

Proposal to provide to the

January 8, 2025

City of Hermosa Beach

**On-Call Development
Plan Review and
Support Services
[RFP No. 24-005]**



CONTACT

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Technical Director | Project Manager
562.566.4144
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OFFICE LOCATIONS

Long Beach
San Ramon
Santa Clara
Sacramento
Las Vegas

TRB+ Associates
www.trbplus.com

PROPOSAL TO PROVIDE

On-Call Development Plan Review and Support Services RFP No. 24-005



January 8, 2024

PRESENTED TO:

The City of Hermosa Beach
Via PlanetBids

CONTACT INFORMATION:

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Technical Director | Project Manager
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January 8, 2025

City of Hermosa Beach
 1315 Valley Drive
 Hermosa Beach, CA 90254
 Via City's PlanetBids

SUBJECT: TRB and Associates Proposal to Provide On-Call Development Plan Review and Support Services – RFP No. 24-005

TRB and Associates, Inc. (TRB) is pleased to present this Proposal to provide On-Call Development Plan Review and Support Services to the City of Hermosa Beach's Department of Community Development for its consideration. In the documentation provided, we have included background information on the company, representative project experience, professional references, qualifications of our team members, our Building Services offerings, and a cost proposal for your review.

For this engagement, **Paul Armstrong, P.E., CBO** has been designated to serve as **TRB's Project Manager** for this contract, responsible for ensuring timely delivery of quality plan review services. Paul will be managing all services provided to the City from TRB's Long Beach office. Paul has extensive experience providing Building and Safety support services to municipalities throughout Southern California, including the Cities of Long Beach, West Hollywood, Burbank, Santa Ana, Huntington Beach, Fullerton, Santa Clarita, Corona, Lake Elsinore, and the Counties of Los Angeles and San Bernardino. The balance of our proposed staff are included in **Sections 3 and 5** of our proposal.

Established in 2006, TRB is a Code Compliance Services California Corporation which provides Plan Review, Inspection, Permit Technician, Code Enforcement, Delegate Chief Building Official, and Disabled Access (CASp) services to municipal building and public works departments. Our company, which comprises over 75 team members, specializes and serves exclusively in the municipal code compliance role. We would like to highlight the following about the company:


- ✓ Our firm is engaged to provide as-needed Building Department, Engineering, and related services to over 75 municipalities throughout California, over 20 of which are located in Southern California.
- ✓ The staff of TRB includes licensed Civil, Structural, Mechanical, Fire Protection, and Electrical Engineers; Architects; and ICC, CASp, LEED®, and SAP certified individuals who have an average 25 years of experience in the architecture-engineering-construction industry.
- ✓ As a value-added service, Paul Armstrong will be available to provide code training to City staff and invited guests if desired by the City.
- ✓ Our staff are active in industry organizations such as ICC, CALBO, CBOAC, ASCE, and SEAOC. Of note, TRB's roster includes past ICC Chapter Presidents and a CBOAC Board Member – Paul Armstrong (Orange Empire Chapter), Todd Bailey (East Bay Chapter), and Shelley Loughran (CBOAC).
- ✓ Our firm was recognized as Industry Member of the Year by the County Building Officials Association of California (CBOAC) in 2019.
- ✓ We have a strong track record of producing quality results and meeting turnaround goals, a track record to which our clients will attest.

Our firm looks forward to the opportunity to assist the City of Hermosa Beach as a Building Safety Services provider. The proposal will remain valid for ninety (90) days from the due date. If you have questions or need further information, please do not hesitate to contact Paul Armstrong by phone at (562) 270-4095 or by email at parmstrong@trbplus.com.

Sincerely,

TRB + ASSOCIATES, INC.


 Paul Armstrong, P.E., CBO
 Direct or of Code Compliance & Project Manager


 Todd Bailey, P.E., LEED AP, CASp, MBA
 Principal & Founder



Company Overview

TRB and Associates, Inc. (TRB) is a California based building and fire life safety code compliance services Corporation with offices in Long Beach, San Ramon, Santa Clara, Sacramento, Burlingame, and Las Vegas. Our firm provides Plan Review, Inspection, Building Department Administration, Delegate Chief Building Official, Disabled Access (CASp) Consulting services to public agencies throughout Southern California, including Cities of West Hollywood, Burbank, Santa Ana, Huntington Beach, Fullerton, Santa Clarita, Norwalk, Corona, Lake Elsinore, and the Counties of San Bernardino and Los Angeles.

TRB was established in 2006 and has been a growing business since its founding. The firm is owned by its Principal-in-Charge Todd Bailey, PE, LEED AP, CASp, MBA who has over 25 years of experience working in the Building Safety field in California. Our over 75 team members have an average of 25 years of experience in the Architecture-Engineering-Construction industry, providing building safety code compliance services.

TRB and Associates' Federal ID is 205865052.

Qualified Consulting Firm

TRB is a qualified consulting firm with experience providing Building Safety code compliance services. TRB has been providing these services to our clients since its founding. We would like to confirm that our firm has the qualifications and skills necessary to perform the requested services. Our firm and its employees are properly licensed, registered, and/or certified in accordance with applicable federal, state, and local laws, statutes, ordinances, rules, and regulations relating to services proposed.

Range of Services

- ✓ Building and Fire Plan Review
- ✓ Building and Fire Inspection
- ✓ Building Department Administration
- ✓ Code Enforcement Inspection
- ✓ Consulting Chief Building Official
- ✓ Disabled Access (CASp) Consulting
- ✓ Building Standards Codes Training
- ✓ Civil Plan Review and Inspection

Our Commitment

In our firm's nearly 20 years in business, we have assembled a team of professionals that have been committed to the success of our clients. As the organization continues to grow, we have maintained our core belief in providing a welcoming environment, training, and promotional opportunities, and providing the best service possible to our clients. With TRB, the City of Hermosa Beach will receive an experienced team who understands the needs of public agencies and takes pride in delivering outstanding service. Consider us as your partner, and as such we are always on call and always available for everything from simple brainstorming sessions to representing you during meetings with stakeholders.

Contract History

To confirm, TRB has not failed or refused to complete any contracts.



Team Lead Contact Information & Local Office

All correspondence and questions related to this proposal may be directed to our Project Manager, **Paul Armstrong**, using email, telephone, and/or direct mail. TRB’s local office is in Long Beach. Mr. Armstrong and other necessary TRB staff are available to meet with applicants and City staff in-person at City Hall or virtually upon request. All proposed staff are included in **Sections 3 and 5** of our proposal.

Paul Armstrong, PE, CBO
Project Manager & Primary Point of Contact
T: (562) 566-4141
C: (562) 202-0918
Email: parmstrong@trbplus.com

Todd Bailey, PE, LEED AP, CASp, MBA
Principal / Owner
T: (925) 866-2633
Email: tbailey@trbplus.com

TRB Project Office Location – Long Beach

4182 North Viking Way
Suite 213
Long Beach, CA 90808
T: (562) 566-4141

Additional TRB Office Locations

Corporate Office
3180 Crow Canyon Place, Suite 216
San Ramon, CA 94583
T: (925) 866-2633

Silicon Valley Office
1265 El Camino Real, Suite 209
Santa Clara, CA 95050
T: (408) 642-1068

Sacramento Office
1900 Point West Way, Suite 261
Sacramento, CA 95815
T: (916) 384-0900

Las Vegas Office
5955 Edmond Street, 1st Floor
Las Vegas, NV 89118
Tel: (702) 760-5881

Burlingame Office
433 Airport Blvd, Suite 209
Burlingame, CA 94010
Tel: (650) 897-0014

Project Understanding

In brief, it is our understanding that the City of Hermosa Beach is seeking qualified consultants to assist with professional development plan review and community development staff augmentation services on an as-needed basis. It is presumed that all assigned projects are to be reviewed for adherence to the City of Hermosa Beach's latest adopted Municipal Codes and Title 24 California Building Standards Codes covering structural, fire prevention, life safety, accessibility, energy conservation, green building, plumbing, mechanical, and electrical provisions; as well as zoning and grading compliance. We are ready to put our knowledge to work for the City.

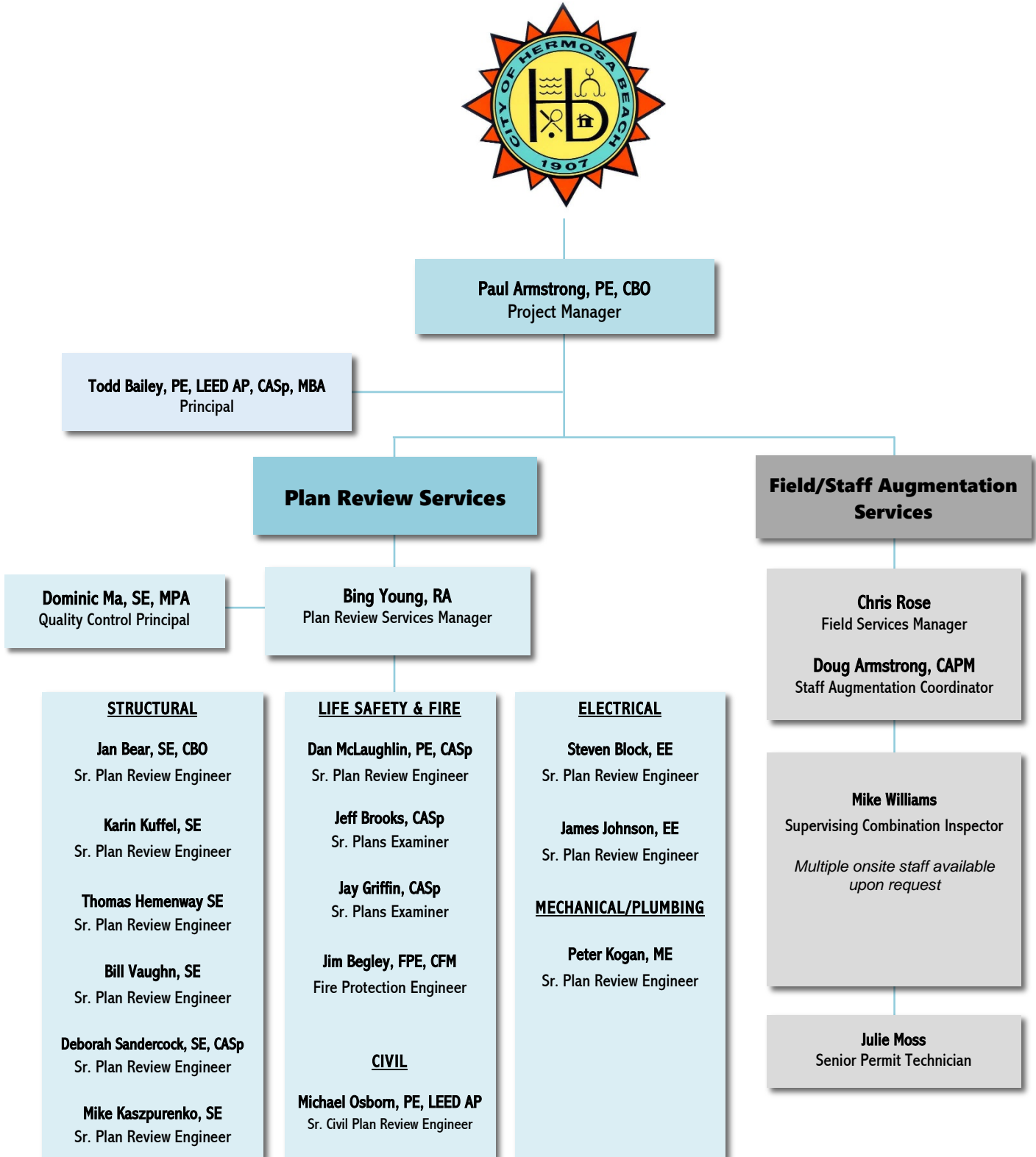
To confirm, TRB understands and is equipped to fulfill the Scope of Services outlined in Section 3 of the City's RFP. TRB is prepared to provide all requested Plan Review and Staff Augmentation services to the Community Development Department including:

- a. Provide in-house staff support as needed for plan check services. Provide at least 2-days a week at the City.
- b. Be available to meet with City Staff or answer City Staff emails and inquiries pertaining to plan check projects within 8-hours or one business day.
- c. Provide a process or digital platform for submitting plans and documents and tracking plan check progress.
- d. Review plans submitted by developer applicants and provide written comments to the City. Reviews may include overall site design including notes on plans and plan check submittals for Structural, Architectural, Mechanical, Electrical, Plumbing, Framing, Demolition, Details, Best Management Practices, T24 documentations as well Energy Code compliance, Landscaping Plans and Solar submittals as needed, for the current code cycle, etc.
- e. Review and provide written comments to the City.
- f. Inspection services, code enforcement services, and other related staff augmentation that is needed to ensure compliance with the municipal codes, building codes, zoning codes, and other regulations of the City.
- g. Attend video conference calls, coordination, reporting, and follow up meetings with the Community Development Department, residents, applicants, and design engineers as needed.
- h. Development of guidelines for the Community Development Department handouts (such as Typical wall designs, Retaining Walls, Patio Covers, HVAC typical details, pools, etc.), for trees and plantings, development of City standards plan and details, fees, processes improvements, easement policy, etc.



Team Organizational Chart

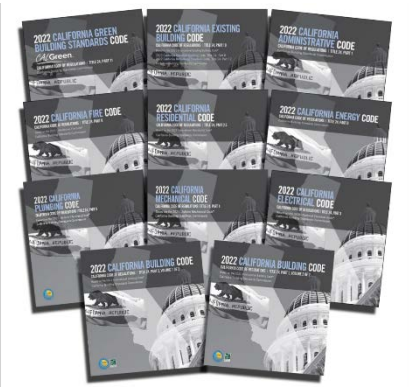
The following Organization Chart identifies those individuals who are proposed for this assignment. Detailed information on our proposed project team is included in **Section 4** of our proposal. Please also note that TRB maintains additional staff who also can be made available to assist on an as-needed basis.



Approach to Work Program

Building Plan Check Approach

TRB will work seamlessly performing plan review services for residential, multi-family residential, commercial, and industrial projects encompassing building code, electrical, plumbing, mechanical, fire protection, Title-24 energy, accessibility, and green building standards; as well as grading, drainage, floodplain, wildland urban interface fire severity zone, stormwater, grading, hazardous materials, and State housing law Title-25 factory-built structure considerations, as applicable. Our reviews consider all relevant project documentation including plans, specifications, calculations, and other related correspondence to verify conformance to adopted local codes, ordinances, regulations, and standards, including the 2022 editions of the following California Building Standards Codes:



- California Building Code
- California Residential Code
- California Electrical Code
- California Plumbing Code
- California Mechanical Code
- California Fire Code
- Title 24 Energy Standards
- California Green Building Standards Code

Alternate Material and Methods

TRB recognizes that there are alternate materials and methods of construction that can be used to satisfy and comply with the provisions of the code. Our experience with the use of alternate materials, alternate design and methods of construction enhances our ability to solve specific issues that arise in design and construction.

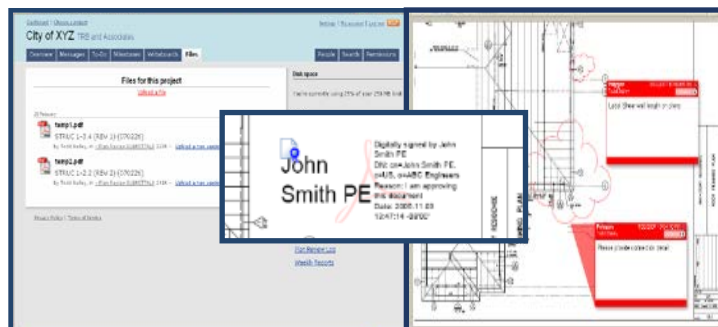
Electronic Plan Review

To confirm, TRB is prepared to review electronic media to process submittals electronically. The staff of TRB are leaders in the field of digital plan review and workflow management and our team has extensive experience working with several electronic plan review systems including Bluebeam, DigEplan, and Projectdox.



Online Plan Check Status and Records

To facilitate access to plan review findings and status information, TRB is prepared to initiate its Project Website for use on this assignment if desired by the City. With our project website, all correspondence issued by our team can be posted and maintained for access by City and designated project stakeholder staff. Our postings can include plan review findings (i.e. approval/comment letters), plan review submittal status information, meeting notes, etc.; all of which may be updated on a daily basis. In addition, if so desired by the City, we can also accommodate incoming electronic document postings (i.e. electronic plans, calculations, RFI's, etc.).



Plan Review Process

Please note that our plan review process will be tailored to meet the City’s specific needs. The following process represents an example plan review workflow which may be applied if desired by the City.

Step 1 - Preliminary Discussions:

Prior to beginning our initial plan review project, our Project Manager proposes to conduct a meeting or conference call with the City to discuss local code policies, documentation procedures, plan processing protocols, plan review checklist items, and scheduling.

Step 2 – Initial Review:

Once we receive a complete set of plan documents, we will perform our plan review in the agreed-upon timeframe, checking for compliance to all applicable code standards.

To confirm, plan review turnaround timeframes will align with standard City-established timeframes. In general, project reviews are completed in 5 to 10 working days or less for initial reviews, and 5 working days or less for subsequent review cycles. Specific turnaround times are provided in the “Turnaround Timetable” included on the following page.

All corrections are identified based on compliance with specified codes and regulations and worded so the designer will know what needs attention and how to respond to the issue stated. Generally, corrections are identified in two ways:

- Notes can be made on plans as appropriate and authorized to assist in locating the issue on the plans;
- A correction sheet is generated detailing what items need to be addressed before plans can be approved.

Step 3 – Transmittal of Plans and Comment Lists for Plan Review:

At the heart of our approach in delivering our services to you, is the recognition that there must be a coordinated effort to track and coordinate all submittals and requests received. To help assure that submittals are properly coordinated and tracked, TRB has established an internal plan review coordination process to ensure that each plan received for review is properly handled, processed, and returned on time. Our plan tracking procedures are computerized to track each submittal through the review process and maintain accurate and comprehensive records for each submittal. Upon completion of our review, any comments generated are consolidated into a correction letter in the City’s preferred format (e.g. Bluebeam, punch list, or other format) which is remitted to the City for its reference.



Step 4 – Rechecks:

Upon receipt of the resubmittal package from the applicant, once we have verified that the resubmittal package is complete, we perform a recheck in the agreed-upon timeframe. This process is repeated until the project plan documents are ready to be recommended for approval.

Step 5 – Plan Approval:

When all review comments are satisfied, we will forward two sets of all relevant correspondence bearing our company’s “Reviewed for Code Compliance” stamp (including plans, calculations, and specifications), along with a transmittal letter indicating our recommendation for project approval, and the project file to the City for processing.

Shipping and Delivery of Plans

Please note that the pickup, shipment and delivery of plan documents and other relevant correspondence to the City are provided at no additional cost.

Plan Review Services Turnaround Timetable

The following Table identifies the maximum turnaround times is prepared to meet on any prospective assignment.

Type of Projects*	Maximum Timeframe for Delivery
Minor Plan Check – First Cycle Review e.g. room additions for single family house, detached structures, tenant improvements, and related project types	5-10 Business Days
Major Plan Check* – First Cycle Review e.g. multi-family residential, complex commercial, and other complex nonresidential project types	10-15 Business Days
Plan Check Resubmittals – Subsequent Cycle Reviews	5 Business Days
Expedited Plan Check	3-5 Business Days

* For projects which may be complex in nature, TRB’s project manager will coordinate with City staff to verify a mutually agreeable timeframe.

Inspection, Permit Technician, Code Enforcement, and Disabled Access (CASp) Consulting

TRB is prepared to provide Inspection, Permit Technician, Code Enforcement, CASp, and other administrative services support to the City on an as-needed basis. TRB staff are prepared to work at the City’s offices as an extension of City staff under the supervision of the Chief Building Official or their designee. We provide all labor and technical, administrative, professional, and other personnel; supplies, materials, equipment, and all other resources necessary to perform the specified work.

Building Inspection

TRB is prepared to perform inspection, referring to building plans and material specifications for structures located within the City limits, upon 48-hour notice. Our inspectors are proficient at verifying project conformance to model code standards (Building, Electrical, Mechanical, Plumbing, Green Building and Energy Code & Accessibility) and locally adopted ordinances. Our inspections include those identified in the California Model Codes and would be amended or modified as directed by the City.



Permit Technician / Administrative Assistant

- Enter permit and related data into the City permit tracking system.
- Research, compile and prepare various limited reports and presentation graphics.
- Assist the public at the front counter or by phone regarding building, planning, and engineering permit requirements, application and permit fees, application filing procedures and processing, and permit status.
- Accept permit and related applications and collect fees.
- Screen plans and application materials for completeness and for conformance with City ordinances standards, policies, and guidelines.
- Review application materials for compliance with conditions of project approval; route plans to other City departments for review; approve and issue minor permits; research and respond to public inquiries.

Code Enforcement

- Enforce compliance with agency regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters.
- Conduct field investigations; inspect properties for violations; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and performing follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
- Maintain accurate documentation and case files on investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations, drawing diagrams and illustrations, and taking photographs.



CASp Consulting

- TRB offers Certified Accessibility Specialist (CASp) Consulting Services to assist agencies with the compliance requirements of State of California Senate Bill 1608. Our team is skilled at evaluating facilities and reviewing facility plans and specifications for compliance with State and Federal accessibility laws, codes, and regulations, conducting accessibility research, preparing accessibility reports, and performing accessibility inspections.

Additional Services

TRB is well suited to provide the following additional services:

- Fire Plan Review and Inspection
- Civil Plan Review and Inspection
- Consulting Chief Building Official
- Building Standards Codes Training

Roles and Responsibilities for City Staff

To confirm, TRB is able to provide all services requested by the City for this agreement. If awarded an agreement, we would request a kickoff meeting with City staff to discuss and establish specific City plan review, inspection, permit technician-related processes and requirements, as well as workstation needs for any assigned onsite staff.

Project Approach Overview

Our approach to this engagement is centered on creating a team atmosphere between our staff and the City's staff. On an ongoing basis, our Project Manager, **Paul Armstrong, PE, CBO**, is committed to maintaining regular communication with City staff to ensure that we are kept apprised of current code interpretations and policies, and to enhance our ability to quickly respond to any issues that may arise during permit counter, document review, and/or inspection activities. We value the importance of the City's projects and are committed to meeting all project service delivery deadlines.

We will diligently document and report all findings, tracking information, and other reports, as required by the City. Throughout this engagement, our key team members will be available to meet with City staff either via phone or in person to address questions that may come up during the course of a project. We understand that being accessible to project stakeholders is essential in helping ensure that decisions are made in timely manner; as such, our firm is committed to responding to all inquiries within 1 business day. We encourage discussions via in-person meeting, telecon, and/or Zoom, Teams, or similar formats as agreeable and necessary to achieve the most expeditious results.

Project Initialization, Scheduling & Management

From our prior experience supporting municipal building departments and divisions, we know that developing a comprehensive understanding of administrative processes, the project construction documents, and supporting the timely execution of the project schedule is of critical importance. To confirm, for any assignment, TRB members will possess a thorough understanding of the role and will be committed to supporting the City with its specific project schedule and processing needs.

Preliminary Meetings and Project Administration

Shortly after project award, we would propose to hold a meeting to verify project expectations, deliverables, scheduling, and logistical considerations. We would envision a smooth transition from the current consultant provider as we are in a position to deploy our plan review support immediately upon receipt of notice to proceed. On an ongoing basis, our Project Manager will coordinate with our team to allocate resources appropriately. Regular communication between our Project Manager and the TRB team will be ongoing throughout this engagement to ensure alignment on project staffing and schedule needs.



Relevant Experience

TRB understands the importance of maintaining a high level of quality and customer service when supporting the City of Hermosa Beach on this assignment. As requested in the City's RFP document, please find the following relevant experience illustrating TRB's capabilities. Please note that additional information regarding our project experience is available upon request.

Hollywood Burbank Airport Replacement Passenger Terminal Project | City of Burbank, CA

Valuation: \$700 million

Project address/location: Burbank, CA

Project contact person: Mario Osuna, PE | Building Official

Phone: (818) 238-5241 | **Email:** mosuna@burbankca.gov

Scope of Services Provided: Plan Review & As-Needed Onsite Support

Project Dates: 2023 – ongoing

Key Personnel: Paul Armstrong, Doug Armstrong, Todd Bailey, Jay Griffin, Jeff Brooks, Jim Johnson, Karin Kuffel



TRB was recently selected by the City of Burbank to provide Life Safety, Disabled Access, Structural, MEP, Energy, Green Building, Low-Impact Development (LID), Civil, Grading, and Geotechnical code compliance services and Alternate Materials and Methods Request (AMMR) support for the Replacement Passenger Terminal (RPT) project at Hollywood Burbank Airport. Plan review will also include any post permit modifications on an expedited basis. Our team participates in monthly project team meetings and meetings to discuss specific topics (i.e. AMMR, plan check submittal walkthroughs, and plan check comment questions) set up by the design team and City.

This project is using a progressive design-build approach for permitting and construction. The scope of the project includes: a new 355,000 SF, 14-gate passenger terminal building (which will replace the current terminal building), new on-airport publicly accessible roads to include a primary entrance road, loop road, recirculation road and also a secondary access road, as well as airport service vehicle roads, and dedicated facility access roads; a new 6-Level, 700,000 SF public parking structure and an employee-only surface lot; new aircraft apron between building and active taxiway; and a newly constructed ancillary building to replace existing airline cargo and ground service equipment/terminal maintenance buildings.

Robertson Lane and Treehouse Mixed Use Projects | City of West Hollywood, CA

Valuation: \$100 million

Project address/location: West Hollywood, CA

Project contact person: Benjamin Galan, PE | Building & Safety Division Manager

Phone: (323) 848-6512 | **Fax:** (323) 848-6569 | **Email:** bgalan@weho.org

Scope of Services Provided: Code Compliance Plan Review

Project Dates: 2022 – ongoing

Key Personnel: Paul Armstrong, Doug Armstrong, Todd Bailey, Jay Griffin, Jeff Brooks, Jim Johnson, Karin Kuffel



TRB was selected by the City of West Hollywood to provide Life Safety, Disabled Access, Structural, MEP, Energy, Green Building, plan review code compliance services and Alternate Materials and Methods support for the 280,000 s.f. Robertson Lane and Treehouse Mixed Use Project. The project is anchored by a 9 story, 123-room luxury hotel, and an 8,000 sf event center. The roof-top of the hotel comprises a pool environment and restaurant that serves as the primary food and beverage venue for the hotel. The project also includes 4 stories (38,000 sf) of office space with a rooftop restaurant fronting Robertson Blvd. The project includes the reconstruction of the historic Factory building along Robertson Blvd for use as high-end retail. The Treehouse portion of the project includes a new nightclub and additional restaurant space. The project design includes a new 147,000 sf four-level below-grade parking structure that will accommodate over 500 vehicles.

Walnut Creek Energy Park Power Plant Project | City of Industry, CA / California Energy Commission

Valuation: \$300 million (500 MW Simple-Cycle)

Project address/location: City of Industry, CA

Project contact person: Mary Dyas | Compliance Manager, CA Energy Commission

Phone: (916) 651-8891 | **Email:** mdyas@energy.state.ca.us

Scope of Services Provided: Code Compliance Building Official, Inspection, Plan Review

Project Dates: 2015

Key Personnel: Todd Bailey, Dominic Ma



TRB was selected by the California Energy Commission, the authority having jurisdiction on the project, to provide full building department administration duties on this design-build project encompassing building official, plan review, and inspection roles; as well as civil & fire plan review and inspection, and OSHA worker safety compliance monitoring during construction. TRB staff were able to accommodate the owner-team's design-build fast track schedule while ensuring compliance with adopted codes, standards, and local ordinances. Measures taken to accommodate the schedule included electronic plan review of the more than 2,500 plan review submittal items received.

The project is a nominal 500 MW simple-cycle power plant, consisting of five 100 MW General Electric LMS100 natural gas-fired combustion turbine-generators. The tallest components of the project comprised five, 90-foot-tall combustion turbine generator exhaust stacks and a 39-foot tall by 211-foot long cooling tower structure. The project also included review of electric utility connection comprising approximately 1,200 feet of new 230-kilovolt transmission line and five offsite transmission 90' tall towers located within Southern California Edison transmission line corridor.

RELATED Santa Clara Mixed Use Project | City of Santa Clara, CA

Valuation: \$9 billion

Project address/location: Santa Clara, CA

Project contact person: David Tran, SE | Assistant Building Official

Phone: (408) 615-2436 | **Email:** DTran@SantaClaraCA.gov

Scope of Services Provided: Code Compliance Plan Review

Project Dates: 2020 – ongoing

Key Personnel: Paul Armstrong, Doug Armstrong, Todd Bailey, Jay Griffin, Jeff Brooks, Jim Johnson, Karin Kuffel



TRB was selected by the City of Santa Clara to provide Life Safety, Disabled Access, Structural MEP, Energy, Green Building, Civil, and Grading construction code compliance services, including Alternate Material and Methods support for Phase 1 of the Related Santa Clara multi-phased, mixed-use project. The project at projected build out consists of 9.2 million square feet of mixed-use development with commercial office, retail / entertainment including a food market, 1,680 residential units, 700 hotel rooms, parking facilities, new open space, and roads, new / upgraded / expanded infrastructure and utilities, and approximately 5 million square feet of corporate office space. The first phase of the project comprises an 850,000 sf garage with 2 high rise towers, 1 mid-rise building, and multiple low rise structures located above (podium construction).

Additional Project Experience – Plan Review

The following is a partial list of additional plan review projects worked on by our staff members. The project valuation for all below-referenced projects ranges from \$1 million to over \$5 billion.

Mixed Use

- SoFi Stadium, \$5 billion, Inglewood, CA
- Disney Star Wars Land Expansion, \$1 billion, Anaheim, CA
- New 39-Story High Rise Building, \$110 million, Oakland, CA
- New Mixed Use Recreation Center, Corona, CA
- Santa Clara Square Project, \$200 million, Santa Clara, CA



Government / Civic

- Anaheim Convention Center Expansion, \$200 million, Anaheim, CA
- New Fire Station (13,000 s.f.), Long Beach, CA
- Veteran’s Administration Facility, Menlo Park Campus
- NASA Ames Research Facility, \$50 million, CA



Commercial

- Latitude Business Park, \$75 million, Corona, CA
- Kearny Logistic Center Buildings 1-5, 700k sf, Corona, CA
- New Cannabis Facility, Long Beach, CA
- New McDonalds Restaurant, Lake Elsinore, CA
- Monterey Bay Aquarium Learning Center, \$42 million, Monterey, CA



Biotechnology / Healthcare

- New Plastic Surgery Center, Long Beach, CA
- UC Davis Aggie Square Research Facility, \$1.9 billion, Sacramento, CA
- Kaiser Medical Office Building 2, \$100 million, Redwood City, CA
- NASA Biological Sciences Lab, CA



Industrial and Power Plant Cogeneration Facilities

- Inland Empire Energy Center (600 MW), Menifee, CA
- Rare Earth Element Processing Facility, San Bernardino, CA
- Mountainview Power Plant (1,000 MW), Redlands, CA
- Walnut Creek Energy Park (300 MW), Industry, CA

Residential / Residential Care Facilities

- Prose Apartments (14 res. bldgs., 420 units total), Moreno Valley, CA
- Terracina SFD Master Plan, Lake Elsinore, CA
- Iris Park SFD Master Plan, Moreno Valley, CA
- Valley Vista Senior Housing Complex, San Ramon, CA



Project Experience - Inspection / Building Department Administration

As additional reference, the following is a partial list of Inspection and Administrative assignments worked on by our staff members:

Building Official

- City of Signal Hill, City of Norwalk, City of Whittier, City of Coronado, County of San Mateo, California Energy Commission

Combination Inspection

- City of Corona, City of Huntington Beach, City of El Cerrito, City of Sacramento, City of Walnut Creek

Permit Technician

- City of Lake Elsinore, County of San Bernardino, City of Moreno Valley, City of Corona

Code Enforcement and Multifamily Inspection

- County of Solano, City of Concord, City of Antioch, City of Benicia

Delegate CBO Services

- Inland Empire Energy Center, Menifee, CA; Mountainview Power Plant, Redlands, CA; Walnut Creek Energy Park Power Plant, City of Industry, CA; Almond 2 Power Plant, Ceres, CA



Representative Client List

TRB staff members have extensive experience working with public agencies in California. The following is a partial list of Southern California, State and Federal agencies currently or previously served by our staff members.

LOCAL AGENCIES – SOUTHERN CALIFORNIA		
City of Signal Hill	City of West Hollywood	City of Long Beach
City of Lake Elsinore	City of Burbank	City of Santa Ana
City of Ontario	City of Fullerton	City of Indian Wells
City of Corona	City of Menifee	City of Laguna Hills
City of Coronado	City of Orange	County of Los Angeles
City of Glendale	City of Huntington Beach	City of Long Beach
County of San Luis Obispo	County of San Bernardino	City of Santa Clarita
STATE AND FEDERAL AGENCIES		
California Energy Commission	Division of the State Architect	California State University System
HCAi / OSHPD	UC Davis Health	Judicial Council of California

Client References

TRB understands the importance of maintaining a high level of quality and customer service when supporting the City of Hermosa Beach with Building & Safety Division-related activities. We encourage you to contact the following references to provide testimony regarding our performance of work. Please note that additional references are available upon request.

City of West Hollywood

Contact: Benjamin Galan, PE | Building and Safety Division Manager

Phone: (323) 848-6512 | Fax: (323) 848-6569 | Email: bgalan@weho.org

Dates of service: 2020 – present

Approximate contract amount: \$500k

Services Provided: Plan Review, Inspection and Permit Technician services

TRB is currently providing as-needed code consultation and building safety plan review services to the City.



City of Corona

Contact: Chris Milosevic | Building Official

Phone: (951) 736-2250 | Fax: (951) 279-3561 | Email: ChrisM@CoronaCA.gov

Dates of service: 2019 – Present

Approximate contract amount: \$500k

Services Provided: Plan Review, Inspection and Permit Technician services

TRB is currently providing extensive as-needed plan review, as well as staff augmentation services.



City of Lake Elsinore

Contact: Bill Belvin | Building & Safety Manager

Phone: (951) 674-3124 | Fax: (951) 471-1418 | Email: bbelvin@lake-elsinore.org

Dates of service: 2019 – Present

Approximate contract amount: \$200k

Services Provided: Plan Review, Inspection, Permit Technician services

TRB is currently providing as-needed plan review and staff augmentation services.



CSU Cal Poly San Luis Obispo

Contact: Travis Tyler | Director of Fire Safety, California State University
CSU Office of Fire Safety

Email: tyler@calstate.edu; Phone: (562) 900-3639

Dates of service: 2023 – present

Approximate contract amount: \$100k

Services Provided: As-Needed Plan Review Services

TRB provides as-needed Fire and Life Safety Code Compliance Plan Review. Projects include the \$77 million, 505,000 sf renovation of the Robert E. Kennedy Library for the CSU Fire Safety team



Experience and Qualifications of Key Personnel

TRB's team of professionals is prepared to provide the requested Building Services in an efficient manner, and in the best interest of the City of Hermosa Beach. Mindful of the potential complexity of projects in the City, TRB has assembled a team that has worked together for many years and have built strong relationships based on understanding, appreciation, and the drive to deliver the highest quality service for our clients.

Our proposed team is comprised of senior-level professionals who possess an average of 25 years of experience in the Architecture-Engineering-Construction (AEC) industry. We are pleased to be able to present a team with this combination of interpersonal familiarity and extensive AEC experience.

PROJECT MANAGER

Paul Armstrong, PE, CBO will serve as **Project Manager**. Paul will be the main point of contact for the City. With more than 30 years of building safety technical and management experience, Paul teaches regularly for California Building Officials (CALBO) and has developed a number of CALBO training courses. As a Chief Building Official, he managed building plan review, counter assistance, and inspection for numerous California agencies. His previous experience at the International Code Council (ICC) included leading the Architectural and Engineering Services Department, International Conference of Building Officials (ICBO) Technical Services Department.



PRINCIPAL & FOUNDER

Todd Bailey, PE, LEED AP, CASp, MBA, our company Principal and Founder, will provide as-needed support on the project. Todd has over 25 years of experience in the industry which includes serving as a Delegate Chief Building Official on many large-scale fast-track projects in California having a combined valuation of over \$10 billion. Todd will work closely with our team to ensure that project goals are met and that findings are communicated in a timely and clear manner.



PLAN REVIEW TEAM LEADERSHIP

Our plan review group is led by our **Plan Review Services Manager, Bing Young, RA**. Bing possesses extensive experience in plan review on both residential and commercial projects and includes more than 25 years of professional experience in production, project management, construction management, energy, and accessibility analysis. Bing will have overall responsibility for Plan Review Services on this assignment.



Senior Plan Review Engineer, Dan McLaughlin, PE, CASp is a registered Civil Engineer and ICC Certified Plans Examiner. Dan has been with TRB for over 10 years, specializing in plan review coordination with extensive experience on both commercial and residential projects.



Dominic Ma, SE, MPA serves as our **Quality Control Principal**, responsible for ensuring the technical accuracy of the work performed. Dominic has more than 30 years of experience in reviewing building plans and specifications submitted for building permit applications to assure compliance with adopted building codes and reference standards.



FIELD SERVICES TEAM LEADERSHIP

Our field services group is led by our **Inspection and Administrative Services Manager, Chris Rose**. Chris has over 20 years of experience serving in both public and private sector roles on a variety of projects; his experience includes serving as Building Manager for Sonoma County and providing inspection services on extensive commercial, industrial, and residential project types.



Doug Armstrong, CAPM serves in the role of Staff Augmentation Coordinator. Doug is a Certified Associate in Project Management (CAPM) with over 10 years of professional experience in the Building and Safety industry. He serves as a client relations representative and staff augmentation coordinator for numerous Southern California agencies.



Paul Armstrong, PE, CBO | Project Manager & Technical Director

Education

B.S. Civil Engineering California State University, Long Beach

Advanced Study, Fire Protection Engineering, Cal-Poly San Luis Obispo

Registration | Certification

Registered Professional Engineer, CA (#45464)

ICC Certified Building Official

Awards

CALBO Instructor of the Year, 2010

CALBO Course Developer Merit Award, 2014

Committees

International Association of Building Officials Board, 2018

ICC Code Correlation Committee, 2018

Orange Empire Chapter of ICC, Vice President

ICC Residential Energy Code Development Committee, Chair 2013

ICC Building Official Membership Council, Governing Committee, 2011

CALBO State Code Committee, 2011, 2012(Chair), and 2013

CALBO Building/Fire Advisory Committee, 2011

LA Basin Chapter and Orange Empire Chapter Code Committee, Chair 2011, 2012 (Chair) and 2013 (Chair)

Secretariat to the International Residential Code for One- and Two-Family Dwellings (1997-2000)

(Ctd. on next page)

Paul Armstrong is a Registered Professional Engineer with over 30 years of engineering experience. His vast experience in all manner of construction, be it industrial, commercial, and residential project types, provides our clients with a strong skill set and wealth of industry knowledge. In addition to Paul’s engineering experience, he is also a Certified Building Official, serving in this capacity at the City of Signal Hill, as well as the Cities of El Monte, Laguna Hills, and Palos Verdes.

A noted author and lecturer in the building life safety industry, Mr. Armstrong has earned many awards, including CALBO Instructor of the Year.

Select Project Experience

- **San Bernardino (SBD) International Airport Terminal, San Bernardino, CA** – Code consultation for the conversion of the Norton Airforce Base terminal after the transfer of authority to the City of San Bernardino.
- **SoFi Stadium, Inglewood, CA** – The plan review of the newest SoFi NFL Stadium project in So CA. The stadium itself is covered by a large steel tube framed roof structure that is not connected to the stadium.
- **ARTIC (Anaheim Regional Transportation Intermodal Center), Anaheim, CA** – Plan review of the fire and life safety regulations for this new transportation center. The building is a steel tube framework with a 2-story administration area with a mezzanine inside. This review included a pedestrian bridge leading to the train platforms.
- **Disneyland Star Wars Expansion, Anaheim, CA** – A very popular area of the Disney resort that is open now.
- **Apple Campus Theater, Cupertino, CA** – The plan review of the Apple Campus’ Theater where new products would be announced, and corporate meetings held. Mostly subterranean structure that has a glass entry lobby supporting a carbon fiber roof (disk).
- **Anaheim Convention Center Expansion, Anaheim, CA** – A very large expansion of the convention center meeting space with an associated parking garage addition.
- **Rio Tinto Soccer Stadium, Sandy City, Utah** – The plan review of the Salt Lake area’s professional soccer stadium. It included a roof canopy structure with a wave feature in the leading edge.
- **Building Official Roles:**
 - Signal Hill
 - Palos Verdes Estates
 - Laguna Hills
 - Whittier (interim position)
 - El Monte

Regional Director, Building & Safety Services, TRB + Associates 2019 – Present

Responsible for new business development for building life safety services for various jurisdictions throughout California. Provide client relations and code assistance. Perform training lectures on building and residential codes. Participate on various local, state-wide and national committees. Building Official of the City of Signal Hill.

Group Leader, Building and Safety Services, Industry Consultant 2017 – 2019

Responsible for the development of new business for inspection services and plan review services for various jurisdictions across the United States. Provide client care and assistance on code related issues. Give training lectures on the building and residential codes. Participate on various local, state-wide, and national committees. Building Official of the City of Palos Verdes Estates and Laguna Hills.

EXPERIENCE AND QUALIFICATIONS

Committees (Ctd.)

Author, 2013 and 2016 Significant Changes to the CBC and CRC

UL Fuel Gas Products Council (2002)

BCMC (BDMC) staff liaison (1993-2002)

Co-secretariat to the ICC Performance Based Building Code

Secretariat to the International Zoning Code (1996-2000)

Secretariat to the General Design, Administrative, Lateral Design, Fire and Life Safety and Fire Risk Code Committees of ICBO (1992-1996)

Staff secretariat responsible for the rewrite of the Means of Egress Chapter in the 1994 UBC

NIBS HHS Code Comparison Committee (1994)

FEMA Building Performance Review Team member (1993)

NIBS Flood Standards Comparison Committee (1992)

Coordinator, Pacific Rim Conference on Performance Based Codes

Various ASCE standards committees

SEAOC Code Committee liaison

ASME A17.1 Code Coordinating Committee

ANSI Construction Standards Board

Vice President, Various Industry Consultant Firms

2005 – 2017

Responsible for the development of new business for inspection services and plan review services for various jurisdictions across the United States. Provide client care and assistance on code related issues. Give training lectures on the building and residential codes. Participate on various local, state-wide, and national committees. Participate on various local, state-wide, and national committees. Promotion and sales of the Firms' in-house electronic plan review system. Building Official of the City of Signal Hill. Contract Plan Review Engineer for the City of Anaheim

Chief Building Official, City of El Monte, Industry Consultant

2011 – 2012

Responsible for the City of El Monte Building Division. Review plans for the City and issues permits. Conduct investigations of non-complying facilities frequently in conjunction with the Planning Division, Code Enforcement Division and LA County Fire Department. Develop presentations for City Council on adoption of new codes, etc.

Vice President, ICC

1991 – 2005

Led the ICC Architectural and Engineering Services Department, responsible for technical opinions, plan review and the administration of technical contracts during the consolidation into the International Code Council. Managed ICBO Technical Services Department which was responsible for the maintenance of the code development process, plan review service and code opinion service for both external and internal customers. Represented the Council to many national, state and local organizations. Responsible for the technical image of the conference. Provided technical assistance on code related issues to both jurisdictional and professional members and non-members. Provided research on many code-related issues. Secretariat to most ICBO code development committees and the initial drafting secretariat to the ICC International Residential Code.

City of Los Angeles, Dept. of Building and Safety

1988 – 1991

Structural Engineering Associate

Responsible for the structural, architectural and zoning review of proposed projects in the city. Chief of Coordinating Division and Preservation Coordinator. Evaluation of building products for LA code compliance.

Teaching Experience

International Code Council (ICC)

Lecturer – Non-structural Fundamentals of the 2009 IBC (domestically and internationally)

Lecturer – Non-structural Fundamentals of the 2012 IBC

Lecturer – ICC Code Development Process

California Building Officials

Lecturer – Significant Changes to the 2013 CBC and CRC for CALBO, and ICC

Lecturer – 2016 Introduction to the CBC Means of Egress

Lecturer – Updates to the 2010, 2013 and 2016 California Residential Code

Lecturer – Updates to the 2010, 2013, and 2016 California Building Code

Advanced Building Code Enterprises - Developed and presented coursework

Lecturer – Accessibility topics

Lecturer – Updates to the 2006 International Residential Code and 2007 California Building Code

Publications and Papers

ICC Significant Changes to the 2019 CBC/Significant Changes to the 2019 CRC

ICC Significant Changes to the 2016 CBC/Significant Changes to the 2016 CRC

ICC Significant Changes to the 2013 CBC/Significant Changes to the 2013 CRC

ICC Dwelling Construction under the 2007 CBC - Technical Editor

1997 Uniform Codes and UBC Handbook - Staff Technical Editor

Todd Bailey, PE, LEED AP, CASp, MBA | Principal-In-Charge

Education

Master of Business Administration
Walter Haas School of Business
 University of California Berkeley

Bachelor of Science
 Civil Engineering
Cum laude
 University of California Davis

Registration | Certifications

Registered Civil Engineer
 California (#C-56425) Hawaii (#11647)

ICC Certified Building Plans Examiner

ICC Certified Commercial Building Inspector

ICC Certified Commercial Electrical Inspector

ICC Certified Commercial Plumbing Inspector

ICC Certified Commercial Mechanical Inspector

LEED Accredited Professional

Certified Accessibility Specialist (CASp-229)

SAP Certified

DSA-Approved Fire Life Safety Plan Reviewer

Professional Affiliations

ICC East Bay Chapter
 Past President

International Code Council

Other

Delegate Chief Building Official for the California Energy Commission – Power Plant Facilities

Todd Bailey is a registered professional engineer with over twenty-five years of experience in the Architecture / Engineering /Construction industry encompassing project management, plan review, engineering design, structural and architectural building code interpretation, permit center administration, and litigation support. He has extensive experience working with architects, engineers, contractors, building departments and other regulatory authorities to ensure compliance to adopted Building Code Standards and local ordinances.

Todd has provided plan review services to over 75 jurisdictions as a consultant and spent three years with the City of Concord performing architectural, structural, energy conservation and disabled access reviews for both residential and commercial structures. Todd is also approved as a Delegate Chief Building Official for the California Energy Commission responsible for verifying new power project conformance to engineering construction codes on behalf of the Commission.

Select Project Experience

Building Safety Plan Review

- Latitude Business Park (\$75 million), Corona, CA
- Inland Empire Energy Center Project (600 MW), Menifee, CA
- Mountain View Power Project (1,056 MW), Redlands, CA
- Sacramento Convention Center Project, Sacramento, CA
- Santa Clara Square Apartments and Parking Structures, Santa Clara, CA
- NASA Moffett Federal Airfield, Historic Building Project, Mountain View, CA
- War Memorial Community Center, Daly City, CA
- Concrete Tilt-Up Shell Building (60,000 sf), Concord, CA
- Marin Health Campus - Buildings A-E, County of Marin, CA
- New Medical Research Facility (44,000 sf.), Walnut Creek, CA
- Major Office Remodel (Three 40,000 s.f. buildings), Pleasant Hill, CA
- Rivertown Apartments, Petaluma, CA
- Spanos Park West Apartment Complex, Stockton, CA

Project Management / Administration

Have served as Delegate Chief Building Official / Engineering Manager for the California Energy Commission on thirteen natural-gas fired power projects and one wind power generation facility in California having a combined valuation of over \$3 billion. Responsible for oversight of plan review tasks and coordination of submittals numbering up into the thousands on these design-build projects.

- Inland Empire Energy Center Project (600 MW), Menifee, CA
- Mountain View Power Project (1,056 MW), Redlands, CA
- Palomar Energy Center Project (546 MW), Escondido, CA
- Walnut Creek Energy Park (300 MW), City of Industry, CA

Work Experience

TRB + Associates Inc., Principal	2006 – Present
Bureau Veritas, Building & Facilities Code Compliance Services	2001 – 2006
Deloitte & Touche LLP, Construction Consulting Services	1999 – 2001
City of Concord, California – Permit Center	1996 – 1999
Luhdorff & Scalmanini Consulting Engineers	1993 – 1996
Tosco Refining Company	1991 & 1992

Bing Young, Architect | Plan Review Manager / Senior Plan Review Architect

Education

Bachelor's in Architecture,
California Polytechnic State
University
San Luis Obispo, CA

Registration

Registered Architect, California

Professional Affiliations

National Council of
Architectural Registration
Boards Certified

ICC Member

Bing Young is a registered Architect with plan review experience on both residential and commercial projects. He provides comprehensive life safety, accessibility, energy, and mechanical/electrical/plumbing reviews on a variety of residential and commercial project types. Bing possesses over 25 years of professional experience which includes roles in production, project management, construction management, energy, and accessibility analysis.

Work Experience

Sr. Plan Review Architect, TRB + Associates, Inc.

2018 – Present

- Review drawings and calculations for code compliance on behalf of client agencies
- Projects include residential subdivisions, custom homes, additions, remodels, new commercial buildings, and tenant improvements

Project Architect, PSM Architects, Inc.

2008 – 2018

- Prepared and managed the development of comprehensive construction documents for new commercial buildings, tenant improvements, and additions
- Oversaw and directed production staff
- Performed quality control review of building permit submittal documents
- Facilitated client and permit processing meetings
- Collaborated with engineers, ancillary designers, and vendors
- Prepared and reviewed project specifications
- Reviewed shop drawings and submittals for compliance with specifications and design intent
- Performed accessibility evaluation of existing sites and buildings
- Prepared detailed accessibility reports for building and business owners
- Facilitated pre-construction and post-construction on-site meetings with construction project managers and general contractors
- Performed construction administration and project closeout duties

Staff Architect, Hollman Bologna Architecture & Planning, Inc.

1996 – 2008

- Prepared schematic design and construction documents for single-family and multi-family residential remodels, additions, and new buildings
- Performed residential building reconnaissance for additions and remodel projects
- Prepared design review documents for planning approvals
- Facilitated building permit processing
- Prepared and reviewed Title 24 Energy Efficiency Compliance documents

Certified Energy Plans Examiner, BETA, Inc.

1993 – 1999

- Reviewed and approved Title 24 Energy Efficiency Compliance documents for residential and non-residential buildings for local jurisdictions

Dominic Ma, SE, PE, MPA | Quality Control Principal

Education

Master of Science Structural Engineering UCLA, Los Angeles, CA

Master of Public Administration, California State University, East Bay Hayward, CA

B.S. Civil Engineering University of California, Berkeley, CA

Registration | Certifications

Registered Structural Engineer California (#1920)

Registered Civil Engineer California (#20018)

ICC Certified Plans Examiner

Certified Energy Plans Examiner Residential (#R05-94-5121) - Inactive

Certified Energy Plans Examiner Non-Residential (#NR05-94-5576) - Inactive

Dominic has more than 30 years of experience in reviewing building plans and specifications submitted for building permit applications to assure compliance with adopted building codes and reference standards. Dominic’s experience includes working for more than 27 years as a plan check engineer for the City of San Leandro and 6 years as a supervising civil engineer for the City of Oakland, where he led the City’s plan review division.

Dominic has considerable knowledge of civil engineering and structural engineering principles and practices, California Building Code and Title 24 provisions. His strengths include having the ability to review, analyze and evaluate plans, specifications, engineering reports and calculations; possessing knowledge to identify code deficiencies; and evaluating alternate methods and materials of construction. Dominic is adept at reviewing plans for adherence to the California Building Code, ASCE 7-05/10, and when applicable FEMA, ASCE 41, NEHRP provisions.

Select Project Experience

Building Safety Plan Review

Plan Review projects supervised in the City of Oakland

- 2121 Harrison Street. The Cathedral of Christ the Light (also called the Oakland Cathedral). A new modern Roman Catholic Cathedral with glass walls 120 ft. high. The \$190 million, 224,000 square feet structure sits on 36 innovative “friction pendulum double-concave bearing isolators,” consisting of two facing concave surfaces.
- 2100 Franklin Street. The \$45 million, 245,000 s.f. project is 9 stories high and built with steel frames. To compensate for its slightly smaller than code required width, the interior atrium is equipped with smoke control system to provide fire protection for its occupants. Evaluated the alternate materials methods request associated with this design element.
- 100 Grand Avenue. 22 Story Condominium Building budgeted at \$150 million.
- Oakland Airport (Expansion and interior remodeling). A \$350 million Terminal Improvement Program.

Plan Review projects performed

- Bayfair Mall (Tenant improvements), San Leandro
- Century 21 Theatre, San Leandro
- San Leandro Dialysis Clinic
- San Leandro Honda
- San Leandro Hospital (New doctors’ office building)
- Carlton Plaza of San Leandro (Assisted living facility)
- Costco Building Addition, City of Concord
- New Gas Compressor Building, Butte County
- AT&T Rooftop solar Panel Installation, City of San Ramon
- Tilt-up Warehouse Buildings (2), City of Sacramento
- Historic Building Seismic Retrofit, City of Benicia
- Cancer Treatment Facility, City of Pleasant Hill

Work Experience

TRB + Associates, Inc., Senior Plan Review Engineer	2007 – Present
City of Oakland, Supervising Civil Engineer (Building Division)	2000 – 2006
City of San Leandro, Plan Check Engineer	1973 – 2000

Christopher Rose | Field Services Manager

Chris possesses over 20 years of experience in the building and construction inspection field working with public agencies in Northern and Southern California. His experience includes project management and inspection responsibilities on commercial, residential, non-residential, multifamily, municipal, and public structures. He is skilled as an Assistant Building Official, Assistant to the City Engineer and Acting Building Official. In these capacities, he has managed, supervised, and coordinated the work of staff engaged in plan review, front counter support services including the permit application, coordination and issuance processes. In addition, his expertise encompasses plan review of residential and commercial projects in both building and public works disciplines. He also delivers experience in conditioning of projects and coordinating preliminary site plan reviews for perspective developers.

In these functions, Chris was responsible for quality control and safety to ensure building compliance with local ordinances. Chris is organized, and has positive working relationships with clients, management, as well as his peers; maintains high levels of productivity, reliability with excellent work ethic to deliver high quality customer service.

Work Experience

Jurisdictional Services Manager | Grading Plans Examiner, TRB and Associates 2022 – Present

- Performs and supervises residential, commercial, grading and industrial inspections.
• Project Manager and IOR for major projects and jurisdictions on an as needed basis.
• Plan Review of commercial, residential, grading, drainage, and industrial projects.
• Communicates compliance elements with clients with solution driven resolve.

Operations Manager for the Sonoma Resiliency Permit Center 2019 – 2022
Private Consultant, Sonoma, CA

- Supervised and coordinated the work of staff engaged in plan review, front counter operations for the Fire Recovery efforts in Sonoma County.
• Plan review and back up building inspections.
• Grading plan reviews and pre-con meetings.
• Received and resolved customer concerns.

Project Manager, Plans Examiner, Building Inspector and Construction Inspector 2014 - 2019
Private Consultant, Sacramento, CA

- Provided project management, compliance, plan review, inspections, document control and administration for power producing industrial infrastructure projects throughout the state for the California Energy Commission.
• Review plans for building, fire, engineering, civil and planning departments.
• Deputy Building Official for the California Energy Commission on multiple power plant projects.
• Plan, organize, assign, supervise and coordinate the work of staff engaged in plan review, front counter work to include the permit application process, plan review and inspections.
• Provide interim building official to multiple jurisdictions in addition to Public Works support.
• Lead document controller for the Apple Campus II (world headquarters in Cupertino).

Plans and Permit Supervisor 2013 - 2014
County of Napa, Napa, CA

- Plan, organize, assign, supervise, and coordinate the work of staff engaged in plan review, front counter work to include the permit application process.
• Review of application packages prior to issuance, and to receive and resolve customer complaints.

Certifications/Licenses

ICC Certified

- California Commercial Building Inspector
• Commercial Building Inspector
• Residential Building Inspector
• California Residential Building Inspector
• Residential Plans Examiner
• Building Inspector
• Permit Technician
• State of Oregon OIC-OR State Inspector Certification
• State of Oregon CAX – Residential Plans Examiner
• State of Oregon CAS – Residential Structural Inspector
• State of Oregon SIA – Structural Inspector
• International Code Council Member since 2006.
• International Association of Plumbing and Mechanical Officials Member
• Napa Solano and Southern Oregon Chapter of the International Code Council Member.
• Licensed California General Contractor. (Inactive)

Education

- Allied American University, Laguna Hills CA. (Associates Degree in General Studies)
• ITT Technical Institute, San Bernardino CA. (Construction Management focus)
• Victor Valley College, Victorville CA. (Construction Technology focus)
• Marine Corps Institute, United States. (Construction, Engineering and General Studies)

(Ctd. on next page)

EXPERIENCE AND QUALIFICATIONS

- ICC Code Official Institute, Phoenix AZ. (CBO Training, Legal, Budgeting, Management and Ethics)
- ICC 2018 Code Essentials, online. (Building, Mechanical, Electrical, Plumbing, Administration)
- ICC 2015 Code Essentials, online. (Code administration, Enforcement, and Building Planning – in process)
- County of Napa Supervisors Training, Napa CA. (Management and Leadership)
- BASMAA C3/LID Stormwater Treatment workshops.
- ICC Grading for Building Inspectors Course.

Military Experience

- MARINE CORPS Combat Engineer. 1995 – 2000
- ARMY National Guard Armament Repairer. 2005 – 2015

Senior Engineering Technician, Plans Examiner, and Inspector

2006 - 2013

City of Hesperia, Hesperia, CA

- Review plans for building, fire, civil engineering, and planning departments.
- Perform inspections to verify compliance to state and local codes.
- Assist the City Manager in re-designing the scheduling and processing of permitting and plan review.

General Contractor

2000 - 2008

Great American Construction Co, Inc. Apple Valley, CA

- Designed and built many residential and commercial projects while directing the permit coordination.
- Grading operations, rough and precise.
- Supervised five full-time employees, the office and all of the sub-contractors.
- Quality control inspections, code compliance and technical plan review.
- Prepared construction plans and documents.

Delegate Chief Building Official (DCBO), Private Consultant, Various Locations

2014 - 2019

Served in function on the following power generation projects:

- Carlsbad Energy Center Project (CECP) – Above ground storage tank decommissioning.
- Blythe Solar Power Project Units 1 & 2 (BSPP) – New 235 MW photovoltaic facility.
- Pio Pico Energy Center (PPEC) – Three Units, 300 MW gas fired turbine simple cycle facility.
- Carlsbad Energy Center Project (CECP) – Five Units, 632 MW gas fired turbine simple cycle facility.
- Orange Grove Energy Center (OGEC) – Two Units, reliability and AGP upgrade project.
- Geysers Unit 16 (Quicksilver) – Tower wet down system and diesel fire pump project.
- Geysers Unit 18 (Socrates) – Tower wet down system and diesel fire pump project.
- Geysers Unit 20 (Grant) – Tower wet down system and diesel fire pump project.
- Geysers Unit 17 (Sonoma) – Low pressure steam bypass project.
- Geysers Unit 02 (NCPA) – Mixing tower project.
- Roseville Energy Park (REP) – Catwalk extension project.
- Colusa Generating Station (CGS) – Rotating intake screen project.
- Los Madanos Energy Center (LMEC) – Cooling tower chemical tanks project.
- Colusa Generating Station (CGS) – Stairway to condensate pumps project.
- Calpine Otay Mesa (OMEC) – Low pressure steam bypass project.
- Colusa Generation Station (CGS) – New circulation system and raw water pumps project.
- Cosumnes Power Plant (SMUD) – Unit 3 AGP upgrade project.
- Ivanpah Solar (ISEGS) – Ammonia tank replacement project.
- Colusa Generating Station (CGS) – Bearing enclosure fire sprinkler project.
- Humboldt Bay Generating Station (HBGS) - New guard shack project.
- Cosumnes Power Plant (SMUD) – Unit 2 AGP upgrade and filter press project.
- Abengoa Mojave Solar (AMS) – Fire suppression line repair project for Alpha and Beta blocks.
- Gilroy Energy Center (GEC) – Gas line repair and replacement project.

Doug Armstrong, CAPM | Staff Augmentation Coordinator

Education

Bachelor of Science, Business Management and Finance, Minor, Bible, The Master's College

Related Coursework: Management, Marketing, Finance, Business & Spoken Communication, Human Resource Management

Certifications

Certified Associate in Project Management [CAPM] | 2637229

Doug Armstrong possesses 10 years of experience in marketing, project management, administrative, and human resources roles. Doug's recent experience as a Senior Marketing Associate required him to create proposals in response to Request for Proposals from jurisdictions around Southern California for multiple service lines including Building Public Works, Fire, Planning, Environmental and Code Enforcement services. As a collaborative leader, Doug provided exceptional leadership skills in communicating with Building Officials, management, and other staff members throughout the Professional Service Agreement process. He has positive working relationships with clients, management, as well as his peers and maintains high levels of productivity, reliability with excellent work ethic to deliver high quality customer service.

Work Experience

Client Relations | Operations/Staff Coordinator, TRB and Associates 2022 – Present

- Responsible for all marketing-related functions; including strategic planning, client development and public relations.

Senior Marketing Associate, Private Consultant 2012 – 2022

- **Marketing:** Created proposals in response to Request for Proposals from jurisdictions around Southern California for multiple service lines (including Building, Public Works, Fire, Planning, Environmental, and Code Enforcement Services); attend conferences, golf tournaments, and job fairs representing consultant; assisted with and participated in interviews; communicated with Building Officials, management, and other staff members throughout the Professional Service Agreement process; interfaced with Clients.
- **Project Management:** Provided Document Control for consultant's role in the Inglewood Basketball Entertainment Center (IBEC) and the SoFi Stadium & YouTube Theater in Inglewood, CA; assisted the Consultant's project manager for the City of Vallejo's Navigation Center project setting up meetings, communicated with City staff and the design team, and coordinated specific design requests and the permit application.
- **Administration:** Assisted the front office staff in daily administration activities and answered any questions consultant's DRT staff had; interfaced with Clients; responsible for basic IT in the Southern California office; assisted management in communicating with off-site staff; provided any other duties management requested to help ensure the productivity of the Southern California office.
- **Previous roles at Consultant:** As the Senior Development Review Technician, led the front office staff in daily activities including logging in and out plans, answering phones, speaking with applicants, coordinating plan check with professional staff and management; worked with corporate office to improve Southern California DRT processes; supervise DRT and scanning staff; review and approve timecards; interface with Clients; responsible for Human Resources and basic IT in the Southern California office; assist management in communicating with off-site staff; supervised up to twenty-five (25) off-site staff members; manage the fleet of company cars in Southern California region; manages office supplies; provide any other duties management request to help ensure the productivity of the Southern California office.

Administrator, Stewardship Services Foundation 2012

- Worked the copier and printer for all tax return forms; memorized each state's requirements for number of copies and forms for all returns.

Jan Bear, SE, CBO | Senior Plan Review Engineer

Education

Bachelor of Science Degree,
Civil Engineering,
California Polytechnic
University at Pomona,
Pomona, California

Licenses | Certifications

California Structural Engineer,
SE 3333

California Civil Engineer,
CE 39402

ICC Certified:

Certified Building Official
1064139-CB
Plans Examiner Certification
1064139-60
Building Inspector Certification
1064139-10

Professional Affiliations

International Code Council,
(ICC)

Los Angeles Basin Chapter of
ICC,
o Chapter President 2005
o Chapter Vice-Pres. 2004
o Chapter Secretary, 1993

California Building Officials,
CALBO

American Society of Civil
Engineers, ASCE

Jan possesses 30 years of experience with municipal jurisdictions, including 20 years with management administrative duties. He has overseen the provision of plan review, inspection, permitting, records processing, and code compliance services in the building industry. His extensive technical experience spans in structures and building code provisions for everything from residential additions, complex multi-use buildings and developments including high-rise structures.

As a collaborative leader, Jan provides exceptional leadership skills. He has served as the Chief Building Official for the City of Glendale for over 20 years supervising plan checking operations, building inspections and permit processing. Jan has managed the Appeals Boards of large jurisdictions. He directed the adoption of building codes and fee ordinances.

Jan is also ICC certified in multiple areas including as a Building Official, Building Plans Examiner, Building Inspector.

Work Experience

Lead/ Senior Plan Review Engineer, TRB + Associates 2020 – Present

- Contract Plan Review Engineer for major projects and jurisdictions on an as needed basis.
- Performs and supervises both residential, commercial, and industrial inspections of work in progress from start to finish projects.
- Communicates compliance elements with clients with solution driven resolve.

Chief Building Official, City of Glendale, CA	2000 – 2020
Plan Review Engineer, City of Santa Clarita, CA	1993 – 2000
Plan Review Engineer, City of Beverly Hills, CA	1990 – 1993
Plan Review Engineer, City of Los Angeles, CA	1982 – 1990

Daniel McLaughlin, PE, CASp | Senior Plan Review Engineer

Dan McLaughlin is a registered Civil Engineer and ICC Certified Plans Examiner with plan review experience on numerous residential and commercial projects. He has provided structural, life safety, and mechanical/electrical/plumbing, and energy reviews on a variety of residential and commercial project types. Project types include complex single-family homes, small to mid-sized retail shell buildings, office and mercantile tenant improvements, and large mixed-use projects. Dan possesses strong structural analysis skills and has an excellent working knowledge of ADAPT, RAM, SAP2000, AutoCAD, Revit, and MathCAD structural engineering software packages.

Work Experience

Senior Plan Review Engineer, TRB + Associates, Inc.

2014 - Present

- Dan specializes in plan review coordination with extensive experience on both complex commercial and residential projects. Dan has served in project management leadership roles across many large-scale projects including Phase 1 of the \$9 billion RELATED Santa Clara project, and the \$1.5 billion UC DAVIS HEALTH Sacramento Campus, Aggie Square project.
- Recently participated in review of 4 story 135,000 sf wood apartment building over 2 story PT parking garage
- Participated in review of a 6 story 133,000 sf steel buckling restraint braced frame office building
- Review a variety of wood, concrete, and steel building types
- Communicate with project engineers and architects on a regular basis

Engineering Assistant, Contra Costa County Sanitary District

2011 - 2014

- Performed submittal check to ensure use of proper materials and equipment
- Created site maps to discover location of overflows in the event of clogs in the systems
- Performed sewer line inspections to ensure proper installation by contractor
- Supervised bore sight to allow continual work when lead engineer not on site

Engineering Internship, City of Pleasant Hill, Engineering Division

2007

- Performed quality control of storm drainage system project
- Supervised ADA sidewalk installation to ensure proper installation by contractor
- Developed PowerPoint Presentation of the City department functions for the City Engineer

Residential Construction, McLaughlin Construction

2011, 2013

- Extensive knowledge in residential wood construction. Restored Victorian home including repair and seismic retrofit of foundation, re-leveled house and conducted full replacement of electrical, plumbing and sewer line. Completed unfinished basement including framing, insulation, electrical, sheetrock and finish work

Collection System Operation Laborer, Contra Costa County Sanitary District

2009, 2010

- Performed assigned duties on the hydro, rodding, construction, and utilities location crews

Education

Masters in Structural Engineering
Lehigh University
Bethlehem, PA

B.S Civil Engineering
Lehigh University
Bethlehem, PA

Registration

Registered Civil Engineer,
California

ICC Certified Plans Examiner

DSA Certified CASp

Professional Affiliations

American Institute of Steel Construction

Karin Kuffel, SE, PE | Senior Plan Review Engineer

Education

Bachelor of Science
Civil Engineering
Purdue University; West
Lafayette, Indiana

Master of Business
Administration
Saint Mary's College of
California; Moraga, California

Registration

Registered Structural Engineer
California

Karin has over 30 years of structural engineering experience. Ms. Kuffel has vast structural design experience in both complex commercial and residential projects. She has managed many large-scale projects; including hospitals, OSHPD and the Chabot Space and Science Center. Her experience includes staff training, building design, and design review, as well as construction supervision and development of design and construction guidelines for new single-family residences.

Work Experience

Plan Review Engineer, TRB + Associates, San Ramon, CA

2016 – Present

Provide structural plan check reviews of large commercial and institutional structures for multiple Bay Area building departments.

Build Change; Philippines

2014 – 2016

Lead Engineer - Philippines. Responsible for all technical work and staff of Denver-based engineering non-profit's programs and operations throughout the Philippines, including management of Filipino engineering/technical staff comprised of engineers and builder trainers. Supervised training of local staff, building design, design review, construction supervision, and development of design and construction guidelines and recommendations for single-family homes and schools based on the National Structural Code of the Philippines.

Crosby Group; San Mateo, CA

2011 – 2014

Senior Structural Engineer/Project Manager. Project management on multiple design-build projects, working with design team and contractor on fast-track work both in- and out-of-state. Responsible for managing project team from design through construction, developing and tracking fees, deadlines, and deliverables.

Independent Consultant

2009 – 2011

Structural engineering consultant in San Francisco Bay Area. Consultant for small commercial and residential work. Extended contract work for Rutherford & Chekene included multiple hospital projects covering new hospital facility design, OSHPD plan-check work, and construction administration assistance.

Biggs Cardosa Associates, Inc., SF, CA

2006 – 2009

Senior Engineer. Project management with responsibility for developing work, managing project production work, and overseeing construction administration. Representative projects include oversight for design of 8-story residential and parking structure for Santana Row Parcel 8b (San Jose, California) and the Lowe's parking structure in San Francisco.

KPFF Consulting Engineers; SF, CA

2004 – 2006

Project Manager. Responsible for developing work and fee proposals, managing project engineering, and drafting work, and overseeing construction administration. Project management included design of 5-story addition to Kaiser Santa Rosa Hospital, construction administration for 7-story addition to Modesto Memorial Hospital, and design and construction of low-income housing for South County Housing.

Independent Consultant

2001 – 2004

Structural engineering consultant in San Francisco Bay Area. Consulting clients included Chabot Space and Science Center, SOHA Engineers, and Gerson/Overstreet Architects.

Thomas Hemenway, SE, PE | Senior Plan Review Engineer

Education

B.S. Civil Engineering
Technology, Structural
Emphasis
Metropolitan State College,
Denver

Registration

Registered Structural Engineer
California (#5348)

Registered Civil Engineer
California (#52357)

Professional Affiliations

SEAONC Member

Tom Hemenway is a Registered Structural Engineer with over 30 years of engineering experience. Tom’s experience includes providing structural, civil, and architectural design and quality control on a variety of industrial, commercial, and residential project types including multifamily podium projects, utility-scale power plant facilities, and retail buildings. He has served in design and analysis capacities for a number of seismic strengthening projects involving timber, steel, concrete, and masonry buildings in the greater San Francisco Bay area. His technical skills include 3D modeling and dynamic analysis for large foundations and structures.

Select Project Experience

- Lead Civil/Structural Engineer on multiple projects including the following:
 - NUMMI, Stamping Plant and Plastics Plant Expansion, Fremont
 - Vandenberg AFB housing development phases III and IV
 - 140 Geary Street seismic retrofit, San Francisco, CA
 - Amgen, Process Lab Building 99, Thousand Oaks, CA.
 - Huntington Hotel, San Francisco, CA
 - Wells Fargo Bank, Fremont Data Center, Fremont, CA.
- Responsible for Civil, Structural, and Architectural designs for industrial projects domestic and international.
- Responsible for structural analysis and design of seismic strengthening to existing timber, steel, concrete, and masonry buildings in the greater San Francisco Bay area.
- Responsible for 3D model constructability review for a new GE 7FA natural gas-fired and GE A10 steam turbine, 1x1 combined cycle electric power generating facility.
- Responsible for ensuring quality of Civil, Structural, and Architectural construction activities for 600-megawatt natural gas-fired, combined cycle electric power generating facility.
- Performed dynamic structural analysis and concrete design for new steam turbine foundation.
- Designed concrete and steel structures for Kennecott Copper Smelter Modernization Project, Salt Lake City, UT using STAAD III and Microstation for PC computer.
- Designed steel pile and conventional concrete pad foundations for overland conveyor at Falkirk Mine in Underwood, North Dakota.

Work Experience

TRB + Associates, Inc., Senior Plan Review Engineer	2016 – Present
Owner, TjHemenway Design Consultant	2014 – 2016
Construction and Engineering Interface Manager, Kvaerner North American Construction Inc. and Parson Brinkerhoff JV	2013
Owners Representative, Calpine, Russell City Energy Center	2011 – 2012
Lead Structural Engineer, Aker Kvaerner	2002 – 2003
Resident Engineer, Kvaerner	2000 – 2002
Civil/Structural Discipline Manager, Kvaerner Metals	1998 – 2000
Senior Structural Engineer, Kvaerner Metals	1997
Civil/Structural Lead Engineer, The Bentley Company	1995 – 1996
Others	1981 – 1994

William Vaughn, SE, PE | Senior Plan Review Engineer

Education

Bachelor of Science,
Structural Engineering,
Masters-level Course Work in
Structural Engineering,
Portland State University,
Portland, Oregon

Bachelor of Arts, Economics,
Course Work in Business
Administration and Industrial
Engineering, State University of
New York, Buffalo, New York

Registration

Registered Structural Engineer,
California

Registered Civil Engineer
California

Professional Affiliations

Structural Engineers
Association of Northern
California (SEAONC)

Structural Engineers
Association of California
(SEAOC)

International Code Council
(ICC)

East Bay Chapter of ICC

William Vaughn is a Registered Structural and Civil Engineer with over 35 years of experience in construction, structural engineering design, seismic investigation and structural peer and plan review. Bill has extensive knowledge in commercial and residential buildings as well as industrial facilities using steel, concrete, masonry and timber design. He also has a wide range of construction field experience including supervision, construction methods, product development and structural inspection. Of particular note, Bill's steel design portfolio includes 2 Moment Frame patents with HSS Steel Columns and Wide Flange Beams.

Select Project Experience

- Provided structural design and peer review services for clients with residential, multi-family, and commercial buildings using timber, steel, concrete, and masonry design.
- Produced structural designs for new buildings and provided structural designs and evaluations for alterations to existing buildings.
- Designed seismic strengthening of un-reinforced masonry buildings, wood buildings, and concrete tilt-up buildings.
- Produced repair designs for earthquake damaged facilities and for other structurally damaged buildings.
- Conducted analyses of existing buildings to assess compliance with codes and drawings.
- Performed investigations of earthquake, fire, and flood distress. Prepared reports, engineering analyses, and repair recommendations.
- Provided expert witness, structural peer review and plan review services.
- Investigated structural damage and distress for litigation preparation purposes. Prepared reports, engineering analysis, and recommendations to client. Provided design preparation and construction observations for repair designs.

Structural Peer Review

- Haas School of Business, University of California, Berkeley, CA

Structural Plan Review

- Russell City Energy Center, New \$800 million Power Plan Project (for California Energy Commission), Hayward, CA
- Newell Village Mixed Use Project, Walnut Creek CA
- Terraces at Los Altos Mixed Use Project (Phase 3), Los Altos, CA
- New Family Dollar Store, Sacramento, CA

Structural Design

- Chevron Willbridge Terminal Upgrade, Portland, OR
- Chevron Eureka Terminal Upgrade, Eureka, CA
- Kaiser - Lennon Lane Mechanical & Seismic Upgrade, Walnut Creek, CA

Work Experience

TRB + Associates Inc., Senior Plan Review Engineer	2011 – Present
Vaughn Engineering, Principal Structural Engineer	1994 – 2011
David L. Messinger & Associates, Civil & Structural Engineer	1990 – 1994
Alan R. Horeis Structural Engineers, Civil Engineer	1987 – 1990
Others	1971 – 1987

Deborah Sandercock, SE, PE, CASp | Senior Plan Review Engineer

Education

MS in Civil Engineering,
University of California, Irvine

BS in Architectural Engineering,
California Polytechnic
University, San Luis Obispo

Licenses | Certifications

Structural Engineer, California
(4511)

Professional Engineer, CA
(56904)

Certified Access Specialist,
California (288)

Deborah has nearly 25 year’s building life safety experience, serving as a Building Official, Supervising Structural Engineer and Deputy Director of Planning and Building for multiple jurisdictions. From her private sector work, to serving as a Supervising Structural Engineer for Contra Costa County, and later a Deputy Director for the City Oakland, she has been involved in the building industry since 1993. Ms. Sandercock has vast experience in complex industrial, commercial and residential projects. She has also managed multi-division staff in the areas of building, housing, zoning, code enforcement and inspection.

Work Experience

Building Official/Deputy Director Planning & Building, City of Oakland 2013 – 2016

- Plan, direct and coordinate through subordinate supervisors a variety of building services including building, housing and zoning code compliance and enforcement, inspection services, engineering and plan review services, permit processing and seismic safety programs; develop and implement the new Accela permitting system; develop and present legislation for new programs and adoption of local codes to County, Administrator and Mayor; perform analysis for fee study and develop new fee schedules; resole complex building service issues; provide code interpretations to staff, city officials and constituents; handle disciplinary issues and performance appraisals; direct the process for hiring staff; oversee department budget and finances, develop and implement department policies and procedures; work closely with Council, public and private groups to explain or coordinate programs and proposed projects.

Supervising Structural Engineer, Contra Costa County, Martinez CA 1999 – 2013

- Supervisor of plan check and engineering staff as well as the Application and Permit Center; develop department policies and County ordinances, make policy recommendations on code interpretations, provide technical training/support for plan check and inspection staff, review plans for compliance with structural, fire and life safety, disabled access requirements.
- Perform and manage plan review for oil refineries and power generating plants, review and update permit fees, assist in the development and maintenance of the Accela permitting system, handle disciplinary issues and perform annual appraisals, Certified Access Specialist for the department.
- Powerplant Experience – Marsh Landing Generating Station, Antioch – 2010-2013

Project Engineer, DASSA Design, San Francisco, CA 1998 – 1999

- Structural analysis and inspection of public-school buildings for the development of seismic strengthening plans. Structural analysis and inspections of hospital buildings for the development of Senate Bill 1953 reports.

Project Engineer, Deems Lewis McKinley Architecture 1997 – 1998

- Structural design of new public-school buildings and seismic strengthening plans for existing public-school buildings.

Design Engineer, Ficcadebti & Waggoner, Inc. 1993 – 1997

- Structural design of commercial buildings. Inspection and design of repair plans for earthquake damaged buildings. Forensic inspection and analysis of existing residential buildings to determine structural deficiencies and develop repair plans. Design of curtain wall systems in light gauge and structural steel.

Mike Kaszpurenko, SE, PE | Senior Plan Review Engineer

Mike Kaszpurenko is a registered Structural and Civil engineer with over 30 years of engineering experience. His experience encompasses the plan review, design, evaluation, and retrofit of various types of building and non-building structures using concrete, steel, masonry, wood, and light-gage metal.

Mike’s experience includes working for a large structural steel fabricator where he was involved in detailing of shop drawings, design of connections, and on-site field review.

Select Project Experience

Industrial, Manufacturing

- Corn Products Cogeneration Facility, Stockton, CA. Plan review of boiler building and miscellaneous foundations for new facility.
- Nine Mile Point Two Nuclear Power Plant, New York. Miscellaneous connection designs.
- Oswego Power Plant, Oswego, New York. On site engineer, for fabricator of breeching, during construction of oil-fired power plant.

Commercial / Government /Civic

- 600 Sutter, San Francisco, CA. New eight story building.
- 973 Market, San Francisco. Seismic upgrade of an existing 8 story brick and concrete building.
- Saks Fifth Avenue, San Francisco, CA. Foundation shoring for a new department store.
- El Camino Real Hotel, San Mateo, CA. Preliminary design of a new three-story hotel.
- 1989 Loma Prieta Earthquake, San Francisco, CA. Damage assessment of numerous apartment buildings and other structures for the City of San Francisco.
- City Center Rotunda, Oakland, CA. Upgrade of three, eight story adjacent buildings into one multifunction facility.

Education, Assembly / Healthcare

- Windsor Middle School, Windsor, CA. New \$11 million School Campus.
- Laguna Salada School District, Pacifica, CA. Survey of 12 school campuses for Pacifica School District.
- Clovis East High School, CA. Plan check review for the Office of the Office of State Architect on several buildings of a new campus.
- Kaiser Hospital Service Building, Walnut Creek, CA. New two-story support facility for a hospital.

Multi-unit Residential

- Winterland Apartments, San Francisco, CA. Engineer of record for a 304-unit apartment complex consisting of four stories of wood framing over several levels of concrete parking.
- Park Hill Terrace, San Francisco. Upgrade and extension of former 8 story hospital building into condominiums.

Work Experience

TRB + Associates, Inc. San Ramon, CA	2009–Present
Structural Engineers Collaborative, San Francisco, CA	1986—Present
Culley Associates, San Francisco, CA	1980—1986
H. J. Degenkolb & Associates, San Francisco, CA	1978–1980
Cives Steel Corporation, Gouverneur, New York	1976—1978

Education

Bachelor of Science,
Civil Engineering, Clarkson
University, Potsdam, New York,
1976

Registration

Registered Structural Engineer,
California

Registered Civil Engineer
California

Professional Affiliations

Structural Engineers
Association of Northern
California (SEAONC)

FEMA Structural Specialist, for
Urban Search and Rescue, Task
Force 7, Sacramento, CA.

California Office of Emergency
Services Volunteer for post-
earthquake building review.

Jeff Brooks, CASp | Senior Plans Examiner

Licenses and Certifications

- Certified Access Specialist
- ICC CA Commercial Plumbing Inspector
- ICC CA Commercial Mechanical Inspector

Education

Cosumnes River College
Building/Home/Construction
Inspection/Inspector

Honors/Awards

- Building Official Leadership Academy – CALBO Building Official Leadership Academy (BOLA) Award for completing the CALBO BOLA program for 2017-2018.

Skills

- Municipalities
- Construction
- Code Enforcement
- Life Safety
- Building Codes
- Plan Review
- Building Inspections
- NFPA
- Interpersonal Skills

Jeff possesses over 40 years in the construction industry with 21 years as a building inspector performing commercial and residential plan review and inspections in the building life safety, accessibility, plumbing, mechanical disciplines throughout Northern California. Jeff’s expertise includes the review of highly complex mechanical and plumbing systems. He also has 20 years of experience working in the trades and as a contractor building custom homes.

As a collaborative leader, Jeff recently provided exceptional leadership skills as the Cannabis Project Manager for the City of Sacramento Building Division. He also provided training and direction for other plans examiners and inspectors for legal related facilities. He works well with the public as well as his colleagues and maintains high levels of productivity, reliability with excellent work ethic to deliver high quality customer service.

Jeff is ICC certified as a Commercial Building and Electrical Inspector. In addition, he is also certified as a California Access Specialist (CASp). Jeff has well-rounded experience in the building industry.

Work Experience

Senior Plans Examiner, TRB and Associates, Inc. 2021 – Present

- Reviews complex plan drawings and calculations for code compliance on behalf of client agencies.
- Performed comprehensive mechanical and plumbing review for new \$100 million mixed use project located in the City of West Hollywood.
- Performed mechanical and plumbing review for new \$1.3 billion mixed use project located in Sacramento, CA
- Reviews encompass all manner of construction, including residential, commercial, and industrial project types.

Building Inspector/Plans Examiner, City of Sacramento 2000 – 2021

- Performed mechanical plumbing plan review for Golden 1 Center Arena, home of the Sacramento Kings.
- Provided life safety, fire systems, and mechanical and plumbing plan review on a wide range of project types during tenure.

General Contractor, Brooks Construction 1980 – 2000

Jay Griffin, CASp | Senior Plans Examiner

Licenses and Certifications

- Certified Access Specialist #788

Education

High School Diploma

Skills

- Communication, both written and verbal
- Critical thinking
- Technical plan review
- Creative solutions to complex problems

Jay Griffin possesses over 40 years of experience in the building industry including 20 years as a Supervising Building Inspector. He has extensive knowledge in the areas of building life safety, accessibility, plumbing, and mechanical disciplines, as well as a strong background in plan review. Jay's expertise spans across a wide range of complex projects, including commercial and residential buildings. Throughout his career, he has gained hands-on experience working in various roles, such as carpenter, lead carpenter, job foreman, superintendent, building contractor, and building inspector.

As a collaborative leader, Mr. Griffin recently provided exceptional leadership skills as the Supervising Building Inspector for the City of Sacramento Building Division. He also taught life safety and disabled access classes to city staff and provided guidance and support to plan review and inspection staff. With his expertise in resolving code-related issues and ensuring compliance with regulations, Jay maintains high levels of productivity, reliability, and customer service. He is also a certified California Access Specialist (CASp) and is passionate about continuing a career in the building life safety field.

Work Experience

Sr. Plans Examiner, TRB and Associates, Inc.

2023 – Present

- Provides building plans examination for jurisdictions on an as-needed basis. Responsible for providing plan check reviews for residential and commercial structures. Review scope includes both structural and non-structural disciplines.
- Reviews building plans and related documents for compliance with California Building Codes, agency requirements and policies. Verifies that projects have obtained all necessary approvals; maintains records and prepares final plan sets for approval.
- Performs plan review of light commercial tenant improvements and remodel projects.

Supervising Building Inspector, City of Sacramento, Sacramento, CA

2004 – 2023

- Reviewed incoming workload for completeness and complexity and assigned tasks to staff members as needed.
- Taught ongoing life safety and disabled access classes to city staff, ensuring that they were up-to-date on the latest regulations and requirements.
- Served as a subject matter expert on life safety and disabled access provisions of the California Building Code, providing guidance and support to city plan review and inspection staff. Resolved code-related issues as they arose, using deep knowledge and expertise to ensure compliance.
- Reviewed project plans for compliance with applicable requirements of the California Building Code for life safety and disabled access. Worked on a wide range of projects, from simple tenant improvements to high-rise buildings, complex additions to historic structures, and the Golden 1 Arena. Conducted thorough reviews and provided detailed feedback to ensure that all aspects of the code were met.
- Evaluated AMMR (Alternative Materials and Methods of Construction) requests for equivalence with prescriptive code.

Jim Begley, FPE, CFM, LEED AP | Fire Protection Engineer

Jim Begley has over 20 years of experience and began his engineering career in 1993 at Lockheed Martin Energy Systems in Oak Ridge, TN. After relocating to Las Vegas in 2002, Jim was responsible for hospitality projects such as Caesars Palace, Hard Rock Hotel, the Palms Casino, Bally’s and Paris Hotel Resort while managing the Las Vegas office of Schirmer Engineering Corporation. In May 2005 Jim joined JBA Consulting Engineers as the Director of Fire Protection Engineering and became Director of Domestic Business Development in 2008 prior to establishing his own firm in 2010.

Jim is a registered Fire Protection Engineer in 18 states. While at the University of Maryland, Jim was awarded membership to the Salamander honorary fire protection engineering fraternity. Jim is a past President of the Southern Nevada chapter of the Society of Fire Protection Engineers (SFPE) and currently sits on the SFPE Board of Directors on an international level.

Select Project Experience

- SHRA 12-Story Building Remodel, Sacramento, CA
- Russell City Energy Center Project, Hayward, CA
- Lodi Energy Center Project, Lodi, CA
- River Rock Casino, Healdsburg, CA
- Aliante Station Hotel and Casino, Las Vegas, NV
- Barona Resort & Casino, Lakeside, CA
- Caesars Palace Hotel and Casino, Las Vegas, NV
- Diamond Jo Casino, Northwood, IA
- Diamond Jo Casino Dubuque, Dubuque, IA
- Durango Station Hotel and Casino, Las Vegas, NV
- Encore at Wynn Las Vegas, Las Vegas, NV
- Golden Nugget Hotel & Casino, Las Vegas, NV
- Legends Casino, Yakima, WA
- Little Six Casino, Prior Lake, MN
- Mystic Lake Casino, Prior Lake, MN
- Palms Casino Resort Phase II, Las Vegas, NV
- Palms Casino Resort Concert Venue, Las Vegas, NV
- Snoqualmie Casino, Snoqualmie, WA
- Tropicana Mega Resort, Las Vegas, NV
- Wynn Las Vegas, Las Vegas, NV

Work Experience

TERPconsulting	2010 – Present
jba consulting engineers	2005 – 2010
Schirmer Engineering Corporation	2001 – 2005
Fire Protection unlimited	1999 – 2001
Performance Design Technologies	1997 – 1998
Nexus Technical Services Corporation	1996 – 1997
Lockheed Martin Energy Systems	1993 – 1996

Education

Worcester Polytechnic Institute
M.S. in Fire Protection Engineering - 2006

University of Maryland at College Park
B.S. in Fire Protection Engineering - 1996

Registration | Certifications

Licensed Fire Protection Engineer:
California, Nevada, Arizona, 15 additional states

LEED Accredited Professional

ICC Certified Fire Marshal

ICC Certified Fire Plans Examiner

ICC Certified Fire Inspector

Professional Affiliations:

National Fire Protection Association (NFPA)

Society of Fire Protection Engineers (SFPE)
Member grade

SPFE
Member of International Board of Directors

Steven Block, E.E. | Senior Plan Review Engineer

Education

B.S. Engineering, Physics
California State University,
Northridge, CA

Registration

Registered Electrical Engineer
California, Nevada, Arizona,
Hawaii

Steven Block is a highly skilled electrical engineer with over 25 years' experience in the electrical engineering field. His expertise includes electrical design and plan review for compliance with the National Electrical Code, California Electrical Code, California Energy Code, local ordinances, National Electrical Safety Code, California Electrical Code, California Energy Code, local ordinances, National Electrical Safety Code, OSHA and other applicable laws, ordinances, regulations, and standards (LORS).

Projects reviewed for code compliance include commercial and industrial solar power plants, commercial natural gas power plants, wastewater treatment plants, and cement plants, industrial and commercial buildings, parking structures, hotels, and municipal utilities. Designed and provided construction support for traffic signals, highway lighting, closed circuit television, traffic monitoring stations, maintenance stations, and storm water pumping stations.

Work Experience

Senior Electrical Plan Review Engineer, TRB and Associates

2016 – Present

- Plan review for residential, commercial, and industrial installations – Phillips 66 Naval Weapons Station, OSHPD 3 reviews for the City of Sacramento, Benicia Valero Refinery Audit, Child Daycare Center in Santa Clara, new apartments in Sacramento.

Senior Electrical Engineer, Private Consulting Firm

2004 – 2016

- Plan review for code compliance and field inspector support – Silver State North Photovoltaic Generating Station, transmission lines, and high voltage substation (Nevada), Palomar Power Project (California), Panoche Energy Center (California), Abengoa Solar Thermal Generating Station and substation (California), Genesis Solar Collector Generating Station (California), Inland Empire Energy Center (California), Distributed Energy Partners Generating Stations (Hawaii), Various Wind Power Generating Stations in Solano County, CA, and other generating stations.
- Plan review for commercial and industrial installations – FBI Honolulu, Disney Hawaii, Fort Irwin Military Housing (California), various rooftop photovoltaic installations (Hawaii), Valero Refinery Benicia (California), Transmission Line Feeder for Concrete Plant (Nevada) and Various Cellular Tower Installations (Hawaii).

James Johnson, E.E., QCxP | Senior Plan Review Engineer

James Johnson is a Registered Electrical Engineer (Hawaii), ICC Certified Electrical Plans Examiner, and Qualified Commissioning Services Provider (QCxP) with over 30 years of experience encompassing electrical engineering design and plan review. Mr. Johnson has provided electrical plan review on a variety of project types including commercial building, tenant improvements, and photovoltaic systems. In addition, Mr. Johnson has performed extensive power and lighting systems design, engineering and construction document production, and project management.

Select Skills / Project Experience

- Analyze permit submittal plan documents for conformance to adopted national, state, and city/county codes including NEC, NFPA, IBC, ICC and UFC standards.
- Conduct forensic electrical systems investigations to determine origin and cause failure of equipment and associated distribution systems including power, lighting and fire alarm with analysis and resolution of legally adopted Code compliance issues.
- Provide scheduled review as CQCR of electrical construction documentation with scheduled site inspection to assure quality construction in accordance with minimum codes and standards for U.S. government projects.
- Professionally managed a wide variety of governmental, commercial, institutional, and residential projects with associated commercial and emergency, renewable and non-renewable power, lighting, and telecommunication systems.
- Provided oversight of engineering skills development and implements of Engineers-In-Training. As a lead instructor at Leeward Community College, taught Math, English and Writing from high school through college freshman levels.
- Proficient in Microsoft Word, Excel, PowerPoint, Adobe Photoshop and Acrobat Pro, AutoDesk AutoCAD MEP 2013. Revit MEP 2013.

Work Experience

Senior Plan Review Engineer, TRB + Associates, Inc.	2014 – Present
Certified Electrical Plan Reviewer, City and County of Honolulu	2013 – Present
Senior Electrical Engineer/Project Manager, Moss Engineering	2005 – 2013
Office Manager, Senior Electrical Engineer, Tower Engineering	2000 – 2005
Senior Project Engineer/Manager, Applied Engineering	1995 – 2000
Lead Instructor, Office of Continuing Education and Training, Leeward Community College, Pearl City, HI	1995 – 2000
Senior Electrical Design/Project Manager, Bennett, Drane, Karamatsu Engineers, Honolulu, HI	1985 – 1995

Registration | Certification

Registered Electrical Engineer – Hawaii

ICC Certified Electrical Plans Examiner

Qualified Commissioning Services Provider (QCxP)

Construction Quality Control Reviewer (CQCR)

Professional Affiliations

Illuminating Engineering Society (IESNA)

International Association of Electrical Inspectors

Building Commissioning Association (BCA)

International Code Council (ICC)

Volunteer Affiliations

Board Member, Richmond High School Engineering Academy Advisory Board
2014 – Present

Volunteer Writer/Coach, El Cerrito and Richmond High Schools
2013 – Present

Peter Kogan, M.E., LEED AP | Senior Plan Review Engineer

Education

Master of Science, Mechanical Engineering, Moscow Aeronautical Institute, Russia

Registration | Certification

Registered Professional Mechanical Engineer: California, Hawaii, Nevada, Texas, Colorado, Arizona

Certified Energy Manager (CEM), State of California

LEED Accredited Professional

Peter Kogan is a licensed mechanical engineer with over 30 years of diversified experience in the construction industry. His expertise lies in the areas of design and construction administration for Heating, Ventilation and Air Conditioning, Plumbing, Fire Protection, Energy and Building Studies, and Value Engineering. In the past ten years he was responsible for the design and renovation construction of several historical preservation projects. Peter’s extensive experience and personal attention to project details has always assured professional services performed within budget and to complete client satisfaction.

Peter has published several technical articles in the national magazine "Heating, Piping, Air Conditioning" and recently had an article published in the architectural magazine "Progressive Architecture". Peter has presented a technical paper on World Energy Congress in Atlanta, Georgia in 1990.

Select Project Experience

Healthcare

- New Medical Facility, Nevada Air National Guard, Reno, NV
- Radiology/ Oncology Labs Renovation, Hospital Building, UCSF, San Francisco, CA
- Renovation of Buildings 210/212 & 301, Metropolitan State Hospital, Norwalk, CA
- Sonoma State Hospital, Central Plant HVAC Modifications, Sacramento, CA

Education, Assembly

- Wet Research Laboratories in Building 74, Lawrence Berkeley Lab, Berkeley, CA
- Medical Research Laboratories, Warren Hall, UC Berkeley, CA
- Calvary Church, Los Gatos, CA. New 80,000 sq.ft., 2-story Life Center with Classrooms, Multi-Use Room, Gymnasium, Meeting Halls, etc.

Multi-unit Residential

- New Condominium Complex, San Francisco, CA. New 7 Story Condominium Complex located at 1438 Green Street
- Military Housing and Commercial Facilities, NAS Fallon, NV. New 3 Building Housing Complex comprising 126 Bachelor Enlisted Quarter units & new base Administration, Maintenance, Shop and Storage Facilities.

Commercial

- The Disney Store, New Retail Store, Winward Mall, Kaneohe, HI
- Office Building, San Francisco, CA. New 3 Story Office Building located at 325 Pacific Avenue
- New Ruth’s Chris Steak House Restaurant, The Montage, Reno, NV
- Foods Pilot Plant Expansion for Clorox Corporation, Pleasanton, CA

Government, Civic

- Renovation of 3–Building Command Headquarter Complex, Travis Air Force Base, Fairfield, CA
- New 2-story Fitness Center at Naval Postgraduate School, Monterey, CA
- New International Arrival Building, Oakland Airport, CA

Work Experience

TRB + Associates, Inc	2008 – Present
Peter Kogan Associates, Owner	1988 – Present

Michael Osborn, PE, LEED AP | Senior Civil Plan Review Engineer

Michael Osborn is a senior engineer at Provost & Pritchard. With over 20 years of engineering experience, Mr. Osborn has been involved in a variety of public works, residential and commercial development, and educational facility projects. His areas of expertise include site grading design, Americans with Disabilities Act (ADA) site accessibility design and assessment, stormwater management, storm drainage, sanitary sewer systems design, street design, and site development.

Work Experience

Plan Check Engineer, Grading and Drainage Plan Check Services | City of Santa Clara, CA

Mr. Osborn is currently assisting the City of Santa Clara by providing grading and drainage plan check services for various projects in the city. Mr. Osborn has been a primary plan check engineer, reviewing on-site development and associated improvements in the public right-of-way in relation to demolition, grading and drainage. Projects have varied in size from single commercial buildings to multi-family residential to the multi-phased, mixed-use Related Santa Clara project.

City Engineer | City of Mendota, CA

Mr. Osborn is the current City Engineer for the City of Mendota. His responsibilities include management and coordination of the City's state and federally-funded street projects through the Fresno County Council of Governments (FCOB) and Caltrans DLAE and coordination with the City Manager and Public Works Department on infrastructure issues with streets, water, sewer, and storm drain. Mr. Osborn has a significant role in assessing and identifying pavement conditions and storm drain infrastructure issues and needs for the City and putting that knowledge to use in assessing potential flooding issues and coordinating pavement maintenance and street reconstruction.

Project Manager, On-Call City Engineering Services | City of Dinuba, CA

Mr. Osborn provided general civil engineering services to the City of Dinuba, assisting the City's Public Works Department to complete capital improvement projects for 18 months. Projects that were included under this contract ranged from providing civil engineering and land surveying for park facility upgrades, ADA compliance, updating the City's Urban Water Management Plan, development reviews, and grant writing assistance.

Project Engineer, ADA Assessment and Barrier Transition Plan, Community Regional Medical Center | Fresno, CA

Mr. Osborn was the project engineer responsible for completing an ADA compliance site self-evaluation of the Community Regional Medical Center campus. The exterior site-evaluation consisted of the paths of travel from parking stalls to building front doors, and paths of travel between buildings. Upon completion of the evaluation and results report, a Barrier Removal Plan was prepared and included a detailed list of compliance areas that needed to be addressed.

Project Manager, Ongoing Consulting Services, Santa Barbara Community College District | Santa Barbara, CA

Mr. Osborn was responsible for providing ongoing engineering services for the Director of Facilities & Operation and Campus Development. He prepared a pavement assessment of all three campuses within the District, which led to the District's first pavement management plan. In addition, he improved approximately 30,000 square feet of pathways, repaired or resurfaced approximately 10 acres of asphalt pavement, improved the sites of 27,840 square feet of modular buildings, and improved accessible parking and routes of travel around each project. Additional scope of services included mapping existing utilities and improving potable water and sanitary sewer facilities to new buildings. Mr. Osborn also studied slope erosion and prepared "on-call" emergency slope repairs, and provided site grading, paving, utility and storm water management improvements for new building construction as the project civil engineer on several architectural teams.

Licenses and Certifications

Registered Civil Engineer |
66022

LEED AP, 2009

Education

Bachelor of Science, Civil
Engineering
California Polytechnic
University, San Luis Obispo, CA

Caltrans Local Assistance
Resident Engineer (RE)
Academy

Affiliations

Leadership Santa Barbara
County, Board of Directors

Leadership Fresno, Class 31

American Society of Civil
Engineers (ASCE)

Michael Williams | Supervising Inspector

Certifications/Licenses

California ICC Certified:

- Building Inspector B5
- California Residential Building Inspector
- California Commercial Building Inspector

Certified in Oregon:

- Oregon OIC-OR Inspector
- Oregon SIA-Structural Inspector A-Level
- Oregon CAS-Residential Structural Inspector

- Linhart Peterson Powers Associates (LP2A) Training Institute – Certificate
- State Of California Safety Assessment Program (CAL OES)

Education

- U.S. Army Air Defense Artillery, Army Ranger School Ranger Indoctrination Program (RIP)
- Diablo Valley College (DVC) courses in Electrical, Plumbing, and Mechanical Codes

Computer Skills

- Permit Plus
- Accela
- Permit Track
- Sweeps

Michael Williams possesses over 20 years of experience in inspection services for commercial and residential projects encompassing inspections of building, structural, electrical, plumbing, mechanical, overall life safety standards, IOR projects, local zoning codes, construction document review, issuing of building permits, as well as over the counter plan review. He is able to interpret and apply pertinent Federal, State, and local laws, codes, and regulations. Michael also has experience in all aspects of the construction industry.

Mr. Williams is highly motivated, hardworking, dependable, punctual, excellent team player with a “can do” attitude. Michael works well with the public, with his colleagues, in a leadership position, or alone, with strong interpersonal skills, high levels of productivity, reliability with excellent work ethic enabling successful interaction with clients, co-workers, and supervisors.

As an ICC Certified Building Inspector, Residential and Commercial Building Inspector, Michael is motivated to continue a career in the building and life safety field, and public service.

Work Experience

Supervising Inspector, TRB and Associates, Inc. 2023 – Present

- Building Inspector for jurisdictions on an as needed basis responsible for inspecting residential, commercial, and industrial project types from start to finish.
- Communicates compliance elements with clients with solution driven resolve.
- Provides over the counter building plans examination for jurisdictions on an as-needed basis.
- Reviews building plans and related documents for compliance with California Building Codes, agency requirements and policies. Verifies that projects have obtained all necessary approvals; maintains records and prepares final plan sets for approval as needed.
- Project types range from residential alterations to light-gauge structures in commercial buildings.
- Project Manager for Disaster Recovery Operations and Program Development.
- Cal OES SAP Inspector experienced for multiple events.

Project Manager and Building Inspector, Private Consultant, CA./OR.	2019 - 2023
Building Inspector, Solano County, Fairfield, CA.	2011 - 2019
Consultant/Project Manager, Build Rite Construction, Bay Area, CA	2009 - 2011
Building Inspector, Solano County, Fairfield, CA.	2006 - 2009
Building Inspector, Private Consultant, Elk Grove, CA.	2005 - 2006
Electrical Apprentice/Construction Laborer, Steiny & Co.,Vallejo, CA.	2000 - 2005
Sargent, U.S. Army – Fort Drum Watertown, NY.	1993 - 1998

Julie Moss | Senior Permit Technician

Education

- Bachelor of Arts in Health and Human Services, California State University Long Beach, 1988-1991
- Texas A&M University, 1985-1988

Skills

- Ability to work independently and efficiently
- Strong time management and multitasking skills
- Excellent attention to detail and data handling
- Effective communication and teamwork
- Proficient in Microsoft Office Suite and relevant software
- Experience in the construction industry, with knowledge of plan review, permit processes, and fees

Julie Moss possesses over 20 years of experience in Building & Safety and civil plan review coordination and administration. With a deep understanding of permit tracking systems and building department policies, she excels in managing multiple projects through her strong customer service, organizational skills, attention to detail, and effective communication.

Self-directed, results-driven, and adaptable to fast-paced environments, Julie is committed to delivering exceptional customer satisfaction. She is eager to leverage her extensive experience and skills to contribute to the success of your organization.

Work Experience

Permit Technician

TRB and Associates | 2024 - Present

- Review applications and construction documents for completeness and compliance; route plans to appropriate staff for processing. Coordinate the plan check process, ensuring all necessary documentation and reviews are completed.
- Prepare and issue permits in accordance with Building Department standards, development conditions, improvement standards, construction specifications, and city ordinances.
- Perform data entry and manage the routing of permits and plans using specialized database and permit tracking systems.
- Handle various administrative tasks, including reporting, billing, and accounts receivable.
- Establish and maintain positive working relationships with the public, development community, city staff, and other stakeholders; act as a liaison to multiple agencies.
- Effectively manage diverse responsibilities, including timely plan processing and coordination with discipline managers (e.g., Planning, Engineering, Building).
- Respond to and assist in resolving development-related inquiries and complaints. Assess alternative solutions and present recommendations to supervisors and staff.

Building & Safety Plan Review Coordination and Administration

Private Consultant | 2006 - 2024

Plan Review and Coordination

- Review application and construction documents to ensure all required plans, calculations, and supporting documentation are included.
- Route plans, both hard copy and electronic, to appropriate plan reviewers.
- Coordinate the plan review process to ensure all necessary documentation and reviews are completed.
- Perform data entry, reporting, and track plan processing using specialized city database/permit tracking systems.
- Maintain electronic and hard copy files for project records.
- Communicate corrections and approval correspondence with building departments and applicants.
- Respond to inquiries regarding the status of projects.

Customer Service and Relationship Management

- Establish and maintain good working relationships with co-workers, municipal building departments, and the public including engineers, architects, homeowners, contractors, developers.
- Respond to and assist in the resolution of inquiries and complaints.
- Evaluate alternative solutions and develop recommendations.
- Provide excellent customer service to both applicants and jurisdictions.

Administrative Support

- Perform various administrative tasks, reporting, and invoicing.
- Maintain filing systems, create and modify forms.
- Organize and assemble documents and files.
- Assist with staff correction letters.
- General office duties: mail management, filing, reception, phone management.

Civil Engineering Plan Review Coordination and Administration

Private Consultant | 2004-2006

Plan Review and Coordination

- Review application and construction documents ensuring that all required plans, calculations and supporting documentation is included.
- Route hard copy plans to appropriate plan reviewers.
- Coordinate the plan reviewing process, ensuring all necessary documentation and reviews are completed.
- Maintain and update Excel databases/spreadsheets for tracking information and generating reports, as well as maintaining hard copy files.
- Communicate corrections and approval correspondence to public works departments and applicants.
- Respond to inquiries regarding project status.

Customer Service and Relationship Management

- Establish and maintain positive working relationships with coworkers and multiple municipal public works departments to ensure efficient project completion and collaboration.
- Respond to and assist in the resolution of inquiries and complaints.
- Maintain and update Excel databases/spreadsheets for tracking information and generating reports.

Administrative Support

- Perform general administrative tasks including filing, reporting, and invoicing.
- Respond to and address development-related inquiries and complaints, proposing solutions and providing recommendations.
- Deliver excellent customer service to both applicants and jurisdictions.

Required Forms

All Required Forms identified in Section 4.2.6 of the City's RFP document are provided on the pages which follow.

- Certification of Proposal
- Non-Collusion Affidavit
- Compliance with Insurance Requirements
- Acknowledgement of Professional Services Agreement
- Covid Vaccination Certification



7.2.1 Certification of Proposal

RFP #: RFP 24-005

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

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

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

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

Signature of Authorized Representative:



Printed Name and Title:

Todd Bailey, Principal



7.2.2 Non-Collusion Affidavit

RFP #: RFP 24-005

The undersigned declares states and certifies that:

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

Signature of Authorized Representative:



Printed Name and Title:

Todd Bailey, Principal



7.2.3 Compliance with Insurance Requirements


RFP #: RFP 24-005

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

The undersigned declares states and certifies that:

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

Signature of Authorized Representative:



Printed Name and Title:


Todd Bailey, Principal



7.2.4 Acknowledgement of Professional Services Agreement

RFP #: RFP 24-005

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

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

Signature of Authorized Representative:



Printed Name and Title:

Todd Bailey, Principal



7.2.5 COVID Vaccination Certification



RFP 24-005 City of Hermosa Beach

January 8, 2025

Suja Lowenthal, City Manager
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254

RE: Mandatory COVID-19 Vaccination for City of Hermosa Beach Consultants

Dear Ms. Lowenthal:

Per this letter, TRB and Associates certifies that all of its officers, agents, employees, subcontractors, representatives and volunteers servicing the City of Hermosa Beach on-site within the City pursuant to the On-Call Development Plan Review and Support Services dated January 8, 2025, are or will be fully vaccinated or covered by an approved medical or religious exemption prior to the implementation of the scope of work located within the above referenced agreement.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Todd Bailey'.

Todd Bailey, P.E., LEED AP, CASp, MBA
Principal & Founder