-time
Administrative	\$75	150% for approved over-time

Expedited Plan Check is charged at 1.5x fixed % of fee, or 1.5x standard hourly rates.

Plan Check at 65% up to 3rd review, anything after is performed at an hourly rate per the rates above.

## Additional Services

### CLASSIFICATION

### HOURLY BILLING RATE

#### *Building Safety Services*

Supervising Structural Engineer .....	\$185
Senior Structural Engineer.....	\$175
Fire Protection Engineer.....	\$155
Senior Fire Plans Examiner .....	\$130
Fire Plans Examiner / Fire Inspector .....	\$120
Senior Code Enforcement Officer .....	\$135
Code Enforcement Officer .....	\$125
Trainee .....	\$75

Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI"), unless a mutually agreed upon rate increase is established. Such increase shall not exceed 5% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.





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## Tab A

### Letter of Transmittal



## A. | Letter of Transmittal

December 12, 2023

Tiffany Vance, Administrative Assistant  
Electronic Submittal: via PlanetBids @ Purchasing@MurrietaCa.gov

RE: RFP for On-Call Building Services

Dear Ms. Vance,

Interwest Consulting Group, Inc. (Interwest) has carefully reviewed all elements of the City of Murrieta's (City) RFP and is pleased to present our proposal in response to your RFP to provide on-call, as-needed Building Services, including Plan Check, Building Inspection Services, Permit Technician Services, CASp Services, and miscellaneous services such as general training, code update and adoption support as needed and/or upon request. For this effort, we will provide highly qualified and appropriately licensed staff who are International Code Council (ICC) Certified Plan Reviewers, Building Inspectors, and qualified Permit Technicians. The team members identified within our proposal were carefully selected based on their experience, qualifications, and wealth of relevant knowledge. They have significant experience providing related services for a multitude of California cities and counties, as both private consultants and municipal staff. In fact, our Plan Reviewers, Inspectors, and Permit Technicians have been assisting the City since 2013, therefore they are very familiar with local concerns and ordinances.

**Primary Contact:**  
Shelby Sieracki  
Account Manager  
626.224.2055  
[ssieracki@interwestgrp.com](mailto:ssieracki@interwestgrp.com)

**Project Office:**  
1 Jenner, Suite 160  
Irvine, CA 92618  
949.299.5300

Interwest maintains the largest staff of building safety professionals in California. With a deep bench of more than 400 professionals dedicated to providing building safety services to our clients, our team of well-qualified staff is available to assist the City as needed to meet workload demands.

Interwest's core values of Integrity, Teamwork, Continued Improvement, Service, and Respect, create a positive work environment and strongly contribute to our best-in-class client satisfaction results and employee retention. We continuously strive to provide experts in the industry who seamlessly perform our services by creating customized solutions tailored to our customers needs. We work collaboratively with our partners to resolve issues as efficiently as possible to expedite processes with our focus on successful delivery of services.

As President of Interwest, I am authorized to sign any agreements that may result from this proposal and will provide contract support to the proposed Interwest team. The proposed pricing will be valid for 120 days. Interwest does not take any exceptions to the RFP, however, we have requested contract modifications on pages 19-20.

We are excited about this opportunity to continue partnering with the City of Murrieta and work together to create a better future for the community while we strengthen our partnership!

Sincerely,



Paul Meschino, President of Interwest





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## Appendix A - Key Personnel Résumés

## FEE PROPOSAL - Separate Document





## Tab C

### Summary



## C. | Summary

Interwest has been working with the City of Murrieta, delivering Building Department Services for 10 years, since 2013. We have delivered successful Building Services, including plan reviews and building inspections to the City; a total of 344 plan reviews for the City so far this year. We have had the privilege of working on projects such as the Monamos Apartments and TI improvements for the Aldi Grocery Store. Our past and current performance with the City demonstrates our successful project delivery and exceptional customer service. We are very familiar with your permit software, Bluebeam®, along with your local codes, City ordinances, and expectations for successful plan reviews and building inspections. We always strive to provide the most efficient, effective, and harmonious approach to all aspects of partnering with your City.

As the nation's leading provider, 60% of our services are commercial with 40% as residential. Interwest has extensive experience and a proven track record of successfully providing on-call consultant services to public agencies. Our services are specifically tailored to fit the needs of our clients. We furnish both technical excellence and a thorough understanding of the regulatory process to assist our clients through the sometimes-daunting complexities associated with the delivery of projects, implementation of important public programs, and adoption of significant public policy.

Interwest staff has held senior and executive management positions within numerous California cities and public agencies, including the titles of City Engineer, Public Works Director, Construction Manager, Building Official, City Planner, and other management personnel. This depth of experience brings a high level of knowledge and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve.

### Management Personnel and Primary Contacts

Interwest believes that maintaining frequent and consistent check-ins between the account management and operations teams and our clients is key to the early identification of performance risks and contributes to contract success. Your account manager will continue to meet with City staff on a regular basis to ensure client satisfaction. These meetings will continue to provide both parties the opportunity to manage the resources tactfully and develop the best Contractor-Client Relationship. Further, we can also estimate and evaluate possible future and current needs to ensure the City has a dedicated team as workflow ebbs and flows.



Shelby Sieracki.  
Account Manager  
626.224.2055  
ssieracki@interwestgrp.com



Bil Hayes, CBO, ICC  
State Operations Manager  
909.568.9749  
whayes@interwestgrp.com



Adrienne Peterson  
Irvine Plan Review Manager  
951.322.4272  
apeterson@interwestgrp.com

Project Office: 1 Jenner, Suite 160, Irvine, CA 92618 | 949.299.5300



*Shelby Sieracki, Proposal Main Contact, Account Manager*

Shelby is your dedicated Account Manager, she works in tandem with our team to provide support and ensure client satisfaction. Shelby will continue to schedule regular check-in meetings to discuss your needs, and ensures proper follow through.

*Adrienne Peterson, Irvine Plan Review Manager*

Adrienne is an ICC-certified California Building Plans Examiner and Permit Technician with more than 20 years of direct municipal Building Safety Department experience. Adrienne began her building services career as a permit technician, serving cities and the general public at the counter. This experience has given her insight into the importance of exemplary customer service and strict adherence to turnaround deadlines.

*William "Bill" Hayes, CBO, ICC, State Operations Manager*

William is an experienced Building Official, Project Manager, and Public Works Director performing operations oversight and collaborating with City Managers and City Commissioners in strategic planning for City budgets. He has performed intergovernmental relations collaborating with agencies such as DOT, Water and Sewer, State representatives, FEMA and others. He has experience in Labor Relations, and has been responsible for contract negotiations, grievance resolution and contract implementation.

## The Interwest Advantage

As proven throughout our partnership with the City of Murrieta, we have remained dedicated to open communication, proactive problem-solving, and prioritizing the City's satisfaction. We are committed to a "no surprises" approach built upon presenting ideas, asking questions, and identifying and addressing issues early in the process. We will propose options, seek direction, and implement solutions in close coordination with the City. Our team will provide the following fundamental elements and advantages to the City:

- **No "getting to know you" phase.** Interwest has practical knowledge and understanding of established business practices which will ensure a streamlined and positive experience for internal and external customers without service disruptions.
- **Local Understanding.** Having provided plan review services to the City since 2013 and many other jurisdictions surrounding Murrieta, our team is very familiar with your local codes and ordinances.
- **Industry Expertise.** We are skilled in assisting municipalities in Building Safety Departments. Our body of experience encompasses successful solutions for transitioning, personnel augmentation at all levels, and development of services, policies and procedures throughout all aspects of municipal government. Our Building Safety Division is the largest in California. In addition to Murrieta, we currently furnish plan review services to many California cities, including Temecula, Wildomar, Menifee, and San Jacinto to name a few.
- **Staff Experience.** Our staff has held senior and executive management positions within numerous California cities and public agencies, including the titles of Community Development Director, Building Official, Building Plans Examiner, Building Inspector, and Permit Technician, and other management personnel. This depth of experience brings a high level of knowledge and sensitivity towards community and special interest group issues. Our staff holds a wealth of code knowledge and building industry experience with some involved in the development of the California codes. We share this unique knowledge by providing code-related training and instruction at California Building Officials conferences and training seminars, at various ICC Chapters.



## Tab D

### Statement of Understanding



## D. | Statement of Understanding

We understand that the City is seeking a consultant to provide Building Services, including Plan Check, Building Inspector Services, Permit Technician Services, CASp Services, and miscellaneous services such as general training, code update and adoption support as needed and/or upon request to assist the City as-needed on an on-call basis. We have well-qualified personnel to provide plan reviews, including CASp-certified plan reviewers. Our Building Inspectors are knowledgeable and experienced and ensure that the construction is being performed in conformance with the approved project plans as well as identifying issues of noncompliance. Our Permit Technicians/Office Clerks deliver excellent customer service, maintaining a smooth flow of documents and plans throughout departments. Contact with the public at this initial point sets the tone for any additional interaction throughout the life of a project.

As previously mentioned, Interwest has been providing staffing to municipalities for over 21 years. Providing building and life safety department services is at the core of our business and we understand that municipalities can experience peaks that can backlog their departments. Being able to seek qualified professional assistance on an as-needed/on-call basis is a major tool for City leadership to rely on for specialty projects where the City may require specific expertise, periods of planned or unplanned staff absences, peak periods, or in the event of a disaster. Our staff is adept at assisting municipalities for short or long engagements, or specific projects; we can provide qualified personnel tailored to the City's changing needs.







## Tab E

### Background and Experience





## E. | Background and Experience

Interwest has 21 years of extensive experience and a proven track record of successfully providing complete building department services to public agencies in California. We currently serve more than 330 public agencies, providing plan review, inspection services, and community development technician services.

Interwest was founded by individuals with a passion for serving municipalities. Our company of more than 400 employees spans a multitude of disciplines, roles, and job placements to municipalities within building safety and public works departments throughout California.

Providing building department services is at the core of our business. We have highly qualified staff and extensive resources throughout the state. Interwest is comprised of licensed Civil and Structural Engineers, Electrical Engineers, Fire Protection Engineers, and Mechanical Engineers registered in the State of California, ICC-Certified and highly qualified Plans Examiners and Inspectors, Certified Access Specialists (CAsp), licensed Architects, and other professionals specializing in providing complete building safety services to local government agencies.

In April 2018, Interwest acquired Tri Lake Consultants, a municipal engineering firm, and in May 2019, acquired CPSI Real Estate Services. In January 2020, Interwest was acquired by SAFEbuilt LLC and in that transaction became the Managing Partner for EsGil, Kutzmann and Associates, and BroadSpec, all of which are providers of Building Department Services.

SAFEbuilt, LLC, our parent company, began providing exceptional community development services to local governments in 1992. Today, they are a national leader performing value-added professional, technical, and consulting services to more than 1,700 clients in 37 states and the District of Columbia. With a nationwide workforce of experienced professionals working across our family of subsidiary companies, we can support your community with the people, scale, and services you need.

## INTERWEST PROFILE

**YEAR FOUNDED &  
BUSINESS STRUCTURE:**  
2002, (21 Years)  
Corporation

9300 W. Stockton Blvd.,  
Suite 105  
Elk Grove, CA 95758

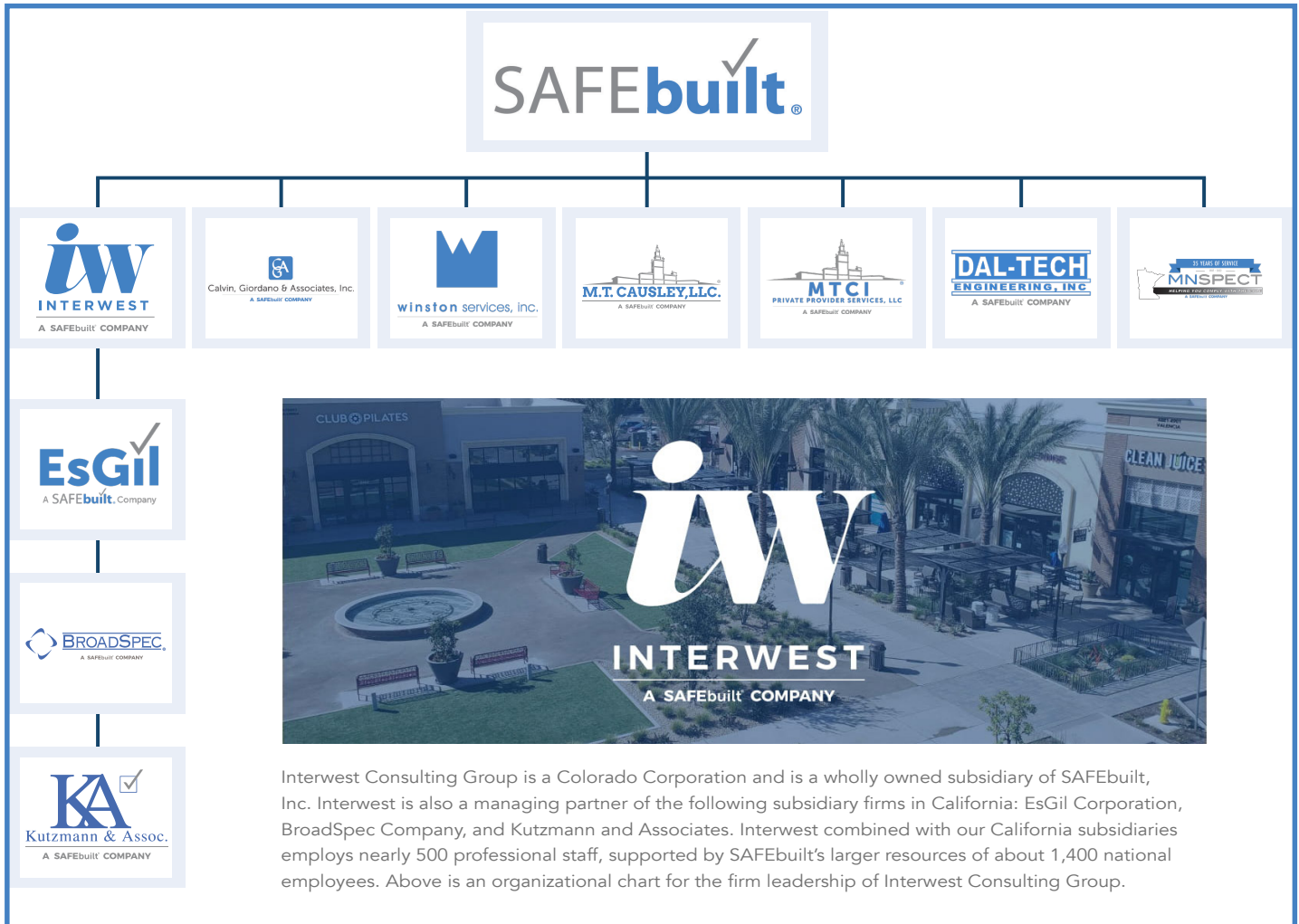
**FIRM CAPACITY:**  
More than 400  
Employees  
(and 700+ Plan Reviews  
completed weekly)

**PROJECT OFFICE:**  
1 Jenner, Suite 160  
Irvine, CA 92618  
949.299.5300

**SERVICES INTERWEST  
PROVIDES:**  
Building Department Services  
Public Works & Municipal  
Engineering  
City Planning & Urban Design  
City Engineering  
Construction Management  
Traffic Engineering &  
Transportation Planning  
Real Estate & Right-of-Way  
Acquisition  
Grant Writing & Administration  
Capital Project Delivery  
Private Development Services

With a staff of more than  
200 professionals in our  
Building and Safety Division,  
**Interwest maintains the  
largest building and safety  
services staff in California.**

We fully realize the benefits of being part of a national brand and share those benefits with our clients, including enhanced technology, more scalable systems, and processes designed to improve quality and efficiency. Municipalities demand practical, cost-effective, and innovative solutions. We utilize our proprietary technology, partner solutions, operational best practices, and national and local certified experts to deliver meaningful results and higher service levels. Interwest brings a comprehensive set of innovative, technology solutions: Community Core (our proprietary building services software), digital plan review and workflow management, geographic information systems, field management technology, custom application development, IT support, software integration, and analytical solutions. We also integrate with a full range of local government software systems.





## Current and Previous Municipal Clients

On the following page, we list a sampling of California clients for whom we currently provide, or have recently provided services. We do not have any foreseeable or potential conflicts of interest from such representation involving our clients. A more complete list of clients can be found on pages 33-35.

Client	Scope of Work	Client Since	Population
City of Anaheim	Plan Review, Inspection, Permit Technician	2015	351,043
City of Chino Hills	Building & Accessibility Plan Review & Inspection	2015	80,374
City of Corona	Building & Fire Plan Check & Inspection	2016	167,836
City of Costa Mesa	Interim Building Official, Plan Review & Inspection	2007	113,825
City of Eastvale	Building Official, Plan Review, Inspection, Permit Technician	2010	63,211
City of El Monte	Plan Review, Inspection, Permit Technician	2018	115,586
City of Garden Grove	Plan Review, Inspection	2017	172,646
City of Inglewood	Plan Review & Inspection through Tri-Party Agreements	2018	109,419
City of Lake Elsinore	Building Official, Plan Review, Inspection, Permit Technician	2016	68,183
City of Lake Forest	Building Official, Plan Review, Inspection, Permit Technician	2009	84,294
City of Long Beach	Plan Review, Inspection	2009	470,130
City of Murrieta	Plan Review, Inspection	2013	113,326
City of Palmdale	Plan Review, Inspection	2018	156,667
City of Pomona	Building Official, Building and Grading Plan Review, Inspection, Permit Technician	2009	152,939
City of Santa Clarita	Plan Review, Inspection	2014	210,888
City of Tustin	Plan Review, Inspection	2007	80,498
City of Upland	Building Official, Building & Fire Plan Review, Inspection, Permit Technician	2013	76,999
City of Vernon	Plan Review, Inspection	2011	114
City of Wildomar	Building Official, Plan Review, Inspection, Permit Technician	2008	36,932
City of Yorba Linda	Plan Review, Inspection	2010	68,229
County of Los Angeles	Building Inspection, Permit Technician	2010	10.16 Million
County of Riverside	Plan Review, Inspection, Permit Technician	2015	2.423 Million

## Project Office

Most services will be delivered remotely or on-site, however, the project office will be our Irvine office located at 1 Jenner, Suite 160, Irvine, CA 92618.





## Expertise in Service Delivery

### Plan Review Services

Our Plan Review Services program is the largest in California, with hundreds of civil, traffic, structural, electrical, fire protection, and mechanical engineers licensed in their respective state of practice, ICCertified Plans Examiners, CASp, licensed architects, professional land surveyors, and other professionals specializing in multidisciplinary plan review to local government agencies.

Our depth of experience brings a high level of knowledge and sensitivity towards community development issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve.

Interwest has the collective, diverse team and experience to perform a full range of plan review services, and all staff assigned are well-qualified, knowledgeable, and will be available to perform the necessary work. We view our role as facilitating the efficient delivery of high-quality plan reviews by:

- Taking a partnering versus regulatory approach.
- Balancing the need to ensure conformance to standards and regulations with the need for predictability, uniformity, and efficiency.
- Provide a seamless plan review process to prevent unintentional “games of gotcha” for project applicants.
- Evaluation of all plan reviews for quality control, the level and quality of comments from the review, consistency with similar reviews, and the avoidance of late hits or “gotcha” comments.
- Multi-disciplinary reviews are typically performed electronically, remotely or in our offices, but we are available for on-site work when required. We understand both the City and the project applicant are looking for quality reviews within a defined time frame. Our staff will meet or exceed the city’s turnaround time outlined in the RFP. Our staff is experienced with providing electronic plan review and will continue to provide this service.



## Technical Capabilities In Plan Check Areas

Interwest staff possesses significant technical capabilities in all areas of plans examination competence. Plans examiners are licensed engineers and/or ICC-Certified or otherwise qualified Plans Examiners with extensive experience providing plan review services. Plans examination activities will be performed under the direction of a California-licensed professional engineer and/or licensed architect. Our staff will conduct an accelerated plan review on an as-needed basis as requested by the Building Official.

### NON-STRUCTURAL LIFE SAFETY

Interwest's non-structural plans examiners furnish plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 3 medical office buildings. Many of our plans examiners are CASp-certified. Completed plan review projects range from single-story residential projects to complex high-rise buildings and numerous building additions and remodels.

We are experienced and familiar with the use and application of the most current editions of the following codes:

- California Building Standards Code
- Americans with Disabilities Act Standards for Accessible Design
- ANSI Standards
- NFPA Codes & Standards
- CA Code of Regulations (CCR) Titles 19 and 25
- Jurisdiction-adopted amendments or ordinances

### STRUCTURAL

Our California-licensed Structural Engineers have experience designing and reviewing projects utilizing virtually all building materials:

- Steel Moment Frames
- Buckling Restrained Braced Frames
- Eccentric Braced Frames
- Concentric Braced Frames
- Concrete Moment Frames
- Wood Shearwall Systems
- Masonry Shearwall Systems
- Concrete Shearwall Systems
- Cantilevered Column Systems
- Various Proprietary Lateral Force Resisting Systems

Our engineers have designed or reviewed a wide array of lateral force-resisting systems, including:

- Wood
- Masonry
- Heavy Timber / Timber Frame
- Concrete
- Structural Steel
- Cold-Formed Steel Framing
- Straw Bale
- Rammed Earth
- Aluminum

Our structural engineers are experienced with the provisions of most model codes including, but not limited to, current versions of:

- CCR Title 24, Part 2, Volume 2
- AISC 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes
- NEHRP Requirements for Existing Building

## MECHANICAL, PLUMBING & ELECTRICAL

Interwest's California-licensed Mechanical and Electrical Engineers are well-versed in the application of California Mechanical, Plumbing, Electrical, Energy, and Green Building Standards Codes:

- California Building Code
- California Residential Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- Jurisdiction-adopted ordinance

## ENERGY COMPLIANCE

Our engineers and plan reviewers are up-to-date on all California Energy requirements as they relate to both new and remodel construction on large residential and commercial projects. The Energy Efficiency Standards for Residential and Nonresidential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards are updated periodically to allow consideration and possible incorporation of new energy efficiency technologies and methods.

## GREEN BUILDING STANDARDS

Our staff is familiar with the incorporation of CALGreen building criteria into project designs and the resulting potential impact as related to the building codes. In addition, staff members have participated in the development of various "green" standards for super adobe, rammed earth, and straw bale construction, to name a few.

## LEED

Developed by the U.S. Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design, construction, operations, and solutions. LEED certification consists of a number of different rating systems that apply to many building types—commercial as well as residential and measures how well a building performs across many sustainability metrics including energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.



## ACCESS COMPLIANCE – CASP REVIEW

All of Interwest's CASp-Certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our goal is to provide experts in the industry who can perform services for building departments by customizing our services to correspond with our client's expectations and needs. We work collaboratively with our clients to resolve plan review and inspection-related issues as efficiently as possible, ultimately resulting in an expedited process and successful project.

Our architects and plans examiners are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance regulations and they are available for plan review and/or evaluations and consultation. We offer support to municipalities for compliance enforcement and/or developing a transition plan towards compliance and successfully partner with the disabled community to address the needs and requirements of both entities. We can assist our clients in interpreting various issues relating to access compliance, such as access compliance obligations, transition planning, construction costs, construction phasing, code 'interpretation,' hardship, and code changes.



## FLOOD ZONES

Interwest's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones, as several of our clients have developments that occur in areas prone to flooding. Interwest's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as the local jurisdiction's ordinances. In addition, members of Interwest's staff have participated in state-sponsored committees to establish guidelines and regulations for construction in areas designated as flood zones.

## OSHPD 3

Our staff of plans examiners has extensive experience in providing plan reviews for OSHPD 3 projects. Our staff is well versed with the OSHPD 3 requirements contained in the California Building Code. We also have OSHPD-Certified Inspectors available on an as-needed basis.

## FIRE CODE PLAN REVIEW

We have a complete staff of experienced and licensed professional fire protection plans examiners and inspectors for your fire life safety needs. Our staff can check plans for compliance with all applicable fire code and standard requirements, including but not limited to the following: ICC Fire Code, Uniform Fire Code, California Fire Code, Life Safety Code, NFPA standards, and your local/regional amendments.

Our Fire Plans Examiners and Inspectors are well-versed in the use and application of the following model codes, standards, and regulations:

- California Fire Code (CFC)
- California Building Code (CBC)
- Local amendments and policies related to the CFC and CBC
- Adopted National Fire Protection Standards
- California Health and Safety Code
- Appropriate listings (CSFM, UL, etc.) for common systems and materials
- Fire Department Standards
- National Fire Protection Referenced Standards pursuant to the above Codes
- Municipal, State, or Federal regulations enforced by Fire Departments and Fire Districts



## HIGH FIRE HAZARD AND CODE COMPLIANCE

We understand that municipal codes may be frequently updated, so we will ensure that the projects we are inspecting are compliant with current code requirements. This includes the newly released State Fire Marshal Map requirements for high-fire hazard areas based on Chapter 7A of the CBC. More specifically, we will ensure compliance with Title 24 California Building Standards Codes covering structural, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing, and historical buildings.



Interwest's Engineers and Plans Examiners have experience in providing plan reviews for projects located in high fire hazard zones, as several of our clients have developments that occur in areas prone to wildfires. Interwest's staff has provided plan reviews for projects located in high fire hazard zones using FEMA's Technical Bulletins as well as the Title 24 California Building Standards Code.

## CODE INTERPRETATIONS

Code interpretations are subject to final review and approval by the Chief Building Official, or City designated staff. Interwest's Engineers and Plans Examiners will provide unbiased recommendations and background information to help the Building Official or Fire Marshal make an informed decision. All plan review comments are subject to review and approval by the City Building Department.

## SPECIAL PROJECTS AND ACCELERATED SERVICES

Interwest can accommodate special project plan review needs such as multi-phased or accelerated plan reviews. We establish project-specific turnaround goals and procedures with City staff for these types of projects based on the complexity of the projects as well as the construction schedule. Our staff of engineers and plans examiners will work with the City to resolve all plan review issues. Our staff will deal directly with applicants and their designers during the plan review process to resolve all issues collaboratively to resolve plan review issues as quickly as possible.

## COMMUNICATING PLAN REVIEW RESULTS

Plan reviews, when not immediately approved, will result in lists of comments referring to specific details and drawings, and referencing applicable code sections. Interwest will provide the City with a clear, concise, and thorough document from which clients, designers, contractors, and owners can work. At the completion of each plan review cycle, Interwest will return an electronic and hard copy of the plan review comment list to the designated applicant and City representative. Upon completion of the plan review, after all plan review issues have been resolved, Interwest will provide two complete sets of all final documents annotated as "reviewed" to the City for final approval.

## ON-SITE CONSULTANT SERVICES & MEETING ATTENDANCE

Our staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we perform plan reviews are considered part of the plan review service. Interwest's Engineers and Plans Examiners will be available to meet with City staff, the design team, applicants, and/or contractors, at the City's request, to discuss and resolve plan review and code-related issues. We will be available within one (1) business day to respond to questions from the City that may be generated during field inspections for each authorized plan check that is subsequently issued a permit for construction. Voicemails, e-mails, and faxes will be responded to as quickly as possible, always within 24 hours.

## ELECTRONIC PLAN CHECK SERVICES

*Interwest currently provides electronic plan review services to the City, maintaining its own software license for Bluebeam®.* Electronic plan check services deliver many benefits to municipalities, including substantially improved turnaround times; instantaneous comments to the developer, applicant, or architect; secured accessibility to documents; and reduced paper storage. Our staff is experienced in providing electronic plan



reviews and will continue to utilize Bluebeam® to efficiently process City plan review services. Our goal is always to collaborate with and support the building department by providing thorough, accurate, and timely plan reviews.

## PLAN REVIEW TRACKING METHOD & BILLING PROCESS

Our staff has experience working with most project-tracking databases utilized by building departments. Our staff will update electronic records and make project-related database entries as directed by the City. We will create and maintain a Jurisdiction File containing our research on any unique amendments or specifications required by your jurisdiction, billing arrangements, contact information, and any special requests you would like us to keep in mind.

Interwest uses a custom-designed database to maintain and track all plans throughout the review process from the moment you request a pick-up and/or shipment to delivery of the final, approved documents. Information such as project name, City's project number, assigned plan reviewer(s), date documents were received, plan review cycle and completion date for the current review can be provided. In addition to standard phone communication, custom reports can be emailed.

Additionally we currently provide online tracking for the City with a custom-designed web template geared to provide any reporting and information needs required. Our staff is available during standard business hours to answer questions via phone or email regarding the actual plan review in progress. We maintain active email accounts and our staff will be responsive to any City or applicant needs. If we cannot speak directly to a caller, we will return calls no later than 24 hours.

## Inspection Services

Mike Austin, ICC and other assigned staff will continue to perform inspection services, as needed, to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building and fire codes. Our field inspection services will include site inspections and writing legible and understandable correction and violation notices and field reports. In addition, we will be available to answer in-person or telephone inquiries. *Mike Austin, ICC and other assigned inspectors have been providing inspections on an on-call basis since 2017 and are knowledgeable about local regulations and concerns.*

We understand that municipal codes may be frequently updated, so we will ensure that the projects we are inspecting are compliant with current code requirements. More specifically, we will ensure compliance with Title 24 California Building Standards Codes covering structural, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing, and historical buildings.

Interwest's ICC-/CASp-Certified Inspectors have performed building inspection services on a wide variety of construction projects including new residential developments, large custom homes, and commercial, institutional, assembly, essential service buildings and industrial projects. When necessary for large or fast-track projects, multiple inspectors are available.

Interwest's Inspectors will provide field inspections including site inspections of projects to verify conformance with approved drawings and specifications, which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for square footage, setbacks, heights, and any other applicable conditions. At the completion of inspections, Interwest's Inspectors will complete all necessary City forms and documents as required to provide seamless service.

## INSPECTOR QUALIFICATIONS & CERTIFICATIONS

Interwest retains inspectors who are motivated to achieve the highest level of experience and certification. We work hard to match your jurisdiction's level of safety and code compliance. All Interwest Inspectors are ICC-Certified. Inspection personnel assigned will be able to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, the public and general staff. Inspectors will possess knowledge of approved and modern methods, materials, tools, and safety used in building inspection and the most current building standards.



## INSPECTION SCHEDULE

Interwest will work with your organization to provide inspection staff in a timely manner. Our inspectors are familiar with a multitude of jurisdictional scheduling and tracking systems and can quickly adapt to jurisdiction requirements. Emergency inspections (usually requests that pertain to a serious or urgent life/safety issue) can be provided as they are needed; nights, holidays, or weekends.

## VIRTUAL INSPECTIONS

Our staff has begun providing Remote Video Inspections (RVI), which allows for the inspection of a building or building systems using already available video technology. RVI is intended to be a complete and thorough inspection that meets the minimum requirements of the California Codes and local ordinances.

## Permit Technician/Office Clerk Services

Interwest proposes to continue to provide Permit Technician/Office Clerk Services. Sheri Barkley, ICC, a qualified and experienced individual currently performing these duties will continue in this position. She can perform Permit Technician services such as the Zoning, Inspections, and Permitting. Highlighted responsibilities include, but are not limited to the following:

- Facilitate the permitting process from initial permit intake to final issuance of permit.
- Perform data for building and development permitting processes.
- Scanning and filing permits.
- Provide front counter customer service, answering questions at the counter or over the phone as needed.
- Determine and collect fees, if so desired by the City.
- Ensure that submittal documents are complete.
- Work with the City to facilitate Freedom of Information Act (FOIA) requests.
- Provide permit application processing and inspection scheduling and tracking to ensure code compliance
- Provide input, tracking and reporting.

## Approach to Customer Service

We understand that building department processes and procedures can be confusing and frustrating to property owners, developers, contractors, and others, no matter if it is their first or 100th time building in your community. For this reason, our staff takes a proactive and personalized approach to our service delivery, whereby we educate each client that engages with your building department.



This means each client receives:

- A step-by-step explanation of the process
- Transparent communication
- Identification of timelines and costs
- Checklists and forms needed for approvals
- Advice and consultation to streamline approvals

Our staff's experience and training, combined with our proven business practices and a core commitment to customer satisfaction, ensure each client receives the highest levels of contract performance, professionalism, and responsiveness in the industry.

## Support Staff Services

The Interwest Plan Reviewers are managed by Adrienne Peterson, who delegates work assignments and ensures that all plan reviewers workloads are distributed in the most effective manner. Kathleen Salter and Julie Moss, Administrative Coordinators in our Irvine office provide daily administrative support. They provide assistance with entering data into Bluebeam®, communicating results, and answering questions. Bill Hayes manages our team of Building Inspectors and ensures they are provided with the technology and equipment (ipads, laptops, cell phones) they need to be successful. Training is offered to all positions.

Being a multi-disciplinary firm with a variety of in-house expertise, we can also offer assistance in other areas that may cross-over this scope of work and be required in the future. We offer these additional services:

- Building Department Services
- Public Works & Municipal Engineering
- City Planning & Urban Design
- City Engineering
- Construction Management
- Traffic Engineering & Transportation Planning
- Real Estate & Right-of-Way Acquisition
- Grant Writing & Administration
- Capital Project Delivery
- Private Development Services







## Tab F

### Approach to Building Services



## F. | Approach to Building Services

### 1. Cover Letter/Letter of Introduction

Interwest Consulting Group, Inc. (Interwest) has carefully reviewed and understnads all elements of the RFP and is pleased to present our proposal in response to your RFP to provide on-call, as-needed Building Services, including Plan Check, Building Inspection Services, Permit Technician Services, CASp Services, and miscellaneous services such as general training, code update and adoption support as needed and/or upon request. Accurate and timely Building Department Services are critical to helping support the City of Murrieta's (City) development. The City can rely on Interwest to provide you with quality and efficient solutions that deliver consistent customer satisfaction for the most reasonable cost.

Interwest has focused on staff augmentation for municipal clients for over 21 years and has a deep understanding of the challenges and constraints that Cities face. We understand the need to create great customer service experiences for all stakeholders as we represent the City in the execution of our work.

In order to provide your community with quality services, it is essential to choose a company with demonstrated abilities capable of fully managing the Building Department Services you need and when you need them. With a deep bench of more than 400 professionals dedicated to providing municipal services to our clients, our team of well-qualified staff brings the following advantages to the City:

- **Team Capacity and Capabilities:** Interwest has the largest building services team in California. Few, if any, of our competitors can match our depth of qualified, available staff. Our Irvine office will continue to serve the City on this contract and provide a longstanding team of experts that will successfully deliver Building Department Services, including plan review services, building inspection, and permit technician services.
- **Proven Experience:** Our long-term experience serving the City of Murrieta and many similar California communities in Orange and San Bernardino County including the City and County of San Bernardino, Anaheim, Costa Mesa, Lake Forest, Upland, Rancho Cucamonga, Menifee, Temecula, Wildomar and Riverside County. The work we perform in these communities provides Interwest with a thorough working knowledge of the requirements and expectations of the City. Our previous work highlights our technical expertise to perform these services quickly, accurately, and resourcefully. Client satisfaction remains our underlying work performance theme and is the most important part of any statement on past performance.
- **Your Local Partner:** Interwest is your local partner with the capacity and availability to customize services to meet your needs. As industry experts and project leaders, Interwest's assembled team has a wealth of experience working with municipalities in communities such as your own. Our team commits to delivering the services your community needs in a manner that elected officials, City staff, stakeholders, and citizens desire and deserve.

Interwest's exceptionally talented and experienced consultant staff is excited about the opportunity to continue to work with the City of Murrieta. Interwest has requested minor modifications to the City of Murrieta Consultant Agreement (See #3 Exceptions). As President of Interwest Consulting Group, I am authorized to sign any agreements that may result from this proposal and will provide contract support to the proposed Interwest team. We appreciate the opportunity to present our qualifications to the City and look forward to serving your community.

Sincerely,



Paul Meschino, President of Interwest

**Primary Contact:**  
Shelby Sieracki  
Account Manager  
626.224.2055  
ssieracki@interwestgrp.com

**Project Office:**  
1 Jenner, Suite 160  
Irvine, CA 92618  
949.299.5300



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### 3. Exceptions

Interwest does not have any exceptions to the RFP, but asks that the City consider minor contract modifications as listed below.

**4.4 Independent Contractor.** ... In the event that Consultant or any officer, employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System, to be classified as other than an independent contractor for City, then **except to the extent arising from requirements imposed by City**, Consultant shall indemnify, defend, and hold harmless City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to City as a consequence of, or in any way attributable to, the assertion that Consultant, or any officer, employee, agent, or subcontractor Consultant used to provide services under this Agreement, is/are employees of City.

**4.5 Subcontracting or Assignment.** ...Therefore, without express written approval of City, Consultant shall not contract with any other City to perform in whole or in part services required hereunder without express written approval of City, **which shall not be unreasonably delayed or withheld** and neither this Agreement nor any interest herein may be transferred or assigned. ...

**5.2 Indemnification. (a) General Obligations.** Consultant agrees, to the full extent permitted by law, to indemnify, defend and hold harmless City and its elected and appointed officers, employees and agents (each an "Indemnitee" and collectively, "Indemnitees") against, and will hold and save them and each of them harmless from, whether actual or threatened, any and all **third party** actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "Claims or Liabilities") that may be asserted or claimed by any person, firm or City **to the extent** arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or City for which Consultant is legally liable (each an "Indemnitor" and collectively, "Indemnitors"), or **to the extent** arising from Indemnitors' reckless or willful misconduct, or **to the extent** arising from Indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith: 1) Consultant will defend any action or actions filed or threatened in connection with any such Claims or Liabilities, or at option of Indemnitee(s) **and selected from Consultant's insurance carrier's panel counsel** will reimburse and pay for all costs and expenses, including legal costs and attorneys' fees, incurred by Indemnitee(s) in connection therewith; and, 2) Consultant will promptly pay any judgment rendered against Indemnitee(s) for any such Claims or Liabilities, and will save and hold Indemnitee(s) harmless therefrom. **Consultant's obligations under this Agreement are contingent upon timely receipt of notice of the claim for which indemnification is sought, such that defense of the claim is not prejudiced, and the reasonable assistance of the Indemnitee in connection with the defense of the claim.**

**(b) Further Provisions.** ...The indemnification provisions herein do not apply to claims or liabilities occurring as a result of City's sole negligence or willful misconduct, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's **sole or active** negligence, except that design professionals' indemnity hereunder shall be limited to **third party** claims and liabilities arising out of the **passive** negligence, recklessness or willful misconduct of the design professional. The indemnification provided herein includes Claims or Liabilities **to the extent** arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Indemnitors in the performance of professional services hereunder. Payment of invoices by City is not a condition precedent to enforcement of the indemnity obligation herein. In the event of any dispute between Consultant and City, as to whether liability arises from the **sole** negligence or willful misconduct of City, Consultant will be obligated to pay for City's defense until such time as **agreed by parties or** a final judgment has been entered adjudicating City as solely **or actively** negligent or responsible

for willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

(c) Pursuant to the full language of California Civil Code §2782, Design Professionals agrees to indemnify, including the cost to defend, City and its officers, officials, employees, and volunteers from and against any and all **third party** claims, demands, costs, or liability that **to the extent** arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Design Professional and its employees or agents in the performance of services under this contract, but this indemnity does not apply to liability for damages **to the extent** arising from the sole **negligence, or** active negligence, or willful acts of the City; and does not apply to any passive negligence of the City unless caused at least in part by the Design Professional. ...

**5.3 Professional Liability.** When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless Indemnitees against, and will hold and save them and each of them harmless from, whether actual or threatened, any and all **third party** Claims and Liabilities, consistent with all obligations provided for in this Section 5.3, to the extent same are caused **in whole or in part** by any negligent or wrongful act, error or omission, or reckless or willful misconduct of Indemnitors in the performance of professional services under this Agreement.

**6.2 Ownership of Documents.** All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials ("documents and materials") prepared by Consultant, its officers, employees, agents and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of City and/or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership, use, reuse, or assignment of the documents and materials hereunder. **For the avoidance of doubt, nothing in this Agreement shall be understood to grant City rights to pre-existing intellectual property of Consultant, including Consultant software and licensed software, or to any improvements thereto.** ... Moreover, with respect to any Consultant documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for City. **Consultant shall have no liability arising from the use of any documents and materials for any purpose or on any project other than that for which it was produced.**

**7.5 Retention of Funds.** Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's **negligent** acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. ...

~~**7. Aviation Liability Insurance:** On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate. This coverage may also be provided by endorsement to a Commercial General Liability policy.~~

~~If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.~~

#### **Primary Coverage**

**Except with respect to Workers' Compensation coverage,** for any claims related to this contract, the Consultant's insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.





## Tab G

### Proposal Content

## G. | Proposal Content

### Section I - Experience

#### Responses To Minimum Qualifications

Interwest is well-qualified and able to deliver the services requested in this RFP, mainly Plan Review, Inspection, and Permit Technician services. We have been providing similar services to Murrieta and neighboring cities in California for over 21 years. Interwest meets all of the requirements of the RFP and has provided verification throughout this proposal.

Interwest currently possesses a City of Murrieta business license and will maintain the license for the duration of the contact, including all renewals. The requested projects similar in scope have been included on pages 29-32 to further illustrate our experience. A table of qualifications and key personnel résumés is provided for the City with the requested education, training, experience, professional registration, certification and licensing of the principal and of staff members who will be involved in the project.

##### A. AUTHORIZED REPRESENTATIVES

Interwest offers an exceptional team ready to help the City with your Building & Safety Division services. They have been introduced initially in Section C. Summary on (page 3) and full résumés can be found in Appendix A.

Shelby Sieracki, Proposal Main Contact, Account Manager

William "Bill" Hayes, Project Manager

Adrienne Peterson, Irvine Plan Review Manager

Project Office: 1 Jenner, Suite 160, Irvine, CA 92618

##### B. RELEVANT CALIFORNIA EXPERIENCE

Interwest has been providing building department services in California for over 21 years. We have provided building services to the City of Murrieta since 2013. Additionally, we provide similar services to many of your neighboring cities, such as those listed below.

- Judicial Counsel of California
- California Construction Authority
- City of Anaheim
- City of Capitola
- City of Chico Hills
- City of Corona
- City of Costa Mesa
- City of Eastvale
- City of El Monte
- City of Fairfield
- City of Inglewood
- City of Lake Elsinore
- City of Lake Forest
- City of Long Beach
- Town of Lodi
- City of Manteca
- City of Murrieta
- Town of Napa
- City of Palmdale
- City of Pomona
- City of Rancho Cordova
- City of Rancho Cucamonga
- City of Rancho Palos Verdes
- City of Rio Vista
- City of Rocklin
- City of Rosemead
- City of Roseville
- City of Santa Clara
- City of Sonora
- Town of St. Helena
- Town of Tracy
- Town of Turlock
- City of Tustin
- City of Upland
- City of Vernon
- City of Yorba Linda
- Town of Woodland
- County of Fresno
- County of Los Angeles
- County of Napa
- County of Riverside
- County of Yuba
- Town of Atherton





## C. KEY PERSONNEL QUALIFICATIONS AND EXPERIENCE

### Qualifications of Staff

We have carefully selected a team of qualified personnel with decades of experience to deliver the services required. We approach our work with pride and professionalism, getting the job done the right way, day in and day out. An organizational chart showing the proposed staff and their roles follows. Qualifications of personnel have been summarized on the table that follows and full résumés can be found in Appendix A.

STAFF MEMBER & ROLE	YEARS OF EXPERIENCE	LICENSES/CERTIFICATIONS
William "Bill" Hayes, CBO, ICC State Operations Manager, Building Department Services	20+	International Code Council #8230972 ICC-Certified Building Official ICC Residential Plumbing Inspector ICC Residential Mechanical Inspector ICC Residential Building Inspector ICC Commercial Building Inspector ICC/AACE Property Maintenance and Housing Inspector ICC Building Inspector
<b>BUILDING PLAN REVIEWERS</b>		
Adrienne Peterson, ICC Irvine Plan Review Manager	25	ICC CA Building Plans Examiner I #5053110 ICC Permit Technician I #5053110
Jim Northcutt, ICC Building Plan Reviewer	40	ICC Building Plans Examiner I # 879908 ICC Building Inspector I # 879908
Bill Tewfik, PE, CBO, CASp, ICC Building Plan Reviewer	40	CA Professional Civil Engineer I C50505 Certified Access Specialist I (CASp) 367 ICC Building Inspector I #863979 ICC Building Plans Examiner I #863979 ICC-Certified Building Official I #863979 ICC Building Code Specialist I #863979

STAFF MEMBER & ROLE	YEARS OF EXPERIENCE	LICENSES/CERTIFICATIONS
Hossein Afouzeh, PE, MEP MEP Plan Reviewer	40+	CA Registered Mechanical Engineer, 27117 CA Registered Electrical Engineer, 11588
Mark Seven, EE MEP Plan Reviewer	17+	Education: BS, Electrical Engineering ICC-Certified Electrical Plans Examiner; #10275760
Mark Hankinson, CBO, CPE, ICC Building Plan Reviewer	37	International Code Council #5111273 ICC Accessibility Inspector/Plans Examiner ICC/AACE Property Maintenance & Housing Inspector ICC Residential Building Inspector ICC Commercial Building Inspector ICC Building Plans Examiner ICC Building Inspector ICC Residential Mechanical Inspector ICC Residential Plumbing Inspector ICC Commercial Plumbing Inspector ICC Plumbing Inspector
Ho Jun Kong, PE, CASp, ICC Building Plan Reviewer	16	CA Registered Civil Engineer   C79527 Certified Access Specialist (CASp-863) ICC Building Plans Examiner   #8255163
Sal Kaddorah, PE, ICC Senior Engineer	37	ICC Building Plans Examiner   # 861125 CA Professional Civil Engineer   #43757 NV Professional Civil Engineer   #20795
Martha Diaz, PE, ICC Building Plan Reviewer	15	CA Registered Civil Engineer   #081154 ICC-Certified Residential Plans Examiner   #8723293
Ali Hijazi Building Plan Reviewer	7	Education: Bachelor of Science in Electrical Engineering, California State University, Los Angeles Associate of Science in Physics, Cerritos College
Karla Luther, ICC Building Plan Reviewer	22	ICC Building Plans Examiner   # 5102152 ICC Fire Plans Examiner   # 5102152
Steve Kim, PE, CASp, ICC Building Plan Reviewer	11	CA Registered Engineer   #C88484 Certified Access Specialist (CASp)   CASp-982 Building Plans Examiner, B3 Certificate # 8887591
STRUCTURAL ENGINEERS		
Hossein Sanikhatam, SE Plan Reviewer	25	CA Registered Structural Engineer S5514 CA Registered Civil Engineer C67573 MS & BS Civil Engineering San Jose State Univ., AISC Member SEAONC Member
Ali Sadre, MS, PE, SE, CE, CASp, ICC Plan Reviewer	37	ICC Plans Examiner ICC Building Inspector ICC Combination Inspector Licensed Civil Engineer in AZ, 68573 President of the Structural Engineers Association of CA (SEAOC) in 2020-2021 State Certified Access Specialist (CASp-861) CA Structural Engineer, S3715 CA Civil Engineer, C42877



STAFF MEMBER & ROLE	YEARS OF EXPERIENCE	LICENSES/CERTIFICATIONS
<b>FIRE PLAN REVIEW</b>		
Augie Cerdan, FPE Fire Plan Reviewer	28	CA Registered Fire Protection Engineer FP1579 BS, Mechanical Engineering
Andrew Hyatt, ICC Fire Plan Reviewer	20	International Code Council, 8415675 ICC Fire Plans Examiner ICC Fire Inspector I ICC Fire Inspection II AS Fire Technology, Cabrillo College, Honorable Mention
Frank Martinez Fire Plan Reviewer	21	California State Fire Marshal Fire Prevention Officer Fire PrAialist Plans Examiner 3A and 3B Fire Investigation 1A & 1B PC 832
<b>BUILDING INSPECTOR SERVICES</b>		
Mike Austin, ICC Building Inspector	25+	Post-Disaster Certified by Governor's Office of Emerg. Svs. International Code Council, 1066459 ICC Building Inspector ICC Combination Dwelling Inspector - Uniform Codes ICC Plumbing Inspector UPC
Gary Williams, ICC Building Inspector	31	Reinforced Concrete 47C and 47P Masonry 84C and 84P ACI Field Grade General Contractors License ICC CA Commercial Plumbing Inspector ICC Commercial Plumbing Inspector ICC Commercial Electrical Inspector ICC Commercial Building Inspector ICC Commercial Mechanical Inspector ICC Building Inspector ICC Residential Building Inspector ICC Structural Masonry Special Inspector ICC Reinforced Concrete Special Inspector Associate ICC Commercial Plumbing Inspector ICC Commercial Combination Inspector ICC Residential Plumbing Inspector ICC Plumbing Inspector ICC Residential Mechanical Inspector ICC Mechanical Inspector ICC Residential Electrical Inspector ICC Electrical Inspector ICC Residential Combination Inspector ICC Combination Inspector

STAFF MEMBER & ROLE	YEARS OF EXPERIENCE	LICENSES/CERTIFICATIONS
Guy Bowen, ICC Building Inspector	40	International Code Council 8256307 ICC CA Commercial Building Inspector ICC Residential Plumbing Inspector ICC Residential Mechanical Inspector LA Department of Building and Safety Deputy Building Inspector I P033571 CA State Contractors License Classification B #499262
Mark Carlson, ICC Building Inspector	22+	Disaster Service Worker – State of CA Safety Assessor International Code Council, 5034897 ICC Mechanical Inspector UMC ICC Plumbing Inspector UPC ICC Plumbing Inspector ICC Electrical Inspector ICC Combination Inspector – Legacy ICC Mechanical Inspector ICC Building Inspector ICC Combination Inspector ICC Commercial Combination Inspector SEMS City of Orange and Riverside Fire Department IS-00700 National Emergency Management; IS-00200 ICS – Initial Action Incidents IS-00100 PW – FEMA Incident Command System Emergency Response to Terrorism
<b>PERMIT TECHNICIAN/OFFICE CLERK SERVICES</b>		
Sheri Barkley, ICC Permit Technician	8	ICC-Certified Permit Technician, 8295728 Basic Life Support, American Heart Association, 2011

#### D. PERFORMING THE SCOPE OF WORK

Interwest will continue to provide building plan check, inspection, and permit technician services as requested by the City on an on-call, as-needed basis. Such services shall include enforcement of the City's building laws and codes (such as local amendments) and all applicable State statutes and regulations; review of construction drawings to ensure compliance with City and State adopted laws and codes; oversight of the Building and Safety Division operations; interfacing with permit applicants and City staff; and conducting inspections.

Interwest understands that specific projects may include residential and/or non-residential projects and that any single job may require one or more subsequent reviews of submitted plans. Interwest can perform all of the types of proposed plan checks referenced in the RFP; construction, remodels, additions, green building, disabled access compliance, flood zone construction; enforcement of National Pollutant Discharge Elimination System (NPDES) general permit for stormwater discharges; and public nuisance abatement.

Interwest has been performing plan review services for over 10 years; since 2013. Interwest has the licensed software to work efficiently with the City. Our team are proficient with Bluebeam® and Enterprise Permitting & Licensing (Energov®) and are issued iPads, laptops, and other accessories required for their respective position.



## Plan Check Services

Interwest will assist and examine building plans for compliance with the adopted version of the California Building Code, California Residential Code, California Green Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, Title 24, Americans with Disabilities Act, and all other State mandated ordinances and codes, including any local amendments, on an on-call, as-needed basis. In addition to City code requirements, Interwest will review application packages for other applicable requirements such as approvals required from other agencies and districts. Interwest, having performed plan check services for the City since 2013, is fully capable of electronic intake and distribution of plans using Bluebeam REVU® and Bluebeam® sessions for plan reviews. Interwest Plan Examiners are proficient in using Bluebeam® and we maintain our own software licenses. All of our proposed plans examiners are ICC-Certified Plans Examiners, registered Civil Engineers, Structural Engineers, and Architects. Our team is qualified to perform plan check review of all of the design elements listed in the RFP:

## Building Inspections

Interwest will provide ICC-Certified Building Inspector(s) to perform all building and safety inspections on an on-call, as-needed basis. Inspectors are fully qualified to perform residential, commercial, and industrial inspections for compliance with approved plans and related documents. The inspections will be performed in accordance with the City's adopted version of the California Building Code, California Residential Code, California Green Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, Title 24, and all other State-mandated ordinances and codes as applicable. Interwest's Building Inspectors are provided vehicles or compensated for utilizing their own vehicles.

Inspectors will review permit packages to verify that onsite conditions are consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable. Inspections will generally be provided on a same-day or next-day basis. Inspections will include Certificates of Occupancies. *Mike Austin, ICC is currently assigned to the City and will remain on the service team.*

## General Office Support

Interwest will provide on-call, as-needed Building Permit Technician(s) and/or Office Clerk(s) to perform permit technician work and/or general office-related duties. Building Permit Technicians, and/or Office Clerks will be qualified to perform general office duties, process and issue building permits, and process building plans, and related documents. *Sheri Barkley, ICC is currently assigned to the City and will remain on the service team.*

## Additional Services

Interwest will provide CASp Services and miscellaneous general training, code update, and adoption resources and support as needed and/or upon request.

## E. PAST PERFORMANCE

As mentioned previously, *Interwest has been providing plan reviews to California municipalities for over 21 years and the City for over 10 years.* Interwest has a strong track record of providing personalized services to clients, managing tight budgets, and coordinating closely with staff. Interwest utilizes sophisticated project management tools to maintain up-to-date schedules, coordinate staff time, and track the project budget. Interwest will confirm communication protocols at the project kick-off meeting. We hold weekly internal staff meetings to determine project priorities, deliverables, and staffing needs to ensure that our projects are completed within budget. We utilize specific reporting methods for this procedure, such as a custom database to compile all client and project information as it relates to any services we perform. We also develop and maintain a jurisdiction file containing all pertinent client, project and billing information accessible to project managers and assigned staff. Our highly iterative process and coordination ensure that product deliverables and budget management meet and exceed expectations.

## Section II - References

At Interwest, we believe that client satisfaction and repeat business with these California clients is the ultimate indicator of our success as a firm. We encourage you to contact the references below to provide testimony of our capability to perform your requested services, adhere to schedules and budgets, and exceed expectations on a reoccurring/on-call basis.

<b>City of Murrieta</b>	<p><b>Client Contact:</b> Andy Krogh, City Manager</p> <p><b>Phone/Email:</b> 951.461.6126   Akrogh@Murrietaca.gov</p> <p><b>Dates of Service:</b> 2013 - Ongoing</p> <p><b>Services Provided:</b> Plan Review, Inspection, and Permit Technician Services</p>
<b>City of Wildomar</b>	<p><b>Client Contact:</b> Dan York, City Manager</p> <p><b>Phone/Email:</b> 951.677.7751, ext. 209   dyork@cityofwildomar.org</p> <p><b>Dates of Service:</b> 2008 - Ongoing</p> <p><b>Services Provided:</b> Plan Review, Inspection and Permit Technician Services</p>
<b>City of Temecula</b>	<p><b>Client Contact:</b> Brian Clements, Building Official</p> <p><b>Phone/Email:</b> 951-506-5176   brian.clements@temeculaca.gov</p> <p><b>Dates of Service:</b> 2013 - Ongoing</p> <p><b>Services Provided:</b> Building and Safety Services, including Plan Review Services, Inspection, and Permit Technician Services</p>
<b>City of Menifee</b>	<p><b>Client Contact:</b> Craig Carlson, Building Official</p> <p><b>Phone/Email:</b> 951.723.3729   ccarlson@cityofmenifee.us</p> <p><b>Dates of Service:</b> 2016 - Ongoing</p> <p><b>Services Provided:</b> Plan Check, Building Inspection, Permit Services</p>
<b>City of Lake Elsinore</b>	<p><b>Client Contact:</b> Bill Belvin, Chief Building Official</p> <p><b>Phone/Email:</b> 951.674.3124, ext, 286   bbelvin@lake-elsinore.org</p> <p><b>Dates of Service:</b> 2016 - Ongoing</p> <p><b>Services Provided:</b> Full Building And Safety Services</p>
<b>Riverside County</b>	<p><b>Client Contact:</b> Joe Feliciano, Agency Program Administrator</p> <p><b>Phone/Email:</b> 951.955.3896   jfelicia@rivco.org</p> <p><b>Dates of Service:</b> 2015 - Ongoing</p> <p><b>Services Provided:</b> Inspection Services</p>
<b>City of Lake Forest</b>	<p><b>Client Contact:</b> Gayle Ackerman, Director, Development Services</p> <p><b>Phone/Email:</b> 949.461.3460   ackerman@lakeforest.gov</p> <p><b>Dates of Service:</b> 2009 Ongoing</p> <p><b>Services Provided:</b> Full Building Services</p>



## Section III - Fee Proposal

This section has been submitted as a separate document as required by the City's RFP.

## Section IV - Turnaround Times

We consistently complete 99% of our customers' plan review times on schedule for both commercial and residential projects as our standard business practice. We work hard to accommodate any turnaround schedule desired by the City. Multidisciplinary reviews are typically performed in our offices, but we are available for onsite work when required, upon the City's request.

**Table 1. Maximum Turnaround Times**

MAXIMUM TURNAROUND TIME			
Type of Job	1st Review	2nd Review	Expedited Review
<b>Residential</b>			
New Construction	10 Business Days	5 Business Days	5 Business Days
Addition	10 Business Days	5 Business Days	5 Business Days
Remodel	10 Business Days	5 Business Days	5 Business Days
<b>Non-Residential</b>			
New Commercial/Industrial	10 Business Days	5 Business Days	5 Business Days
Addition	10 Business Days	5 Business Days	5 Business Days
Tenant Improvement/Remodel	10 Business Days	5 Business Days	5 Business Days
Large Complex Commercial Projects	Turnaround Time Negotiated on a Project-by-Project Basis		

Interwest is also able to accommodate special project plan review needs, such as, Solar/PV and fast-track or expedited reviews. We establish specific turnaround goals and procedures with jurisdiction staff for these types of projects.



Murrieta



## Tab H

### References and Potential Conflicts of Interest



## H. | References and Potential Conflicts of Interest

### References

At Interwest, we believe that client satisfaction and repeat business with these clients is the ultimate indicator of our success as a firm. We encourage you to contact the references below to provide testimony of our capability to perform your requested services, adhere to schedules and budgets, and exceed expectations on a reoccurring/on-call basis.

#### PLAN REVIEW, INSPECTION AND PERMIT TECHNICIAN SERVICES // CITY OF MURRIETA, CA



Interwest was selected by the City of Murrieta in 2013 to provide as-needed plan review and inspection services. In addition, Interwest provided a part-time building official to assist in the implementation of the City's new permitting and inspection software system, code interpretations, and the upcoming code adoption cycle. We currently provide Building Official Services, Building and Safety Plan Review, and Building and Safety Inspection Services. Throughout our contract with the City, we have performed several concurrent tasks/projects and have successfully completed each task/project.

**Team Members Involved:** All team members listed have worked on various projects for the City.

**Client Reference Contact:** Andy Krogh, Building Official  
951.461.6126 | [Akrogh@Murrietaca.gov](mailto:Akrogh@Murrietaca.gov)  
1 Town Square, Murrieta, CA 92562  
Service Dates: 2013 - Ongoing

#### PLAN CHECK, BUILDING INSPECTION, PERMIT SERVICES // CITY OF MENIFEE, CA

Interwest has been providing the City of Menifee as-needed building plan check services since 2016.

The new Menifee Justice Center will replace an existing five courtroom courthouse and provide space for four new judicial officers. Court services in the new building will support family, traffic, and civil case calendars. The new building will include family law mediation, self-help and jury services; very minimal in-custody detention will be provided. This three-story court building, approximately 85,010 building gross square feet will be built in the City of Menifee, Riverside County. The site is within a new "town-center development," the building will have a cement plaster and glass exterior with on-site surface parking lots.

**Team Members Involved:** All team members listed have worked on various projects for the City.

**Client Reference Contact:** Craig Carlson, Building Official  
951.723.3729 | [ccarlson@cityofmenifee.us](mailto:ccarlson@cityofmenifee.us)  
29844 Haun Road, Menifee, CA 92586  
Service Dates: 2016 - Ongoing

## PLAN CHECK, BUILDING INSPECTION, PERMIT SERVICES // CITY OF TEMECULA



Interwest provides the City of Temecula with as-needed building inspection services during peak times of development. Our partnership with the City has expanded to include as-needed building plan review services.

**Team Members Involved:** All team members listed have worked on various projects for the City.

**Client Reference Contact:** Brian Clements, Building Official  
951-506-5176 | brian.clements@temeculaca.gov  
41000 Main Street, Temecula, CA 92590  
Service Dates: 2013 - Ongoing

## PLAN REVIEW, INSPECTION & PERMIT TECHNICIAN SERVICES // CITY OF WILDOMAR, CA



Prior to incorporation on July 1, 2008, Interwest worked on initiatives to gather essential information and data which served as the basis for confirming service area responsibilities for the City of Wildomar [population 35,400]. We prepared fiscally prudent and conservative operating budgets and identified cost-effective and innovative processes for providing public works, planning and building safety activities and services transitioned from the County of Riverside. Since incorporation of the City of Wildomar, Interwest has provided the following services:

- City Engineering
- Development Engineering and Entitlements
- Transportation Planning
- Public Works Inspection
- Traffic Engineering
- Code Enforcement
- Drainage Engineering
- Building Department Administration
- Building and Safety Code Compliance
- Building Plan Review and Inspections

**Client Reference Contact:** Dan York, City Manager  
951.677.7751, ext. 209 | dyork@cityofwildomar.org  
23873 Clinton Keith Road, Suite 110, Wildomar, CA 92595  
Service Dates: 2008 - Ongoing

## PLAN REVIEW AND INSPECTION SERVICES // CITY OF LAKE ELSINORE, CA

Interwest has provided on-call building inspection services to the City of Lake Elsinore since December 2016. We have provided Building Official, Plan Review, Inspection, and Permit Technician services.

**Team Members Involved:** All team members listed have worked on various projects for the City.

**Client Reference Contact:** Bill Belvin, Chief Building Official  
951.674.3124, ext. 286 | bbelvin@lake-elsinore.org  
130 S Main St, Lake Elsinore, CA 92530  
Service Dates: 2016 - Ongoing



## PLAN REVIEW AND INSPECTION SERVICES // CITY OF RANCHO CUCAMONGA, CA



In 2022, Interwest partnered with Rancho Cucamonga in the current review of the new Harvest at Terra Vista Apartments. This building is approximately 300,000 square feet, including a pool house, club house, and parking structure.

**Team Members Involved:** All team members listed have worked on various projects for the City.

**Client Reference Contact:** Zach Neighbors, Chief Building Official  
909.774.4214 | [zack.neighbors@cityofrc.us](mailto:zack.neighbors@cityofrc.us)  
1 Civic Center Plz, Irvine, CA 92606  
Service Dates: 2016 - Ongoing

## PLAN REVIEW AND INSPECTION SERVICES // CITY OF COSTA MESA, CA

Interwest has assisted the City of Costa Mesa since 2007. Our staff provides thorough and timely plan review and building inspection services. Interwest continues to perform a variety of inspections on the City's expansive South Coast Plaza Shopping Mall. The majority of these projects have been single-story tenant improvements for individual stores at a time, working quickly and thoroughly so as to minimize inconvenience to both business-owners and the public. One of our most recent tenant improvement projects was performed for the mall's Chanel boutique.



**Orange County Museum of Modern Arts** - This project is a 2-story mixed-use museum that totals 52,000 square feet with 25,000 square feet dedicated to exhibitions. There is 10,000 square feet of multipurpose, education and performance space and 10,000 square feet of additional space for exhibitions in a possible expansion and the rooftop terrace can accommodate up to 1,000 people. Interwest is providing complete plan review services for this project on behalf of the City of Costa Mesa.

**Team Members Involved:** All team members listed have worked on various projects for the City.

**Client Reference Contact:** Charles Chamoun, Chief Plans Examiner  
714.754.5614 | [Charles.chamoun@Costamesaca.gov](mailto:Charles.chamoun@Costamesaca.gov)  
77 Fair Drive, Costa Mesa, CA 92626  
Service Dates: 2007 - Ongoing

## PLAN REVIEW AND INSPECTION SERVICES // RIVERSIDE COUNTY, CA

Since 2015, Interwest has successfully provided the County with a high level of accurate and timely on-call plan review services, as-needed building inspectors and permit technicians.

**Client Reference Contact:** Joe Feliciano, Agency Program Administrator  
951.955.3896 | [jfelicia@rivco.org](mailto:jfelicia@rivco.org)  
4080 Lemon Street, Riverside, CA 92501  
Service Dates: 2015 - Ongoing

## FULL BUILDING AND SAFETY SERVICES // LAKE FOREST, CA



In April 2009, Interwest began providing turn-key building safety services to the City of Lake Forest [population 83,000]. Recognizing the value and cost benefits attributable to employing a contract services model, the City has contracted for building safety services since its incorporation in 1991. Interwest provides a team of onsite professionals that provide all building safety services—blending seamlessly with existing city staff. We provide a full-time building official, building plan reviewers, building inspectors, and a building permit counter technician.

During our tenure, Interwest staff has developed the City's first single, combination building permit, which allowed for the same permit number to address all of a structure's elements (electrical, mechanical, plumbing, and structural) requiring approval, greatly reducing hours and paperwork. We also introduced several key documents that have allowed staff to efficiently communicate, including a workflow tracking sheet to document approvals, a standardized monthly report using the City's EnerGov software, and several of the City's Building Safety handouts, reflecting current codes and standards.

**Civic Center Campus:** In April 2018, Interwest began providing complete turnkey Building and Safety services to the City of Lake Forest, particularly the Civic Center Campus. This 12.5-acre facility is the heart and social center of the Lake Forest community. The Civic Center Campus is comprised of the City Hall Building, Community Center, Council Chambers, Senior Center, and Parking Structure. The estimated cost of construction was approximately \$60 million.

Although there was no formal RFP process, Interwest was selected to provide all plan check and inspection services. Our team at Interwest consisted of on-site professionals who delivered complete plan checks, engineering services, inspections, and electrical services. Fred Marzara, who serves as CBO for Lake Forest, was directly involved in the plan review of the parking structure and four other buildings.

One challenge our team faced during implementation was ensuring the secure placement of the building's solar panels. Upon inspection, it was discovered that high winds caused the solar panels to continuously be pulled upward and out of place. Our Interwest team quickly reviewed the issue with the building's architectural designers and after collaborating, found a solution of adding extra pinpoint connectors in addition to the four pinpoints the solar panels already had, securing them in place on all sides. The City of Lake Forest was awarded CALBO's 2018-2019 Building Department of the Year Award, setting itself apart with excellent and responsive customer service. The City of Lake Forest Building Department has serviced over 9,000 walk-in customers, has performed over 24,000 inspections, and has issued almost 3,000 permits.

**Client Reference Contact:** Gayle Ackerman, Director, Development Services  
949.461.3460 | [ackerman@lakeforest.gov](mailto:ackerman@lakeforest.gov)  
100 Civic Center Dr. Lake Forest, CA 92630  
Service Dates: 2009 - Ongoing



## Potential Conflicts of Interest

Interwest currently provides Building Services to the California public clients in the list below. There are no foreseen potential conflicts of interest. Interwest only serves public agency clients. This exclusive commitment to public agency clients is crucial to avoid any real or perceived conflict of interest.

## Current Building Services Public Clients

Interwest currently provides Building Services to the California public clients listed below. Our team of professionals proposed for this assignment has extensive career expertise in their respective industries. Our local knowledge in combination with our depth of experience translates into better, more consistent decision-making.

Admin Office of the Courts Judicial Council (JCC)	City of Chula Vista, CA	City of Hawthorne, CA
City of Alhambra, CA	City of Claremont, CA	City of Healdsburg, CA
County of Alpine, CA	City of Coachella, CA	City of Hemet, CA
City of American Canyon, CA	City of Compton, CA	City of Hermosa Beach, CA
City of Anaheim, CA	City of Corcoran, CA	City of Huntington Beach, CA
City of Angels Camp, CA	City of Corona, CA	City of Imperial Beach, CA
City of Antioch, CA	City of Coronado, CA	City of Imperial, CA
Town of Apple Valley, CA	City of Costa Mesa, CA	City of Indian Wells, CA
City of Arcata, CA	City of Covina, CA	City of Indio, CA
City of Atascadero, CA	City of Culver City, CA	City of Inglewood, CA
Town of Atherton, CA	City of Danville, CA	City of Irvine, CA
City of Atwater, CA	County of Del Norte, CA	City of Irvine, CA
City of Auburn, CA	City of Delano, CA	City of Irwindale, CA
City of Avalon, CA	City of Desert Hot Springs, CA	City of Isleton, CA
City of Bakersfield, CA	City of Dinuba, CA	City of Kingsburg, CA
City of Barstow, CA	City of Dixon, CA	La Jolla Band of Luiseño Indians
City of Beaumont, CA	City of Downey, CA	City of La Mesa, CA
City of Benicia, CA	City of Dublin, CA	City of La Quinta, CA
City of Big Bear Lake, CA	City of Eastvale, CA	City of Laguna Beach, CA
City of Brea, CA	City of El Cajon, CA	City of Lake Elsinore, CA
City of Brentwood, CA	City of El Cerrito, CA	City of Lake Forest, CA
City of Buena Park, CA	City of El Monte, CA	City of Lancaster, CA
County of Butte, CA	City of Elk Grove, CA	City of Lathrop, CA
Cabazon Band of Mission Indians	City of Encinitas, CA	City of Lawndale, CA
City of Callexico, CA	City of Escondido, CA	City of Lemon Grove, CA
City of Campbell, CA	City of Fairfield, CA	City of Lemoore, CA
Campo Kumeyaay Nation (Campo Band of Mission Indians)	City of Folsom, CA	City of Lincoln, CA
City of Canyon Lake, CA	City of Fontana, CA	City of Livermore, CA
City of Carlsbad, CA	City of Fountain Valley, CA	City of Lodi, CA
City of Cathedral City, CA	City of Fremont, CA	City of Long Beach, CA
City of Ceres, CA	City of Fresno, CA	Los Angeles County
City of Ceres, CA	City of Galt, CA	Development Authority
City of Chico, CA	City of Garden Grove, CA	City of Los Angeles, CA
City of Chino Hills, CA	City of Grand Terrace, CA	County of Los Angeles, CA
	City of Half Moon Bay, CA	County of Los Angeles, CA
	City of Hanford, CA	City of Los Gatos, CA

County of Madera, CA  
County of Madera, CA  
Town of Mammoth Lakes, CA  
Marine Corps Base Camp  
Pendleton  
County of Mariposa, CA  
City of Maywood, CA  
Mechoopda Indian Rive of Chico  
Rancheria  
County of Mendocino, CA  
City of Menifee, CA  
City of Menlo Park, CA  
City of Merced, CA  
City of Milpitas, CA  
City of Modesto, CA  
City of Monterey Park, CA  
City of Moorpark, CA  
City of Moorpark, CA  
City of Moreno Valley, CA  
Morongo Band of Mission  
Indians  
Mountain House Community  
Services District  
City of Murrieta, CA  
City of Napa, CA  
City of National City, CA  
City of Newport Beach, CA  
City of Oakland, CA  
City of Oceanside, CA  
City of Ontario, CA  
Orange County Council of  
Governments (OC COG)  
County of Orange, CA  
City of Orinda, CA  
City of Oroville, CA  
City of Oxnard, CA  
City of Palm Desert, CA  
City of Palm Springs, CA  
City of Palmdale, CA  
City of Palo Alto, CA  
Town of Paradise, CA  
City of Pasadena, CA  
City of Paso de Robles, CA  
Pechanga Tribal Council-Luiseno  
Indians  
City of Perris, CA  
City of Pico Rivera, CA

City of Pismo Beach, CA  
County of Placer, CA  
County of Plumas, CA  
City of Pomona, CA  
Port of San Diego, CA  
Town of Portola Valley, CA  
City of Poway, CA  
City of Rancho Cordova, CA  
City of Rancho Cucamonga, CA  
City of Rancho Mirage, CA  
City of Rancho Palos Verdes, CA  
City of Redondo Beach, CA  
City of Redwood City, CA  
City of Reedley, CA  
City of Richmond, CA  
City of Rio Dell, CA  
City of Rio Vista, CA  
City of Riverbank, CA  
Riverside - San Bernardino  
County Indian Health, Inc.  
County of Riverside, CA  
City of Rocklin, CA  
City of Roseville, CA  
Town of Ross, CA  
Sacramento Area Flood Control  
Agency  
Sacramento Metropolitan Fire  
District  
Sacramento Municipal Utility  
District (SMUD)  
City of Sacramento, CA  
County of San Benito, CA  
City of San Bernardino, CA  
City of San Clemente, CA  
City of San Diego, CA  
County of San Diego, CA  
City of San Dimas, CA  
City of San Fernando, CA  
City of San Jacinto, CA  
San Joaquin Council of  
Governments (SJCOG)  
San Joaquin County Office of  
Education  
County of San Joaquin, CA  
City of San Jose, CA  
City of San Juan Capistrano, CA  
City of San Leandro, CA

City of San Luis Obispo, CA  
City of San Marino, CA  
City of San Mateo, CA  
City of San Pablo, CA  
City of San Ramon, CA  
City of Santa Ana, CA  
City of Santa Barbara, CA  
Santa Clara VTA  
City of Santa Clara, CA  
City of Santa Clarita, CA  
City of Santa Maria, CA  
Santa Rosa Rancheria Tachi-  
Yokut Tribe  
City of Santee, CA  
City of Scotts Valley, CA  
City of Seal Beach, CA  
City of Signal Hill, CA  
City of Solana Beach, CA  
County of Solano, CA  
City of Solvang, CA  
City of South Gate, CA  
City of South Lake Tahoe, CA  
City of South Pasadena, CA  
South Placer Fire District  
South San Joaquin County Fire  
Authority  
City of St. Helena, CA  
County of Stanislaus, CA  
City of Stanton, CA  
State of CA - CalRecycle  
State of CA-Dept of Gen.  
Services-Div of the State  
Archit.  
City of Stockton, CA  
City of Sunnyvale, CA  
Sycuan Band of the Kumeyaay  
Nation  
County of Tehama, CA  
City of Temecula, CA  
The Tuolumne Band of Me-Wuk  
Indians  
City of Thousand Oaks, CA  
City of Tracy, CA  
County of Tulare, CA  
City of Tustin, CA  
Twenty-Nine Palms Band of  
Mission Indians



City of Ukiah, CA  
City of Upland, CA  
City of Vacaville, CA  
City of Vallejo, CA  
City of Ventura, CA  
City of Vernon, CA  
City of Victorville, CA

City of Visalia, CA  
City of Walnut Creek, CA  
City of West Hollywood, CA  
City of West Sacramento, CA  
City of Westminster, CA  
City of Wildomar, CA

Wilton Rancheria Tribal Nation -  
Boyd Gaming (GC)  
Town of Windsor, CA  
City of Woodland, CA  
Yocha Dehe Fire Department  
City of Yorba Linda, CA

## Ongoing Litigation

Date Filed	Case Name	Status	Comments
12/20/19, 3rd Amended 5/20/22	Chan v. City of Atherton	Open	IW is not in the case and Mike Kashiwagi & Mary Grace Houhlihan have been served. Third amended complaint has been filed. The judge seemed skeptical of much of the complaint. We have spoken with plaintiff's counsel and, given the situation, he has agreed to let us put off filing an answer. Most recently, plaintiff's current counsel has filed to withdraw from the action. Chan depo demonstrated that the business was failing prior to the road closure.
8/5/2021	Evans v. San Jacinto (Tri-Lake)	Open	Answer filed. It appears we did some traffic work on this roadway. Our expert believes that the roadway was safe and records indicate only one head-on collision in 10 years. The City has tendered its defense to us and we are waiting for the carrier to respond. Plaintiff has added the decedant's children. We have retained an accident recreation expert. We are attempting to schedule mediation for 11/8/23. Trial has been continued to 8/5/24.
Amended complain to be filed 6/22	SAFEbuilt v. BPR	Open	Discovery is ongoing.
Notice of Claim 5-9-23	Frontier v. Elk Grove	Open	City has tendered the claim to IW.
CLOSED			
1/31/21	De La Paz (NC&KD (minors)) v. TriLake, et.al.	Closed	Plaintiff was killed in an auto accident while turning into a commercial development. The suit is on behalf of his children. We are not yet in this action.



## Tab I

### Compensation and Reimbursement



## I. Compensation and Reimbursement

Interwest currently provides plan check services to the City on a percentage of fee basis for all reviews through the third review. Additional reviews are charged on an hourly basis according to the fee schedule provided in Section III - Fee Proposal; a separate document as required by the RFP. An hourly rate schedule has been included in the Fee Proposal. Mileage will be charged at the current federal per diem rate for travel by Inspectors to reach the job site.

Interwest is a full-service multidisciplinary firm and has many in-house experts that can be utilized when necessary. Extra Services available to the City have been explained in more detail in the next Section (J. Additional Information) and the associated hourly rates have been provided in the Fee Proposal.







## Tab J

### Additional Information

## J. | Additional Information

In addition to our extensive experience providing Building Department services, Interwest has a wide range of municipal service offerings including Public Works Services, Planning and Urban Design, Grant Writing & Administration, Traffic Engineering, Private Development, Real Estate, and more.

Our services are specifically tailored to fit the needs of our clients. We can provide the City with:

- Public Works & Municipal Engineering
- City Planning & Urban Design
- City Engineering
- Construction Management
- Traffic Engineering & Transportation Planning
- Real Estate & Right-of-Way Acquisition
- Grant Writing & Administration
- Capital Project Delivery
- Private Development Services

### Quality Control/Quality Assurance

Interwest prides itself in meeting clients' needs while maintaining a high level of quality control. Our approach is proactive—we prevent quality issues to the greatest extent possible and prepare for other situations in advance by mitigating risk. To ensure quality, Interwest has implemented a Quality Assurance/Quality Control (QA/QC) program where our Project Manager performs random quality evaluations of our staff throughout the year. Interwest's QA/QC activities include:

- Standardized processes for intake, completion of returned work, email correspondence, review comment letters, and other items to ensure consistency and client satisfaction (e.g., Logging review data into each municipality's system).
- Our Project Manager conducts periodic reviews to ensure completeness, accuracy, and consistency of work performed.
- Periodic peer review of plan reviews.
- Staff feedback as necessary for any discrepancies or improvements needed.
- Staff are paid to attend both internal and external training to grow professionally and improve skill sets.
- The Account Manager conducts periodic check-ins with clients for feedback on satisfaction with work performed and services provided.
- Sending periodic customer satisfaction surveys for feedback on work performed and services provided.
- Interwest uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.
- Given interwest's comprehensive approach to management and plan review, the probability of risk is low. As part of our QA/QC process, we ensure that Interwest standards are met. We involve the City in the entire process to maintain transparency.





## Appendix A

### Key Personnel Résumés

## William 'Bill' Hayes, CBO, ICC

### STATE OPERATIONS MANAGER, BUILDING DEPARTMENT SERVICES

Bill brings 20+ years of building official, plan review and building inspection experience along with 17 years of municipal experience. His progressive and extensive knowledge of the building industry and municipal organization translates to efficient and effective services for our clients. Bill works with clients, Building Officials and Community Development Directors to assure client needs are met and all services provided on behalf of Interwest are delivered professionally, timely and in a customer service manner. Bill also meets with architects, engineers, designers, and homeowners as necessary to coordinate the successful delivery of plan review and inspection services.

### PROFESSIONAL HISTORY

#### State Operations Manager, Building Department Services / Interwest Consulting Group / 2021 - Present

Bill serves clients in the capacity of State Operations Manager and Building Official, coordinating plan review, inspection and department oversight for multiple jurisdictions throughout Southern California.

#### West Coast Building and Code Group Leader / HR Green / 2019-2021

Coordinated project scheduling, tasks, and budgets to ensure completion within the appropriate time frame. Prepared the scope of services, detailed project, and contracts. Worked with leaders to determine the composition of the project team and assign any duties, schedules, and budget to members. Assisted and delivered proposals to client and managed contracts to determine if amendments are needed, communicated changes to clients and coordinated timely invoices and fees. Identified project opportunities and make decisions under the Practice Leader supervision. Attended leadership meetings, reported on group performance, strategic planning, and marketing efforts. Provided input into the creation of marketing plans and maintained regular and accurate record of marketing activities with clients. Assisted Human Resources with onboarding new employees, coordinate with IT to ensure office space and equipment are set up properly. Engaged in development-focused discussions with staff to assist in identifying and pursuing activities/projects that aligns with their development objectives.

#### Building and Operations Manager / City of Industry / 2016-2018

Supervised the daily operations of the Building & Development Services Departments by overseeing the daily operations of the counter customer service, issuing permits, performing plan checks, performing field inspections, gathering data, and executing proposal reports and city projects for the City Manager and City Council. Created training materials and implemented updated procedures for building inspection and counter staff. Evaluated staff responsibilities and productivity to ensure that departments are performing efficiently.

Maintained 24-hours of communications with Los Angeles County Public Works relating to installations and maintenance of sewer laterals, sidewalks, driveway approaches, and public right-of-way. Assigned and monitored work for contractors and consultants, ensuring that the services provided are within the parameters of the City Council's approved contract. Reviewed all engineer specifications to ensure that they are appropriate for all formal bids under \$10,000 and writing specifications and obtaining informal bids for all work under \$10,000. Match bids to consultant invoices to ensure that amounts are correct for the work performed.



**YEARS OF EXPERIENCE: 20+**

**YEARS W/ INTERWEST: 2+**

### REGISTRATIONS/ CERTIFICATIONS

International Code Council,  
8230972

- Certified Building Official
- ICC Residential Plumbing Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Building Inspector
- ICC Commercial Building Inspector
- ICC/AACE Property Maintenance and Housing Inspector
- ICC Building Inspector



## William (Bill) Hayes | State Operations Manager, Building Department Services | Page 2

Oversaw an operational budget of over \$50 million, the ADA improvements to public owned properties, and the maintenance of over \$2 million worth of city vehicles and equipment, as well as city properties by repairing and improving 31 homes and 244 parcels; making sure that they comply with local, state, and federal laws, while maintaining 8,000 acres outside the city limits.

Maintained 24-hours of communications with Los Angeles County Public Works relating to installations and maintenance of sewer laterals, sidewalks, driveway approaches, and public right-of-way. Assigned and monitored work for contractors and consultants, ensuring that the services provided are within the parameters of the City Council's approved contract. Reviewed all engineer specifications to ensure that they are appropriate for all formal bids under \$10,000 and writing specifications and obtaining informal bids for all work under \$10,000. Match bids to consultant invoices to ensure that amounts are correct for the work performed.

Oversaw an operational budget of over \$50 million, the ADA improvements to public owned properties, and the maintenance of over \$2 million worth of city vehicles and equipment, as well as city properties by repairing and improving 31 homes and 244 parcels; making sure that they comply with local, state, and federal laws, while maintaining 8,000 acres outside the city limits.

### JAS Pacific / Contract Building Official-City of Pico Rivera / 2015-2016 & 2018-2019

Supervised the daily operations of the building, code enforcement, and housing departments for the City of Pico Rivera. Tracked customer service, issued permits, performed plan checks and field inspections, gathered data, and fully executed required reports. Created training materials, and trained code enforcement, building inspectors, and counter staffs on updated procedures for building inspections and policies.

### Building Official/Acting Public Works Manager / 2013-2015

Established an innovated Rental Housing Program by using a state-of-the-art GIS based inspection technology to efficiently inspect and publicly record blighted and deteriorated properties and was awarded the Helen Putnum Award for Excellence in the Internal Administration category. Created and implemented an Electronic Document Management System (EDMS) internal plan check process of 97% for efficient productivity of staffs and businesses, allowing the city to retain over \$600,000 of funds in a 2-year period. Organized and managed the Industrial Waste program and successfully raised the compliance from 80% to nearly 100% from businesses within the city. Established a strong relationship with all departments in the city, therefore becoming a resource and asset to all.

### Building Commissioner / City of Palos Heights, Illinois / 2008-2013

Responsible for the City of Palos Heights building departments overall operation and its annual budget of \$750,000, as well as coordinated all approved outside vendors and services, and streamlined general office management duties to ensure efficiency of the department's day-to-day operation. Provided oversight for all disciplines of residential and commercial plan reviews, zoning, enforcement, property maintenance enforcement, and all construction inspections from footing to certificate of occupancy. Inspected various construction projects, ranging from single family homes, commercial buildings, Public Works projects, and new constructions/remodeling for a private college, as well as an eight story, 500,000 plus square feet hospital surgical wing.

### Senior/Lead Building Inspector / City of Countryside, Illinois / 2007-2008 End Year

Supervised all sign and property maintenance inspections, enforcement programs, as well as inspections for buildings, electrical, and mechanical on residential and commercial projects, as well as zoning plan reviews and enforcement. Coordinated as the department liaison for the local adjunction court by advising the Building Commissioner regarding building codes and city ordinance updates to stay in compliance with all Federal, State, and local laws. Lead the project in developing an electronic plan review/permit submittal program and an extensive electronic filing system for all permit and property files.

## Adrienne Peterson, ICC

### Irvine Plan Review Manager

Adrienne is an ICC-Certified California Building Plans Examiner and Permit Technician with more than 20 years of direct municipal Building Safety Department experience. For much of her career, Adrienne worked as a permit technician, serving cities and the general public at the counter. This experience has given her insight into the importance of exemplary customer service and strict adherence to turnaround deadlines. With years of experience reviewing plans for compliance at the counter, Adrienne went on to become a certified plans examiner reviewing residential and commercial plans for the City of Yorba Linda, and now for our various clients throughout Southern California.

### PROFESSIONAL HISTORY

#### Building Plans Examiner / Interwest Consulting Group / 2018 - Present

Adrienne performs comprehensive plan review services for residential and non-residential plans for compliance with California Building, Plumbing, Mechanical, Electrical Codes, state and local building codes, policies, amendments, and ordinances.

#### Permit Technician / City of Yorba Linda / 2011 - 2018

Adrienne provided lead and direct supervision to front counter Permit Technicians. She worked directly on the implementation and maintenance of the City's Accela Automation 8.0 permit software and customized policies and procedures for plans submittals and permit issuance accordingly. Adrienne reviewed residential and commercial plans for submittal and plan check accuracy. She also issued all construction permits for commercial and residential projects and provided ADHOC reporting for outside agencies and internal requests.

#### Building Permit Technician / Consultant / 2009 - 2011

With a third-party consultant, Adrienne provided contract Building Permit Technician services to the City of Yorba Linda and the City of Upland.

#### Senior Permit Technician / City of Ontario / 2005 - 2009

In this position, Adrienne provided lead and direct supervision to the City's front counter Permit Technicians. She reported all construction activity to outside state and county agencies and issued all construction permits for commercial and residential projects. Adrienne also reviewed residential construction plans for code compliance and permit issuance and provided technology support for the City's Acella Permit Plus permit software.

#### Building Permit Technician / City of Claremont / 1998 - 2005

Adrienne provided building counter customer service and support. She reviewed all construction documentation for submittal and issued all construction permits for the City. Adrienne reported all construction activities to outside agencies and provided lead direction for the implementation of computerized permit software (HdL).



A SAFEbuilt® COMPANY

**YEARS OF EXPERIENCE: 25**

**YEARS W/ INTERWEST: 5**

### EDUCATION

- Received Diploma in Computerized Accounting, M.T.I. College, 1995

### REGISTRATIONS/ CERTIFICATIONS:

- International Code Council, 5053110
- ICC Permit Technician
- ICC CA Building Plans Examiner



## Jim Northcutt, ICC

### ICC BUILDING PLANS EXAMINER // ICC BUILDING INSPECTOR

With 40 years of experience, Jim has an extensive record of successfully reviewing all phases of highly-complex construction projects. Jim has served various positions with the City of Irvine throughout his career. Accomplished in all duties, including plan review and approval, regulatory compliance, code interpretation, code enforcement, and project acceptance.

### PROFESSIONAL EXPERIENCE

#### Plans Examiner / Interwest Consulting Group / 2015 - Present

Jim provides plans examination reviews for various Central Valley and Southern California jurisdictions.

#### Plans Examiner / City of Irvine, CA / 1994 - 2014

Jim provided information to architects, engineers, contractors, homeowners and developers regarding Building Codes, Local Codes and State Codes including Title 24 handicap and energy requirements. He plan checked and approved room additions, patio covers, solar installations, spa installations, and all tenant improvements plans including high rises in compliance with City building codes and standard plans, State Codes, and California Building Codes.

#### Street Lighting Specialist / City of Irvine, CA / 1988 - 1994

Jim supervised and maintained the City's street lighting and landscape maintenance districts; develop and administer the districts budgets; Updates annual assessment land use codes and parcel information; prepare and present engineer's reports and related staff reports to City Council and Finance Commission.

#### Plan Check Technician / City of Irvine, CA / 1986 - 1988

Jim provided plan check and approval statuses to room additions, spa installations, and patio covers in compliance with City Building Codes, State Codes and Uniform Building Codes.

#### Engineering Technician / City of Irvine, CA / 1985 - 1986

Jim performed routine review of tract maps, parcel maps, grading plans, landscape plans; check improvements plans for general conformance with City Standards. He assisted in the development and review of design policies and standards.

#### Engineering Aide III / County of Orange, CA / 1981 - 1985

Jim was a draft man for grading, bike trails, street improvement plans, storm drains, and other County projects using Intergraph CAD system; design, draft and write construction specifications for minor County funded projects.



**YEARS OF EXPERIENCE: 40**  
**YEARS WITH INTERWEST: 8**

### EDUCATION:

- AA, Civil Engineering, Saddleback Community College, 1981

### REGISTRATIONS/ CERTIFICATIONS

- International Code Council, 879908
- ICC Building Plans Examiner
- ICC Building Inspector

INTERWEST

## Bill Tewfik, PE, CAsp, CBO

### CA REGISTERED PROFESSIONAL ENGINEER // CERTIFIED ACCESS SPECIALIST // CERTIFIED BUILDING OFFICIAL

Bill is a registered engineer and CAsp professional with more than 40 years of industry experience, including 23 years serving the City of Garden Grove's Building Division. Bill has extensive experience serving municipalities and providing engineering plan review services.

#### PROFESSIONAL HISTORY

##### Plan Check Engineer | Certified Access Specialist / Interwest Consulting Group / 2016 - Present

Bill performs architectural and structural review of commercial, industrial, and residential buildings for compliance with State regulations and City ordinances pertaining to model codes, interacting with engineers, architects, contractors, developers, and property owners to provide interpretation and assistance on building code related issues and assisting counter personnel with permit issuance.

##### Building Official / City of Garden Grove / 2012 - 2016

Bill was responsible for the planning and managing of the daily operations of the City's Building Division, including the plan check section, permit counter and inspection activities. Bill also provided technical support to various City Departments regarding building related issues. He performed a variety of complex technical work to ensure compliance with applicable codes, and educated employees on different code topics.

##### Plan Check Engineer / City of Garden Grove / 1993 - 2012

In this role, Bill performed architectural and structural review of commercial, industrial, and residential buildings for compliance with State regulations and City ordinances pertaining to model codes, interacting with engineers, architects, contractors, developers, and property owners to provide interpretation and assistance on building code related issues and assisting counter personnel with permit issuance.

##### Contract Engineer / Freelance / 1991 - 1993

During this time, Bill prepared plans and performed structural engineering consulting services for private clients.

##### Project Engineer / McLean and Schultz / 1990 - 1991

In the role of Project Engineer, Bill participated in various office projects including the design of steel structures and reinforced concrete foundations for industrial facilities. Other duties included checking the stability of existing structures to meet the minimum seismic force requirement and structural design work for renovating existing structures (wood, masonry, concrete) to accommodate the revised architectural design.

##### Project Engineer / Battaglia Associates / 1987 - 1990

Bill's responsibilities included the design of steel and reinforced concrete structures for the "Lotte World" indoor and outdoor theme park in South Korea. He also reviewed engineering consultant plans to ensure compliance with the architectural design intent and coordinated with contractors in the field, solving problems that arise during the construction phase.



**YEARS OF EXPERIENCE: 40**

**YEARS WITH INTERWEST: 7**

#### EDUCATION:

- BS, Civil Engineering, Alexandria University, Egypt, 1979

#### LICENSES / CERTIFICATIONS:

- CA Professional Civil Engineer | C50505
- Certified Access Specialist | (CAsp) 367
- ICC Building Inspector | #863979
- ICC Building Plans Examiner | #863979
- ICC Certified Building Official | #863979
- ICC Building Code Specialist | #863979

INTERWEST



## Hossein Afrouzeh, ME, EE

### PLAN REVIEW ENGINEER

Hossein is a licensed electrical and mechanical engineer with a rich background in the industry, including over 10 years of construction experience and over 40 years of design, construction management support experience, and plan review engineering. He is a well-rounded project leader with strong interpersonal and communication skills with ability to lead a design team of Electrical, Mechanical, and Plumbing engineers to adhere to the client and code requirements. He is familiar with the preparation of contract documents for mid-rise multi-residential, commercial, industrial, and educational buildings, and he has been responsible for the electrical system design for many projects from inception to completion including construction administration and commissioning of medium voltage power distribution systems, substations, lighting and power, fire alarm, and security systems.

Hossein is organized and proactive, ensuring that projects are always moving forward. He is able to multitask and manage several projects at varying levels of development, and has the intuitive problem solving skills to identify project issues and bring them to resolution quickly and effectively. Hossein has the interpersonal and communication skills to keep the client and design community apprised of a project's status, and he is able to work in a complex technical environment, understanding and interpreting the impact of changes. His wealth of experience and breadth of expertise make him a true asset to any City.

### PROFESSIONAL EXPERIENCE

#### Senior Mechanical, Electrical and Plumbing Plan Review Engineer / Interwest Consulting Group / 2015 - Present

Plan reviewing for Mechanical, Electrical, Plumbing, and Energy Engineering for some of the state of California cities such as Long Beach, Pomona, Tustin, Corona, Rossville, Lake Forest, Monterey Park, Irvine, Fresno, county of Napa, and city of Sanger. Projects include midrise Residential and Hotels with subterranean parking garages, manufacturing facilities, wineries, industrial facilities including hazardous areas, shopping centers, private medical facilities, private schools, Port of Long Beach Pier and Terminal facilities including medium voltage distribution system, pump station projects and administration buildings, midrise office buildings, oil and gas facilities, regular shell and TI for various facilities, restaurant and fast food entities, retails and grocery stores.

#### Lead Senior Electrical Peer Review Engineer / FTRNV. International | SBG Jeddah / 2013 - 2015

In this position, Hossein was in charge of reviewing and commenting on documents and specifications prepared by design consultants, as well as final construction documents and shop drawings prepared by contractors. He provided technical comments for implementation within the package before submitting them for construction. He was additionally responsible for the review and verification of electrical loads of manufacturer material submittals for HVAC and plumbing systems; review of medium and low voltage distribution systems single line diagrams for normal and emergency networks; review and verification of medium voltage switching stations, substations, and transformer rooms for physical layout and code compliance; review of project cable tray systems for low and medium voltage distributions; review of overall lighting and power distribution systems; prepared technical report for project surge protection device and lighting requirements to implement; prepared method statement for construction procedures and sequence of events for medium voltage switchgears and transformers for site construction crew to follow; preparation of systems voltage drop, short circuit and coordination system with Schneider Eco dial and ETAP software; review of overall system for constructability and provided with required refinements; periodic construction site visits for general QA/QC and coordination.



**YEARS OF EXPERIENCE: 40+**

**YEARS WITH INTERWEST: 8**

**EDUCATION:**

- MS, Engineering Science and Management, California Polytechnic State University Pomona, 1981
- BS, Electrical Engineering, Tehran Poly Technique/ Amir Kabir University, 1971

**REGISTRATIONS / CERTIFICATIONS:**

- CA Registered Mechanical Engineer | 27117
- CA Registered Electrical Engineer | 11588

### **Principal and Director of Operations / Procedure Engineers, Inc. / 1987 - 2013**

He was responsible for the preparation of proposals for MEP engineering fee per architectural design development package and required scope of work; preparation of contract and negotiation with client; attending kick-off meeting with client and project team to refine scope of work and overall project time line; review required electrical system design and set up procedure and general guide line for assigned engineer to follow; review and plan check of prepared electrical drawings for code compliance, project requirements and specification; quality control and quality assurance of all MEP drawings or general conformity and coordination with all disciplines; attending progress meetings with client and other project team for coordination and scheduling; supervising of preparation of final project construction documents and bid package and helping client during bid; periodic site meeting for conformity of construction with contract documents; preparation of in-house procedure and guide lines for QC and QA; general over view of company personnel requirements including hiring and lay-offs; projects cost control and monitoring based on man-hour used on a bi-weekly basis; project scheduling, project management and day-to-day operation of team of engineers and designers; preparation computer software for basic electrical calculations.

### **Electrical Department Manager / Malcom Lewis Associates / 1984 - 1987**

In this position, he was responsible for providing man-hour estimates for electrical system design for all potential projects; attending project start-up meeting; preparation of design guide and general design development sketches for electrical designer to proceed with design; day to day supervising of electrical design team and coordinating design progress with other disciplines; attending client progress meeting and coordination with other design team; plan check electrical design package for code conformity and against other disciplines drawings for electrical requirements; prepare and update department design guide lines and procedures; review design drawings and construction documents for construction codes compliance and governmental regulations; project scheduling and project management.

### **Electrical Engineer and Department Deputy / Elliot Group / 1981 - 1987**

For this architectural and engineering company, Hossein was in charge of the preparation of preliminary, conceptual, design development and working drawings for mostly commercial and industrial buildings. He also reviewed and commented on electrical designer's drawings for code conformity and scope of work. He was the electrical project manager for governmental projects and performed site investigation for existing electrical system for new renovations. He met with clients to discuss project progress in different design stages for their review comments and preparation of required answers. He also assisted the Department Manager with day to day issues and providing with required solutions, and trained electrical designers with new code requirements and electrical calculations.

### **Technical Director and Construction Site Liaison / Modern Osloob / 1973 – 1979**

While he was with this construction company, he was responsible for the review of MEP construction documents for major equipment for project construction cost estimates; the preparation of bid submittal for presenting to board of directors for approval and submit to government agencies; attending Bid opening meetings and processes; attending to contract award ceremony for getting to know all construction team players and client representative; the preparation of equipment and material submittals and submit to consultant for approval; ordering approved equipment with opening letter of credit with manufacturers which were mostly Europe and USA; the approval of requested purchase order from construction site per drawings and spec and material tracking; attending weekly construction progress meeting with all team players and client; construction site visit and verification of work in progress per design drawings and spec; preparation of monthly pay request per work done and review with client representative for approval; the preparation of required RFI's and process through proper channels and follow up for final direction; the preparation of punch list for closing of the project and check for required corrections; finalizing of the project and hand over to user groups of client.



## Mark Seven, EE, ICC

### PLANS EXAMINER

Mark has over 17 years of experience in buildings (commercial and residential), malls, health care, and airports with extensive experience with Electrical, Mechanical, And Plumbing (MEP). He has broad experience in strategic planning, entire project management cycle, defining project constraints, risk assessment, and performance measures. In addition, Mark has an in-depth understanding of project budget management, costs verification techniques, MEP work progress, and developing technical Request For Information (RFI). He managed complex and multi-million dollar construction projects for domestic and international firms.

### PROFESSIONAL EXPERIENCE

#### MEP Project Manager / Arco Interiors / 2017 - 2021

- Management of all MEP project team members (project engineers, superintendents, and field office coordinator).
- Developed and maintained relationships with consultants, subcontractors, suppliers, and inspectors.
- Established a positive working relationship with owner's representatives and clients to ensure alignment with their goals and expectations from initiation to completion of the project.

#### MEP Project Manager / Kele / 2014 - 2017

- Managed / coordinated all activities related to MEP work in the site.
- Oversaw daily activities of MEP engineers, MEP Superintendents, and subcontractors.
- Followed up with Client, Consultant and client representatives for any site instructions.

#### MEP Project Coordinator / BESIX / 2010 - 2014

- Oversaw the overall MEP performance and quality control on the work site which included monitoring the scope of work: Mechanical, Plumbing, Medical, Air, Vac, Gas, Ductwork, Building Controls, Electrical, Fire Alarm, Security, Site Utilities, and Fire Protection.
- Managed and led MEP subcontractors and ensured that project specifications and ADDC regulations were followed from contract award through close out.
- Reviewed drawings and ensured compliance and completeness.

#### Electrical Site Engineer / Al Shafar United / 2006 - 2010

- Managed the implementation and monitoring of on-site electrical work.
- Estimated, prepared, and assigned project resources such as staffing, materials, consumables, equipment, tools, etc. required for electrical work before execution.
- Planned and analyzed possible construction methodologies and recommended top options to the Project Manager for approval before execution.

#### Electrical Engineer / Ministry of Housing As In New Urban Communities' Authority / 2005 - 2006

- Electrical client engineer for medical center in New Sohag city.
- Electrical client engineer for playground in New Sohag city.
- Electrical client engineer for nursery in New Sohag city.



**YEARS OF EXPERIENCE: 17+**

### EDUCATION:

- Bachelor Degree in Electrical Engineering, Aswan University, Egypt

### LICENSES / CERTIFICATIONS:

- International Code Council, 5102152
- ICC Electrical Plans Examiner

INTERWEST

## Mark Hankinson, ICC

### PLANS EXAMINER

Mark spent 15 years as a Senior Plans Examiner for Pima County, reviewing commercial and residential plans, and ensuring building plan review work is in compliance with State and local building regulations. Mark worked with building inspectors to resolve field-related code issues, provided customer support for zoning and building questions, performed structural calculations for beam loads on residential projects, and reviewed structural calculations submitted.

Mark also had 19 years of experience as an Architect, working on many building types: hospitals, warehouses, banks, tenant improvements, hotels, churches, and residential. He is an effective team member and leader, supervising office staff or supervising individual teams, and has the proven ability to communicate effectively with all other internal and external disciplines.

### PROFESSIONAL EXPERIENCE

#### Plans Examiner / Interwest Consulting Group / 2017 – Present

Mark provides building plan review services to the cities of El Monte, Rosemead, and Maywood for residential and commercial projects to ensure compliance with all applicable building codes.

#### Senior Plans Examiner / Pima County, AZ / 2001 – 2017

Mark reviewed plans primarily for zoning and building, plumbing, electrical and mechanical requirements on a five-day review schedule. He also reviewed and issued permits for assisted living homes and group homes, Wastewater Sewer Connections permits, and Building and Zoning permits, in addition to reviewing solar permits. He is familiar with online submittals using Project Docs and the County's Adobe system to review all permit submittals that have plans.

#### Architect / Various / 1982 – 2001

Mark worked at various-sized architectural firms with up to 200 employees. He learned a great deal of knowledge about architectural plans and the process of reviewing plans. Mark ensured plans were complete and complied with the building codes and requirements of various states and jurisdictions.



**YEARS OF EXPERIENCE: 37**  
**YEARS WITH INTERWEST: 3**

### EDUCATION:

- Southwest Leadership Program in Management and Organizations, Eller College of Management, University of Arizona
- BS in Architecture, University of Minnesota
- BS of Environmental Design, University of Minnesota

### LICENSES/CERTIFICATIONS:

- International Code Council | 5111273
- ICC Accessibility Inspector/ Plans Examiner
- ICC/AACE Property Maintenance & Housing Inspector
- ICC Residential Building Inspector
- ICC Commercial Building Inspector
- ICC Building Plans Examiner
- ICC Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Plumbing Inspector
- ICC Commercial Plumbing Inspector
- ICC Plumbing Inspector

INTERWEST

## Ho Jun Kong, P.E., CASp, ICC

### STRUCTURAL ENGINEERING ASSOCIATE

Ho Jun is a structural engineering associate who is knowledgeable in architectural, fire / life / safety, accessibility, structural analysis and design codes. He is ICC certified, well-educated, and experienced in many projects pertaining to his career field.

### PROFESSIONAL EXPERIENCE

#### Structural Engineering Associate / Structural Engineering Assistant / City of San Diego / 2013 - Present

- Review building plans for compliance with building code regulations, ordinances and the Municipal Code for compliance with architectural, fire / life / safety, accessibility, and for structural design provisions.
- Review the building plans of buildings and structures (e.g., apartment buildings, commercial buildings, single-family dwellings, duplexes, interior modifications of buildings, and minor structures) with basic to moderate degree of complexities.
- Provide technical information on the application of regulations to professional architects, engineers, contractors and to other non-professional applicants.

#### Senior Plans Examiner (Part Time) / Bureau Veritas / 2021 - 2022

- Review plans and specifications for commercial, industrial, and residential projects to ensure compliance with city, state, and federal laws and regulations.

#### Structural Project Engineer / Lee & Lee Structural Engineering Inc. / 2007 - 2013

- Attained proficiency of structural analysis and design by participating in over 70 design projects of various types of structures.

### PROJECTS

#### Commercial and Schools

- 1099 Grand Office in LA- Developed structural modeling and performed seismic analysis and design using ETABS & SAFE, ASCE/SEI 7-05, LABC 2011 & ACI 318-05 (20-story building, total floor area: 175,000 sq.ft.).
- Emhurst Hotel in LA- Developed structural modeling for Preliminary seismic analysis and foundation design using ETABS & SAFE, ASCE/SEI 7-05, LABC 2008 & ACI 318-05 (20-story building with six story parking lot, total floor area: 158,000 sq.ft.).
- La Crescenta Plaza in La Crescenta- Performed lateral analysis and design, Shoring Design, ASCE/SEI 7-05, CBC 2010 & ACI 318-05 (two story commercial with two story subterranean garage, total floor area: 22,800 sq.ft.).
- Avalon Charter School in LA- Performed Seismic analysis, design and retrofit for 3 story floor remodeling, ASCE/SEI 7-05, CBC 2010 & ACI 318-05 (three story school, total floor area: 20,000 sq.ft.).
- Western Plaza in Los Angeles- Performed lateral analysis and design, ASCE/SEI 7-05, CBC 2007 & ACI 318-05 (two story commercial with one story subterranean garage, total floor area: 13,900 sq.ft.).
- Ocean Breeze Plaza in Huntington Beach- Performed lateral analysis and design, ASCE/SEI 7-05, CBC 2007 & ACI 318-05 (two story commercial, total floor area: 13,900 sq.ft.).

#### Apartments and Condos

- Brynhurst Apt. in LA- Performed lateral analysis and design using RISA, ASCE/SEI 7-05 & LABC 2011 (three story apt. with one story parking lot, total floor area: 23,500 sq.ft.).



### YEARS OF EXPERIENCE: 16

### EDUCATION:

- Master's Degree in Civil and Environmental Engineering (Structural Engineering), University of Illinois at Urbana-Champaign
- Bachelor's Degree in Architectural Engineering, Sungkyunkwan University

### LICENSES /

### CERTIFICATIONS:

- Certified Access Specialist (CASp-863)
- Building Plans Examiner Certificate by International Code Council (#8255163)
- Registered Civil Professional Engineering License (P.E.) by California State (C79527)
- Registered Fundamentals of Engineering License (E.I.T.) by California State (EIT130553)

INTERWEST



**Ho Jun Kong | Structural Engineering Associate | Page 2**

- Sunset Condo in LA- Developed modeling to Dynamic analysis and seismic design using ETABS, ASCE/SEI 7-05 & LABC 2011 (seven story condo with two story subterranean garages, total floor area: 56,680 sq.ft.).
- Havard Senior Apt. in LA- Performed lateral analysis and design, ASCE/SEI 7-05 & LABC 2011 (four story apt. with two story subterranean garage, total floor area: 60,000 sq.ft.). • Montana 6unit Apt. in Santa Monica- Performed lateral analysis and design, Shoring design, ASCE/SEI 7-05, CBC 2010 & ACI 318-05 (two story apt. with one story subterranean garage, total floor area: 11,500 sq.ft.)
- Garvey Villas in LA- Performed Lateral analysis and design, ASCE/SEI 7-05 & LABC 2011 (four story villas with two story parking lot, total floor area: 51,600 sq.ft.).
- 19th Street Apt. in Santa Monica- Performed Lateral analysis and design, ASCE/SEI 7-05, CBC 2007 & ACI 318-05 (two story condo with one story subterranean garage, total area: 14,100 sq.ft.).

**Residential**

- Arman Residence in Bel Air- Performed Lateral analysis and design, ASCE/SEI 7-05 & CBC 2010 (two story house with one story subterranean garage, total floor area: 14,200 sq.ft.).
- Sunset Hillside Residence in Beverly Hills- Performed Lateral analysis and design, ASCE/SEI 7-05 & CBC 2010 (three story hillside house, total floor area: 12,100 sq.ft.).
- Khorram Residence in Santa Monica- Performed Lateral analysis and design, ASCE/SEI 7-05 & CBC 2010 (two story house, total floor area: 9,500 sq.ft.).

**Infrastructure Project**

- Pedestrian Bridges Design at Lakewood Golf Club- Bridge design to replace existing rusty bridge to new bridge, developed structural modeling and performed seismic analysis and design using RISA 3D & 2D, ASCE/SEI 7-05 & CBC 2010.
- Concrete Retaining Wall and Pile Design for Somera Hillside Residence- Seismic analysis and design using RISA, LABC by Hillside design provision.
- Shoring Design for two story subterranean garages using RISA.

**INTERWEST**

## Sal Kaddorah, PE, ICC

### PROFESSIONAL ENGINEER / SENIOR PLAN REVIEW ENGINEER

Sal is a registered engineer with over 30 years of industry and municipal experience, serving major metropolitan governmental agencies throughout Southern California. He spent 18 years of his career serving the Southern California City of Manhattan Beach, beginning as a Senior Plan Check Engineer and progressing to become the City's Building Official and filling in as the Director of Community Development as-needed. This has given him a valuable perspective on and respect for working in a municipality at multiple levels. This insight allows him to problem solve and work effectively within this environment to the satisfaction of existing City staff, the development community, and the public. Over his career, Sal has cultivated expertise and a proven track record of providing City clientele with thorough and accurate reviews on a multitude of project scopes and scales. Sal continues to stay current and well-informed about the latest techniques and technologies to ensure client satisfaction and effective communication.

### PROFESSIONAL EXPERIENCE

#### Senior Plan Review Engineer / Interwest Consulting Group / 2015-Present

Sal serves a variety of clients on a contract basis providing comprehensive plan review services. Sal also, fills in as a building official, as needed.

#### Building Official / City of Manhattan Beach / 2011-2015

In this position, Sal supervised and managed the Building and Safety Division, including Plan Check, Inspections, Permit Processing and Code Enforcement. He ensured that construction or alteration work was being done according to approved plans and in accordance with the Provisions of Building Codes. Sal also supervised staff and provided training and guidance to perform required job duties and tasks. He prepared reports and conducted presentations for the City Council, City Manager, City Departments, Boards and Commissions, other Public Agencies, and Private Design and Development Sectors. He also performed complex plan checks for large commercial and residential projects, and worked with the design team to ensure proper code compliance for the final design. On occasion, Sal filled in for the Director of Community Development Department, which involved running the Department operations and managing the Department personnel.

#### Principal Plan Check Engineer / City of Manhattan Beach / 2000-2011

He oversaw all plan check, and inspection activities within private property of the City. The work included all construction activities, i.e., Commercial, Industrial and Residential buildings within the City limits. Sal was also responsible for building code development and other code interpretation issues. He managed and supervised permit processing staff and plan check Engineers; provided technical training for staff pertaining to construction codes; and provided technical Code interpretations for the design and construction community.

#### Senior Plan Check Engineer / City of Manhattan Beach / 1997-2000

Sal performed plan checks for commercial and residential projects to ensure full compliance with California State codes and City amendments. He provided the Building Official with all technical engineering and life-safety interpretations and decisions on issues related to architectural, structural, disabled access, and energy standards.



**YEARS OF EXPERIENCE: 30+**

**YEARS WITH INTERWEST: 6**

### EDUCATION:

- MS, Civil Engineering with Specialization in Structural Engineering Design, California State University, Sacramento, 1988
- BS, Civil Engineering, California State University, Sacramento, 1985

### LICENSES /

### CERTIFICATIONS:

- CA Professional Civil Engineer, 43757
- NV Professional Civil Engineer, 20795
- International Code Council, 861125
- ICC Building Plans Examiner

INTERWEST

**Sal Kaddorah | Professional Engineer, Senior Plan Review | Page 2**

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**Associate Plan Check Engineer/ City of Sacramento/ 1990 - 1997**

Sal performed commercial, residential, and industrial plan checks for the City, as well as complex construction inspections, including plan checks and inspections of high-rise buildings and large arenas. He provided code training to plan check engineers and inspection staff, as well as members of the design and construction community.

**Design Engineer / William Merkel Associates / 1985– 1990**

In this role, Sal performed structural design for hospitals, schools, commercial, industrial and residential structures. He was in charge of design and construction projects from the initial design phase to completion, including construction costs, budgeting, and all related construction issues.

**Graduate Assistant / California State University, Sacramento / 1985– 1988**

Sal assisted a professor in the Engineering and Science Department with engineering lectures. He also tutored graduate engineering students and graded homework assignments, tests, and engineering reports.

INTERWEST



## Martha Diaz, PE, ICC PLANS EXAMINER

Martha Diaz is a bilingual plans examiner who also has extensive engineering experience. She is fluent in MS Word, Excel, PowerPoint, and BlueBeam Revu.

### PROFESSIONAL HISTORY

#### Plans Examiner / Interwest Consulting Group / 2022- Present

Martha performs a full range of residential and commercial (IRC and IBC governed) Plan Reviews. She identifies and addresses areas of plan non-compliance and suggests/recommends procedures and processes to improve operations. Martha is available, responsive, knowledgeable, and cordial to customer and client requests for information and answers code related questions from builders and the general public.

#### Engineer | City Of Santa Clarita, Building & Safety Division | 2017-2021

Martha reviews structural and architectural plans, calculations, and soils reports for building code compliance for projects ranging from single-family dwellings to commercial tenant improvements. She assists home-owners, contractors, architects, designers, and engineers in completing their construction projects and provides code updates for local building amendments. Martha collaborates with the planning division and helps develop plan review comments for accessory dwelling units.

#### Forensic Engineer I | Donan Engineering, Inc. | 2015-2016

Martha performs forensic investigations on buildings and structures to determine cause of failure and/or damage. She interviews home-owners as part of the investigation process and discusses projects and reports with clients, engineers, and home-owners. She uses the scientific method and serves as the engineer of record on reports submitted to clients.

#### Structural Engineering Associate II – Green Building Division | City of Los Angeles, Department of Building & Safety | 2011-2015

Martha reviews architectural plans, commissioning documents, landscape plans and calculations, and testing data for Los Angeles Green Building Code compliance. She also assists in creating documents required for plan review to meet state requirements.

#### Structural Engineering Associate II – Structural Plan Check Division | City of Los Angeles, Department of Building & Safety | 2007-2011

Martha reviews structural and architectural plans, calculations, and soil reports for building and zoning code compliance for jobs ranging from single-family dwellings to commercial tenant improvements. She refers customers to different agencies to obtain applicable sign-offs, and she issues building permits upon code compliance.



A SAFEbuilt<sup>®</sup> COMPANY

**YEARS OF EXPERIENCE: 15**  
**YEARS W/ INTERWEST: 1**

#### Education

- BS, Civil Engineering,  
CSU-Long Beach, California

#### Registrations/Certifications

- Registered Civil Engineer, CA  
# 081154
- International Code Council  
8723293
- ICC Certified Residential Plans  
Examiner

INTERWEST

## Ali Hijazi

### ELECTRICAL PLANS EXAMINER

Ali is bilingual in English and Arabic. He was part of the senior design team in the Micro Mouse (IEEE) project and worked on the IR sensors and navigation-programming of the autonomous robot.

### PROFESSIONAL EXPERIENCE

#### Electrical Engineer / Interwest / 2020 - Present

- Provide electrical plan review as an engineering consultant by applying the California Building Standards Code.
- Plan reviews include residential and commercial structures for new construction and tenant improvements.

#### Retail Seller / Global Games / 2017 - 2020

- Purchased video game consoles from retail and wholesale sellers for resale.

#### Systems Engineer in Training / DTE Energy / 2016 - 2017

- Learned about nuclear generation and the various electrical systems associated with it.
- Was part of the Integrated Processing Computer System (IPCS): a software that runs on the main computer in the control room and acts as an interface to the operators in the whole plant.
- IPCS consists of all the sensors (pressure, flow, temp, distance, etc.) throughout the plant that connects to the data acquisition devices which connect to the main computer.



**YEARS OF EXPERIENCE: 7**  
**YEARS WITH INTERWEST: 3**

#### EDUCATION:

- Bachelor of Science in Electrical Engineering, California State University, Los Angeles
- Associate of Science in Physics, Cerritos College

INTERWEST

## Karla Luther, ICC

### PLANS REVIEWER

Karla completes residential and commercial reviews for several jurisdictions and multiple disciplines.

### PROFESSIONAL EXPERIENCE

#### Plans Reviewer / Interwest / 2022 - Present

- Work with building inspectors to resolve field-related code issues and coordinate activities with other City departments as directed.
- Responsible for preparing written correction letters and maintaining and updating records and database information.
- Recommend necessary changes to design documents as required to obtain compliance with applicable codes and regulations.

#### Senior Plan Checker / City of Victorville / 2006 - 2021

- Provided plan review of residential projects of all types, including tracts.
- Completed commercial projects, including tenant improvements, tilt-ups, and hotels.
- Worked closely with the planning division for review of site and façade City planning requirements for both residential tracts and new commercial building.

#### Plans Examiner / City of San Bernardino / 2001 - 2006

- Produced plan reviews of residential additions and commercial tenant improvements.
- Worked the permit counter.

### SKILLS

- Customer service oriented.
- Knowledge of multiple building code disciplines.
- Attention to detail.
- Ability to minimize construction complications.



A SAFEbuilt<sup>®</sup> COMPANY

**YEARS OF EXPERIENCE: 22**  
**YEARS WITH INTERWEST: 1**

### EDUCATION:

- Doctor of Theology, PCIE
- Associates of Applied Science, West Virginia State College

### LICENSES / CERTIFICATIONS:

- International Code Council, 5102152
- Fire Plans Examiner
- Building Plans Examiner

INTERWEST



## Steve Kim, P.E., CASp SENIOR PLAN CHECK ENGINEER

Steve is a Senior Plan Check Engineer with over a decade of experience in his career field. He holds many licenses and certificates, as well as education, making him well-versed and experienced in his career path.

### PROFESSIONAL EXPERIENCE

#### Senior Plan Check Engineer / Interwest Consulting Group / 2023 - Present

- Reviews commercial and residential structures for compliance to the California Code of Regulations, Title 24.
- Provides review for ASMEP, CalGreen and the California Energy Code.

#### Senior Plan Check Engineer / City of Riverside Building and Safety / 2020 - 2023

- Review commercial and residential structures for compliance to the California Code of Regulations, Title 24.
- Provide review for ASMEP, CalGreen and the California Energy Code.

#### Safety Plans Examiner III / County of Riverside Building and Safety / 2019 - 2020

- Provided guidance to younger engineers.
- Assisted other engineers when complications develop.

#### Structural Engineer / KPFF Consulting Engineers / 2017 - 2019

- Provided structural analysis and designed commercial and institutional buildings.
- Tasked as primary design engineer and project manager under direct supervision of the principal. These projects included: Yorba Linda Library and Arts Center, Roosevelt Elementary School and major tenant improvements at the Century Plaza Tower.

#### Project Manager / Gouvis Engineering Consulting Group, Inc. / 2015 - 2017

- Provided structural analysis and design of high density apartments, mixed-use, commercial and tract home developments.
- Interfaced with architects and engineers of varying disciplines to prepare construction documents and provide continued technical support through the permitting and construction process.

#### Engineering Technician II / Orange County Public Works, Development Services / 2015

- Administered preliminary review of plans, engineering and permit documents at the public counter to qualify submittals for plan check.

#### Project Manager / Full Stack Developer / Toda World, Inc. / 2012 - 2015

- Worked as primary web server system administrator.
- Web application development of customer reward mobile application.
- Web application development of back-end dashboard, and custom integration of micro-services for development of QR coupon generator, email and SMS marketing, gift card and order processing, and more.



**YEARS OF EXPERIENCE: 11**

**YEARS W/ INTERWEST: >1**

### EDUCATION:

- Masters of Science Degree in Civil Engineering (Structural Emphasis), University of Southern California
- Bachelor of Science Degree in Civil Engineering, California State Polytechnic University, Pomona

### LICENSES / CERTIFICATIONS:

- Professional Engineer, P.E. State of California, License No. C88484
- Certified Access Specialist (CASp) Certificate No. CASp-982
- Building Plans Examiner, B3 Certificate No. 8887591

INTERWEST

## Hossein Sanikhatam, SE

### SENIOR STRUCTURAL ENGINEER

Hossein is a licensed California Structural Engineer and Civil Engineer with Master's and Bachelor's degrees in Civil Engineering from San Jose State University. He has nearly 25 years of experience in civil and structural engineering. His extensive experience includes providing structural plan check for residential and commercial buildings, multi-story office buildings, retail shops, malls, parking structures, apartment complexes, underground parking, single family dwellings, and condominiums.

### PROFESSIONAL HISTORY

#### Vice President | Structural Engineer / Kutzman & Associates / 2006-2020 | Interwest Consulting Group / 2020 - Present

Hossein provides structural plan check of steel, wood and concrete residential and commercial buildings including clinics and medical office buildings, multi-story office buildings, retail shops, malls, parking structures, apartment complexes over underground parking garage including PT slab podium, parking garage structures, single family dwellings and condominiums. The structural systems of his projects include SMF, STMF, OMF, SCBF, OCBF, BRBF, Special Reinforced Concrete Shear Wall, Tilt-Up Walls, Special Reinforced Masonry Shear Wall, and Structural Wood Panel Shear Wall (Wood and Light Gage Steel).

#### Civil Engineer | Structural Designer / Consulting Firm / 1997 - 2006

Hossein provided design of steel, wood and concrete commercial, school, facility buildings and other structures such as retaining walls, signs, bleachers, flag poles, etc. He also provided plan check (structural, fire/life safety and accessibility) of steel, wood and concrete commercial buildings including multistory office buildings, retail shops, malls, parking structures, apartment complexes over underground parking garage including PT slab podium and parking structures.



**YEARS OF EXPERIENCE: 25**  
**YEARS W/ INTERWEST: 2**

### EDUCATION

- MS, Civil Engineering, San Jose State University, San Jose, CABS,
- Civil Engineering, San Jose State University, San Jose, CA

### REGISTRATIONS/ CERTIFICATIONS

- CA Registered Structural Engineer, S5514
- CA Registered Civil Engineer, C67573

### PROFESSIONAL AFFILIATIONS

- Member, American Institute of Steel Construction (AISC)
- Member, Structural Engineers Association of Northern California (SEAONC)

## Ali Sadre, MS, PE, SE, CE, CASp, ICC

### STRUCTURAL PLANS EXAMINER

Ali reviews projects for compliance with the IBC and CBC, Title 24 for life-safety and structural design. The projects have included high-rise, multi-residential, commercial, schools, hospitals, hotels, casinos, sports arenas, essential facilities, hazardous occupancies, UC, or CSU projects, Port District, Federal, State, DOD, Navy & Department of Correction projects, tunnels, bridges & lifeline structures. His reviews demand thorough familiarity with structural and seismic provisions of the CBC, SEAOC Blue Book, State Historic & Existing Building Codes, ASCE-41, Tall Building Initiative and other design guidelines and standards for new buildings, as well as seismic strengthening of existing buildings.

### PROFESSIONAL EXPERIENCE

#### Interwest / Senior Lead Structural Engineer / 1986-Present

Ali reviews and analyzes many projects, including airports, casinos, California State University (CSU) and University of California (UC) campuses, detention facilities, high-rises, metro stations, port district wharves, stadiums, etc.

#### Government Consultant | Contractor

Ali has served over 165 municipalities and state agencies in the United States.

### PROFESSIONAL AFFILIATIONS

- Elected as a fellow of the Structural Engineers Association of California (SEAOC) in 2017
- Seismic Safety Commissioner, 2007-2011
- President of SEAOSD, 2010-2011
- SEAOC Board of Directors Member, 2010-2012
- City of San Diego Board of Appeals Chairman, 2008 - 2014
- OSHPD Seismic Safety Board Member, 2008-2012
- Strong Motion Instrumentation Program Member, 2007-2011
- Seismology Committee of SEAOC '96-'97, Chairman
- Seismology Committee of SEAOSD '94-'95, Chairman
- Steel Sub-committee of SEAOSD '92-'94, Chairman
- Current, or former Member - ASCE, EERI and SEAOC

### ACCOMPLISHMENTS

- Authored Commentary in the 1998 SEAOC Blue Book on the Seismic Zone Coefficient and Near Source Factors due for publication in late 1998.
- Authored Commentary to the 1996 SEAOC Blue Book Provisions on EBF, SCBF and High Strength Reinforcing Steel in Concrete for High Seismic Zones.
- Authored a periodical called "Seismic Reconnaissance" circulated by SEAOSD 1994 - 1996
- Co-authored SAC Advisory # 3 published in 1995.



**YEARS OF EXPERIENCE: 37**

**YEARS WITH INTERWEST: 37**

### EDUCATION:

- BS, CE, MSCE, Georgia Institute of Technology, Atlanta, GA, 1980

### LICENSES / CERTIFICATIONS:

- ICC Plans Examiner
- ICC Building Inspector
- ICC Combination Inspector
- Licensed Civil Engineer in AZ, 68573
- President of the Structural Engineers Association of CA (SEAOC) in 2020-2021
- State Certified Access Specialist (CASp-861)
- CA Structural Engineer, S3715
- CA Civil Engineer, C42877
- ME Civil Engineer, 15622
- WA Civil Engineer, 56625
- WA DC Structural Engineer, S9020118
- WA DC Civil Engineer, S920878



## Augie Cerdan, FPE

### FIRE PROTECTION ENGINEER

Augie brings over 28 years of experience in construction and fire plan review and inspection, with a proven performance in analysis and regulatory compliance as a Fire Protection Engineer. Augie's extensive experiences as a Fire Protection Engineer have provided him a skill set to examine and correct construction documents, establish and maintain effective working relationships, determine adherence to code requirements, and provide rapid, uniform, and accurate customer service.

### PROFESSIONAL HISTORY

#### Fire Protection Engineer | Fire Plans Examiner | Fire Inspector / Interwest Consulting Group / 2018 - Present

Augie reviews residential and non-residential plans for compliance with California Building, Plumbing, Mechanical, Energy Standards, Fire Codes and California Green Building Standards; state and local building codes, policies, amendments, and ordinances.

#### Fire Protection Engineer / City of Folsom / 1999 - 2017

Augie serviced the City of Folsom for 18 years as their Fire Protection Engineer, his role included; examining and noting deficiencies of plans, calculations, and specifications associated with the review of site and building plans, fire suppression and alarm systems, tentative parcel maps, industrial processes, hazardous materials, and specifications for new buildings and building modifications to ensure compliance with Federal, State and local fire and life safety ordinances, laws and codes. Additional duties included; conducting functional tests and field inspections of construction sites; suppression, detection and alarm systems; means of egress; fire barriers and smoke management systems.

Augie also interpreted, analyzed and made recommendations and provided technical advice to staff, developers, architects, contractors and the public related to codes, ordinances and standards. He played a key role in providing construction permitting services as the Fire Department's representative for Community Development that resulted in a one-stop permit counter at City Hall. Additionally, he spearheaded the over-the-counter plan checking and permitting services for building permit and fire protection system applications at the public counter of the Community Development Department.

#### Fire Protection Engineer / City of Sunnyvale / 1990 - 1999

Augie serviced the City of Sunnyvale for nine years as their Fire Protection Engineer his role included; examining and noting deficiencies of plans, calculations, and specifications associated with the review of site and building plans, fire suppression and alarm systems, tentative parcel maps, industrial processes, hazardous materials, and specifications for new buildings and building modifications to ensure compliance with Federal, State and local fire and life safety ordinances, laws and codes. Additional duties included; conducting functional tests and field inspections of construction sites; suppression, detection and alarm systems; means of egress; fire barriers and smoke management systems.



**YEARS OF EXPERIENCE: 28**

**YEARS W/ INTERWEST: 4**

### EDUCATION:

- BS, Mechanical Engineering, University of California, Davis

### REGISTRATIONS/ CERTIFICATIONS:

- CA Registered Professional Fire Protection Engineer | FP1579

## Andrew D. Hyatt, ICC

### FIRE PLANS EXAMINER

Andrew is a dedicated, highly self-motivated professional and natural leader with experience in; fire code, plan review, inspections, and proper handling of hazardous materials. He is qualified with over 20 years of extensive experience in fire prevention, with specialized knowledge of current fire safety laws, codes, and ordinances.

### PROFESSIONAL EXPERIENCE

#### Fire Plans Examiner / Interwest Consulting Group / 2022 – Present

Andrew is responsible for ensuring that all plan reviews and field inspections are completed as committed to the customer, and that documentation is accurately maintained. He is responsible for ensuring that plan reviews and inspections are performed in accordance with the standards, ordinances, codes, and regulations adopted/established by the municipality.

#### Fire Prevention Specialist II / City of Santa Clara Fire Department / 2009 - 2022

Andrew provided plan reviews and inspections in the following areas: architectural, automatic sprinklers, fire alarms, water supply, access, alternative automatic fire extinguishing systems, hazardous materials, and additional areas.

#### Volunteer / Fire Prevention Division / 2007 - 2009

Andrew assisted with fire inspections and acceptance testing of fire extinguishing systems, fire alarm systems, and additional areas. This included over 180 hours of plan review volunteer time. Andrew also assisted in all aspects of plan review, as well as construction and operational permit inspections.

#### Associate Consultant / Hazardous Materials Division / 2008 - 2009

Andrew provided consulting for applicants regarding Hazardous Materials Business Plans. He promoted a helpful and friendly relationship between contractors as well as business owners.

#### Computer Systems Operator / United States Air Force – OH & CA Air National Guard / 2002 - 2008

Andrew specialized in communications, including prioritizing tasks to provide support for air rescue operations. He maintained Top Secret Security Clearance.



**YEARS OF EXPERIENCE: 20**

**YEARS WITH INTERWEST: 1**

### EDUCATION:

- A.S. Degree in Fire Technology, Cabrillo College, Honorable Mention
- Bachelor's Degree in Cardiovascular Science, The Ohio State University, Dean's List
- A.A. Degree, The Ohio State University, Dean's List

### LICENSES / CERTIFICATIONS:

- ICC, 8415675
- ICC Fire Plans Examiner
- ICC Fire Inspector I
- ICC Fire Inspection II

INTERWEST

## Frank Martinez

### FIRE SAFETY SPECIALIST

Frank is a Fire Safety Specialist who is fluent in English and Spanish. He has a host of licenses and certificates and 21 years of experience in his career field.

### PROFESSIONAL EXPERIENCE

#### Fire Safety Specialist / Riverside, CA / 2015 – Present

- Perform advanced-level plan reviews as it relates to fire life safety in new building construction, such as building code review, private fire service mains, fire sprinkler, fire alarm, automatic fire suppression systems, and high pile storage commodity classification reports.
- Conduct Planning Case reviews for proposed projects.
- Provide guidance and training to multiple fire systems inspectors in both new construction inspections and annual inspections.

#### Fire Systems Inspector / Riverside County Fire Department / 2015

- Conducted general new construction inspections including fire alarm, fire sprinkler, private fire service mains, and other suppression systems.
- Conducted Title 19 regulated inspections.
- Provided inspection support to other inspectors conducting Hazard Mitigation (weed abatement), apartment inspections and new business inspections and general annual inspections.

#### Fire Inspector II / City of Moreno Valley / 2006 - 2015

- Under the direction of the Fire Marshal, Frank developed the department's R2 annual inspection program for which he served as the lead and field training officer to four Fire Technicians.
- Conducted annual inspections to all commercial businesses of all occupancy types including A, E, and I occupancies and issued pertinent 105 permits.
- Conducted general new construction inspections including fire alarm, fire sprinkler, private fire service mains, and other suppression systems.

#### Fire Permit Technician / City of Moreno Valley / 2004 - 2006

- Provided the customers a point of contact for the Fire Prevention Bureau.
- Responsible for the submittal and return of plans from and to customers.
- Maintained an accurate log of any incoming / outgoing plans for multiple projects.

#### Emergency Medical Technician / American Medical Response / 2002 - 2004

- Responded to and supported the Fire Department with medical emergencies.
- Communicated effectively with agencies / personnel during high stress situations.
- Rendered basic life support and transported the sick and injured to various region hospital emergency rooms.



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**YEARS OF EXPERIENCE: 21**

### EDUCATION:

- Bachelors of Science in Management, University of Redlands

### LICENSES /

### CERTIFICATIONS:

- California State Fire Marshal
- ICC Fire Prevention Officer
- ICC Fire Protection Specialist
- ICC Plans Examiner 3A and 3B
- Fire Investigation 1A & 1B
- EMT
- PC 832

INTERWEST



## Michael Austin, ICC

### BUILDING INSPECTOR

Michael has more than 25 years of experience providing building inspection services in both the private and public sector. He also has over 8 years of experience as a journeyman carpenter in commercial construction. This background gives him a thorough understanding of the construction process which, combined with his several certifications, make him a qualified addition to any team. Michael truly enjoys providing building inspection and sharing his knowledge with others. He likes to work collaboratively with contractors and the design community, and has often been responsible for interfacing with homeowners and the general public, helping them to understand the process of achieving code compliance.

### PROFESSIONAL EXPERIENCE

#### Sr. Building Inspector / Interwest Consulting Group / 2016 - Present

Michael performs inspections of commercial projects, tenant improvement, tract homes, as well as swimming pools, patio covers and room additions.

#### Sr. Building Inspector / RKA Consulting Group / 2011 - 2015

Michael inspected commercial projects, tenant improvement, tract homes, as well as swimming pools, patio covers, and room additions. He provided Code Enforcement and performed over-the-counter plan checks on projects such as swimming pools, patio covers, walls, and photovoltaic systems.

#### Building Inspector II / City of Fontana, CA / 2005 - 2011

Michael inspected commercial projects, tenant improvement, and tract homes. He also has experience working at the front counter bringing in permits for plan check and issuing permits, and also providing simple over-the-counter plan checks such as swimming pools, patio covers, walls, and photovoltaic systems.

#### Building Inspector II / City of Temecula, CA / 1999 - 2005

Michael's duties included inspection of commercial projects, tenant improvement, multi-dwelling units, custom homes, and tract homes, as well as swimming pools, patio covers, and room additions.

#### Building Inspector II / P&D Consultants / 1996 - 1999

Michael performed inspection of tract homes, multi-family dwellings, swimming pools, patio covers, and room additions for the City of Chino Hills.

#### Building Inspector / City of North Las Vegas, NV / 1995 - 1996

Michael was independently contracted to the City of North Las Vegas where he provided tract home inspections.

#### Journeyman Carpenter / E.F. Brady / 1983 - 1991

As a journeyman carpenter, Michael acted as a metal stud framer and drywall hanger, and has experience with composite wall systems, t-bar and lathing.



**YEARS OF EXPERIENCE: 25+**

**YEARS WITH INTERWEST: 6**

### EDUCATION:

- Pacesetter's Career Institute, Intensive coursework on Building Codes

### REGISTRATIONS / CERTIFICATIONS:

- Post-Disaster Certified by the Governor's Office of Emergency Services
- International Code Council, 1066459
- ICC Building Inspector
- ICC Combination Dwelling Inspector - Uniform Codes
- ICC Plumbing Inspector UPC

INTERWEST

## Gary Williams, ICC

### BUILDING INSPECTOR

Gary is an experienced Building Inspector with more than 31 years of professional experience in commercial and residential building construction, and he has obtained 19 ICC Certifications, ranging from commercial, residential and special inspections. He has a deep understanding of all relevant codes and industry methods and best practices and has a proven ability to work independently or as part of a team.

### PROFESSIONAL EXPERIENCE

#### Building Inspector / Interwest Consulting / 2020 - Present

Gary provides building inspection services to our clients throughout Southern California, ensuring compliance with all applicable local and state codes. He has industry knowledge and the ability to adapt and learn in each project he works on. Gary is very attentive and detail oriented.

#### Contractor / Weatherbee Construction / 2018 - 2020

Gary handled improvement projects from start to finish. He met and responded to building inspectors on each phase of the jobs at hand. Gary obtained the ability to read and interpret blueprints and drawings and gained experience of concrete layout and finish. He has a great knowledge and adherence of applicable building codes, safety codes and regulations.

#### Contractor / LMZ's, Inc. / 2005 - 2018

Gary prepared layout, cut, drill, assemble and join moldings, wood materials, drywall and plastic materials for various jobs he was assigned. He acquired a good knowledge on measuring and cutting materials to the required lengths and dimensions in order to plan projects from initial layout to completion. Gary was lead foreman from start to finish and had the ability to effectively finish every phase of commercial and residential remodels according to the blueprint specifications. Some examples of projects that Gary worked on were Knotts Berry Farm, Costco Warehouse, Dentist Offices, and houses from the counties of Los Angeles, Orange, and San Diego.

#### Carpenter and Foreman / Campbell Construction / 1990 – 2005

Gary prepared layout, cut, drill, assemble and join moldings, wood materials, drywall and plastic materials for various jobs he was assigned. He acquired a good knowledge on measuring and cutting materials to the required lengths and dimensions in order to plan projects from initial layout to completion. Gary was lead foreman from start to finish and had the ability to effectively finish every phase of commercial and residential remodel according to the blueprint specifications.



**YEARS OF EXPERIENCE: 33**

**YEARS WITH INTERWEST: 3**

### LICENSES / CERTIFICATIONS:

- Reinforced Concrete 47C and 47P
- Masonry 84C and 84P
- ACI Field Grade I
- General Contractors License
- ICC CA Commercial Plumbing Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Electrical Inspector
- ICC Commercial Building Inspector
- ICC Commercial Mechanical Inspector
- ICC Building Inspector
- ICC Residential Building Inspector
- ICC Structural Masonry Special Inspector
- ICC Reinforced Concrete Special Inspector Associate
- ICC Commercial Plumbing Inspector
- ICC Commercial Combination Inspector
- ICC Residential Plumbing Inspector
- ICC Plumbing Inspector
- ICC Residential Mechanical Inspector
- ICC Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC Electrical Inspector
- ICC Residential Combination Inspector
- ICC Combination Inspector

INTERWEST

## Mark A. Carlson, ICC

### SENIOR BUILDING INSPECTOR

Mark is an ICC Certified Combination Building Inspector with more than 20 years of professional hands-on experience. He brings a highly-trained, customer service focused perspective with an in-depth understanding of both commercial and residential building inspection.

### PROFESSIONAL HISTORY

#### Building Inspector / Interwest Consulting Group / 2014 - Present

Mark performs residential and commercial inspection services for various Southern California clients, including several large, fast-paced multi-and single-family units in conjunction with Avalon Bay and Toll Brothers & Shea Homes.

#### Combination Building Inspector / City of Orange / 2005 - 2013

Mark inspected all stages of new commercial and residential developments including remodels and repairs on existing developments. He enforced city, state and federal building codes while providing a high level of customer service and maintaining accurate computer-generated records.

#### Building Inspector II / City of Moreno Valley / 2001 - 2005

Mark read and understood blueprints and effectively enforced city, state and federal building codes. He inspected new commercial and residential developments. Mark was recognized for exceptional communication skills with business associates, homeowners and job site personnel.

#### Building Inspector / Consulting Firm / 2000 - 2001

Mark was contracted to the City of Temecula to provide building inspection services as required at commercial and residential locations.



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Years of Experience: 22

Years w/ Interwest: 8

#### Education

- Business Management, Rancho Santiago Community College

#### Registrations/Certifications

- Disaster Service Worker – State of CA Safety Assessor
- International Code Council, 5034897
- ICC Mechanical Inspector UMC
- ICC Plumbing Inspector UPC
- ICC Plumbing Inspector
- ICC Electrical Inspector
- ICC Combination Inspector – Legacy
- ICC Mechanical Inspector
- ICC Building Inspector
- ICC Combination Inspector
- ICC Commercial Combination Inspector
- SEMS City of Orange and Riverside Fire Department
- IS-00700 National Emergency Management;
- IS-00200 ICS – Initial Action Incidents
- IS-00100 PW – FEMA Incident Command System
- Emergency Response to Terrorism

INTERWEST



## Guy Bowen, ICC

### BUILDING INSPECTOR

Guy is an ICC certified building inspector with over 30 years of relevant industry experience. He is experienced in providing a wide range of inspection types as well as working with applicants, designers and jurisdictions. Guy's experience allows him to provide clients with timely and accurate inspection services. Guy has provided his services to Interwest since 2016.



### PROJECT EXPERIENCE

Over his career, Guy has performed a variety of inspection types, including:

- Rough grade
- Elec. Power Final / meter Release
- Footings/ ufer ground
- Temp Power Final
- Slab
- Soil pipe - Underground
- Structural floor
- Shower pan
- Pre-inspect roof
- Water pipe underground
- Roof sheathing
- Underground gas
- Building height
- Rough plumbing
- T-bar ceiling structural
- Rough mechanical
- Shear panel
- Rough fireplace
- Frame & flashing
- Gas pipe rough
- Lathing
- Gas pipe test final
- Siding
- Storm drains
- Insulation
- Final Re-roof
- Drywall nailing
- Final Block / retaining wall
- Plaster brown coat
- Final demolition
- Pre-grout
- Final mechanical
- Ufer ground
- Final plumbing
- Elec. Conduit - underground
- Final electrical
- Rough Elec wiring residential
- Final building / occupancy
- Subpanels
- Multi-family rough and final including live work
- Rough Elec. Conduit

**YEARS OF EXPERIENCE: 40**

**YEARS WITH INTERWEST: 6**

### LICENSES / CERTIFICATIONS:

- International Code Council 8256307
- ICC CA Commercial Building Inspector
- ICC Residential Plumbing Inspector
- ICC Residential Mechanical Inspector
- LA Department of Building and Safety Deputy Building Inspector | P033571
- California State Contractors License Classification B #499262

### PROFESSIONAL HISTORY

#### Combination Building Inspector / Interwest Consulting Group / 2016 – Present

Guy provides combination building inspection services for Cities in Southern California, including most recently the City of Pomona.

#### Combination Building Inspector / City of Costa Mesa / 2015 – 2016

Guy performed all phases of residential construction inspection from the site ground up, siting, underground ufer and utilities, foundations, structural framing, HVAC, plumbing, electrical, drywall, stucco, etc., and some non-residential tenant improvements.

INTERWEST

## Sheri Barkley, ICC

### PERMIT TECHNICIAN

Sheri has eight years of experience processing residential and commercial permits. Often the first point of contact for the public, she explains the process to others in detail, reviews permit applications and supporting documents for conformance with state, federal and local codes, and distributes building plans for plan checking. She professionally and clearly provides general and semi-technical information to developers, property owners, outside agencies and the general public.

### PROFESSIONAL EXPERIENCE

#### Senior | Lead Development Services Permit Technician / Interwest Consulting Group / 2015 - Present

Sheri sets up project accounts and monitors project balances and close out projects. She calculates development impact fees and coordinates plan checks. Sheri has more than 5 years of experience issuing permits and certification of occupancies while processing improvements and the post-inspection schedules. Sheri calculates development impact fees and is the central cashier for receipt mitigation and building permit fees. She is very organized and has the ability to ensure that monthly, quarterly and fiscal year reporting is completed in a timely manner.

#### Project Coordinator / City of Anaheim, CA / 2013 - 2015

Sheri processed residential and commercial permits as well as improvements. She provided general and semi-technical information to developers, property owners, general public and outside agencies. She coordinated plan checks and calculated development impact fees. She managed the monthly and annual reporting and prepared and distributed the inspection schedule and coordinated final inspection clearance.

#### EKG Technician (Per Diem) / Medical Companies / 2011 - 2013

Sheri performed administrative duties such as working on EKG's, TMST's, Holsters and test equipment. She also managed charging, filing and inventory.

#### Senior Office Assistant | Project Coordinator / City of Santa Ana Public Works Agency / 2007 - 2010

Sheri coordinated purchases of cooperative agreements, lease agreements, rent checks and right-of-entry. She prepared and submitted requests for Council action, otherwise known as RFCA's. She submitted semi-annual combined fund transportation project updates to the Orange County Transportation Authority. Sheri prepared agendas and created Google maps for each Engineer's region. She scheduled utility coordination meetings and coordinated CIP budget requests for inspection, and resolved resident complaints. Administratively, Sheri maintained requests and ordered supplies.

#### Executive Assistant | Project Coordinator / City of Santa Ana, CA / 2006 - 2007

Sheri prepared and submitted resolutions, amendments and addendums to the Clerk of the Board. She scheduled meetings and prepared minutes for the Treasury Oversight Committee. Sheri served as the liaison between management and Clerk of the Board while preparing and submitting agenda staff reports and executive secretary procedure manuals. She was project support for the Treasurer-Tax collector and Business Manager.

#### Indirect Lending Loan Processor / City of Santa Ana, CA / 2005 - 2006

Sheri maintained the Credit Union Direct Lending pipeline and documented retail consumer auto loans. She reviewed credit reports and requisitions and provided service to Consumers, Loan Officers, Dealer Personnel and Title Companies. She obtained and calculated proof of income and insurance.



**YEARS OF EXPERIENCE: 8**

**YEARS WITH INTERWEST: 5**

### EDUCATION:

- AA, Paralegal Services, Southern California International College, 2000
- 911 Public Safety Dispatcher Certified, Golden West College, 2007
- Real Estate Loan Underwriting with Online "DU" Training, Coastline Community College, 2005

### REGISTRATIONS / CERTIFICATIONS:

- ICC Certified Permit Technician, 8295728
- Basic Life Support, American Heart Association, 2011

INTERWEST