

**CITY OF BURLESON CITY COUNCIL
RESOLUTION APPROVING CONTRACTS FOR THIRD PARTY PLAN REVIEW AND
INSPECTION SERVICES.**

WHEREAS, the City has a need to have alternative options for complex inspections and third party plan review in the Neighborhood Services, Fire Department, and Development Services; and

WHEREAS, the City staff released a Request for Proposal (RFP) and received two submissions; and

WHEREAS, the evaluation committee comprised on the aforementioned departments evaluated and determined Bureau Veritas to be the primary contractor and Instant Inspector to the secondary contractor based on City Council approval; and

WHEREAS, city staff will bring forward an amendment to the existing fee ordinance as part of the budget process to offset cost, including administrative costs associated with this resolution and subsequent contract.

WHEREAS, changes to the process will not take place prior to October 1st, to allow time for engagement within the development community; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, THAT:

SECTION1. The City of Burleson City Council approves the resolution, including subsequent contracts for the five year term. The gross estimated expenses collected from all cumulative departments are estimated to be \$1,194,000 and the gross estimated revenue for permits related to Environmental and Fire Prevention are estimated to be \$1,391,200.

PASSED, APPROVED, AND SO RESOLVED by the City Council of the City of Burleson, Texas, on the 20th day of June 2023.

Chris Fletcher, Mayor
City of Burleson, Texas

ATTEST:

APPROVED AS TO FORM:

Amanda Campos, City Secretary

E. Allen Taylor, Jr., City Attorney

Exhibit A



**BUREAU
VERITAS**

RESPONSE TO REQUEST FOR PROPOSAL FOR **THE CITY OF BURLESON** BUILDING INSPECTION SERVICES RFP# 2023-011

April 24, 2023

Presented to

The City of Burleson
Andrea Anderson, Purchasing Agent
141 W Renfro Street
Burleson, TX 76028-4296
P: 817.426.9847
E: purchasing@burlesontx.com

CONTACT REGARDING THIS PROPOSAL

Dan Kelly
Director of Operations - North Texas
Bureau Veritas North America, Inc.
100 East 15th Street, Suite 100
Fort Worth, TX 76102
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Proposal No. 5614567

BUREAU VERITAS 100 EAST 15TH STREET, SUITE 100, FORT WORTH, TEXAS 76102
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INTRODUCTION LETTER

April 24, 2023

The City of Burleson
Andrea Anderson, Purchasing Agent
141 W Renfro Street
Burleson, TX 76028-4296
P: 817.426.9847
E: purchasing@burlesontx.com

Re: RFP# 2023-011 Inspection Services

Dear Ms. Anderson,

On behalf of Bureau Veritas North America, Inc. (BV), we are pleased to present our proposal to provide Inspection Services to the City of Burleson, TX (City). We take great pride in our ability to provide exemplary services to our clients.

BV has provided code compliance review and inspection services for more than 100 agencies throughout the State of Texas. As a result, we are keenly aware of the desire for high-quality customer service, timely reviews, reliability, responsiveness, and cost-effective solutions. We have the breadth and depth of resources, skills, and expertise needed to provide excellent inspection services for the City. Our commitment to providing accurate and appropriate solutions to our clients and our ability to efficiently meet the needs of the agencies we serve, makes BV an ideal partner for the City. Our professionals will work directly with City staff, as well as applicants, designers, and contractors to ensure all parties understand the applicable codes and regulations while maintaining a high level of consistency, customer service, and professional courtesy.

A unique feature of Bureau Veritas is the company, as a whole, is subject to the high standards of the ISO 9001:2015 Quality Management System. This system is applied to our entire operation and periodic audits certify the company continues to be in full compliance. This assures our clients that wherever our services are provided, they will be accurately prepared and the deliverables will be received in a timely manner.

Our office in Fort Worth will manage the partnership with the City, augmented by staff from our five other offices in Texas. Dan Kelly, Director of Operations - North Texas, will be the primary point of contact for this proposal. The officer of the company that has the full authority to bind the company to the contract and authorized to negotiate on behalf of the firm is Ty Chapman, C.B.O., M.C.P., Director of Operations - Central U.S. Region.

The firm has the availability to complete the work within a stated time period and attests that the information included within this proposal is true and accurate.

Our team looks forward to continuing our successful, professional relationship with the City of Burleson by augmenting the department's staff, promoting transparency in our work, improving efficiencies, and exceeding your expectations.

Sincerely,



Director of Operations - Central U.S. Region
E: ty.chapman@bureauveritas.com
P: 469.853.9803



Dan Kelly
Director of Operations - North Texas
E: dan.kelly@bureauveritas.com
P: 940.247.1313



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1. FIRM'S CAPABILITIES TO PERFORM SERVICES

BUREAU
VERITAS

1. FIRM'S CAPACITY TO PERFORM SERVICES

FIRM HISTORY

Bureau Veritas is a multinational corporation with a history which includes over 195 years of providing worldwide regulatory compliance service to industry and governmental agencies. Founded in 1828, Bureau Veritas is a global leader in quality assurance, health, safety, and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations and with over 80,000 employees, the firm has unparalleled resources to manage projects requiring a broad range of expertise across vast geographies. With operations in 140 countries and all continents, Bureau Veritas draws on the synergies between its local teams and dedicated technical centers throughout the world. Our firm is consistent in our approach in giving clients a close-knit presence found in smaller firms while possessing the support of a national firm.

Within the United States, Bureau Veritas North America, Inc., a corporation incorporated in the state of Delaware, is recognized as being the largest code compliance firm in the nation with over 4,000 employees working out of 100+ offices. Many of the firm's staff have been public agency employees or augmented public agency personnel who know and understand government processes. Consequently, BV is ready to step in immediately at whatever level the City requires and bring one integrated source to meet its needs.

The firm has provided conceptual design review, plan review (mechanical, electrical, plumbing, civil and structural engineering; as well as fire, access compliance, environmental health, retail food, public swimming pool, spa and architectural design services) and inspection services for more than 500 municipalities throughout the United States for more than four decades. BV has an extensive background in building services. The firm's range of experience in this unique arena covers literally every key area of service defining a building department in today's industry. The firm is skilled at helping existing building departments augment or refine their current level of client service or capable of crafting a department from the ground up.

Strong Municipal Focus

BV has assisted more than 20 newly incorporated cities and provided building department, fire and health head positions for more than 50 cities.

Stability, Capacity, and Resources

BV is in good financial standings and committed to the provision of services of the very highest quality. The firm has the capacity to seamlessly augment its staffing and resources, if needed, to ensure a project is appropriately supported and effectively fulfilled. The firm's more than 300 professionals in

the state of Texas make it possible to have highly qualified plans examiners and inspectors available expeditiously for virtually any project.

The firm will provide all necessary resources, materials, equipment, tools, and technology to its staff. Each office has a substantial library which is continually updated with the most current code books and reference materials. BV professionals are capable of handling the scope of services requested from the City.

Knowledge and Expertise

BV and our proposed, locally-based staff for this contract have a long-established history working for the nearby municipalities to perform in-house and outside plan check, inspections, civil, other building department, and fire and health services. Consequently, we can leverage a breadth of code compliance and permit processing expertise to meet the needs of the City, and offer highly qualified engineers and ICC certified staff who are in close proximity and can quickly respond to the City's needs.

Active Participation and Proficiency in the Code Industry

As demonstrated through our ICC Certifications, BV's staff is proficient in the application of the International Family of Codes. Additionally, the team is proficient in the application of the Texas Building and Fire Codes, National Electrical Code, NFPA codes, Green Building Program/Energy Code, Accessibility Standards, and Registered Sanitarian Code. Our staff has participated in the development of the codes on the local and national level. The staff attends code development hearings at the ICC meetings and are active members of national and regional professional associations.

Certified and Accredited to High Standards

Bureau Veritas is recognized and accredited by major national and international organizations. More than any other company, Bureau Veritas must be exemplary in Quality, Health, Safety and Environment (QHSE). Being a recognized leader in these fields and thus having these competencies in its DNA, Bureau Veritas is continuously improving internal processes to better protect the health and safety of its employees, while also minimizing its impact on the environment and delivering added-value services to its clients.

To demonstrate its commitment to high standards, Bureau Veritas was audited by independent third parties to achieve the ISO 9001:2015 Certification and IAS AC251 Accreditation.

ISO 9001:2015 Quality Management System Certified

ISO 9001:2015 specifies requirements for a quality management system where an organization:

1. FIRM'S CAPACITY TO PERFORM SERVICES

- Needs to demonstrate its ability to consistently provide service that meets customer and applicable statutory and regulatory requirements, and
- Aims to enhance customer satisfaction through the effective application of the system, including processes for continual improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements

BUREAU VERITAS ACHIEVED ISO 9001 IN 2007 AND IS AUDITED ANNUALLY.

IAS AC251 Accreditation



In 2010, Bureau Veritas proudly became the first company to achieve accreditation under the International Accreditation Service (IAS) Third-Party Permitting, Plan Review and Inspection Service Providers Accreditation Program (AC 251). AC251 outlines requirements for the accreditation of third-party nongovernmental providers of building department services and thus recognizes the important role

that private firms play in ensuring public safety. The goal of this program is to provide accreditation to independent providers of building department services based on quality management principles and best practices, to ensure that the outstanding safety record of buildings in the U.S., as compared to buildings elsewhere in the world, is maintained.

INTERNATIONAL CODE COUNCIL

Building safety depends on more than codes and standards. Service levels of the highest quality during the provision of these services result from providing trained professionals with the resources and ongoing support necessary to stay current with the latest advancements in the building safety field. ICC certification ensures competent building and fire safety individuals are involved in the critical building approval process. It also helps to continue attracting an increasing level of competence and professionalism into the building code community. The ICC certification represents the BV team's commitment to providing professional and qualified staff to the firm's clients.

COMPETENCE THROUGH CERTIFICATION - INTERNATIONAL CODE COUNCIL

✓ Accessibility Inspector	✓ Certified Plumbing Code Official	✓ Fire Inspector I	✓ Residential Building Inspector
✓ Accessibility Plans Examiner	✓ Combination Inspector	✓ Fire Inspector II	✓ Residential Combination Inspector
✓ Building Inspector	✓ Combination Plans Examiner	✓ Fire Plans Examiner	✓ Residential Electrical Inspector
✓ Building Plans Examiner	✓ Commercial Combination Inspector	✓ Green Building Residential Examiner	✓ Residential Energy Inspector/Plans Examiner
✓ Certified Building Code Official	✓ Commercial Energy Inspector	✓ Property Maintenance & Housing Inspector	✓ Residential Fire Sprinkler Inspector
✓ Certified Building Official	✓ Commercial Energy Plans Examiner	✓ Master Code Professional	✓ Residential Fire Sprinkler Plans Examiner
✓ Certified Electrical Code Official	✓ Disaster Response Inspector	✓ Mechanical Inspector	✓ Residential Mechanical Inspector
✓ Certified Fire Code Official	✓ Electrical Inspector	✓ Mechanical Inspector UMC	✓ Residential Plumbing Inspector
✓ Certified Housing Code Official	✓ Electrical Plans Examiner	✓ Mechanical Plans Examiner	
✓ Certified Mechanical Code Official	✓ Energy Code Specialist	✓ Plumbing Inspector	
		✓ Plumbing Inspector UPC	
		✓ Plumbing Plans Examiner	

Coupled with our extensive ICC certifications, our group also holds the following licenses and certifications:

✓ Standard Plans Examiner	✓ Standard Inspector	✓ Electrical Inspector	✓ Texas Licensed Engineers
✓ Family Dwelling Plans	✓ Mechanical Inspector	✓ Plumbing Inspector	

1. FIRM'S CAPACITY TO PERFORM SERVICES

BUILDING INSPECTION SERVICES

BV is dedicated to being client-focused and customizing the work according to your specific needs. The firm can provide inspection services for a single project which presents unique complexities due to its construction or size, or it can provide enough staff to handle all inspection services for an entire jurisdiction. BV's building inspection services can be adjusted to provide a high level of coordination specifically suited to the design-build concept. The firm's inspectors are ICC certified and have extensive experience in the construction trades. Fast-tracked projects may be built into small phases based on incremental design and fabrication steps. In such cases, BV's inspection team keeps daily logs to track corrections and plan review changes.

BV's inspection teams also provide on-call building inspection services to cover staff vacation time, peak workloads, specialized inspection activities, and any other situations which may arise. These activities may include next-day inspections and same-day response to important or urgent requests.

Inspection Methodology

BV can provide the City of Burleson with ICC certified personnel who will adhere to the following procedure to deliver building inspection services:

- Read and study project specifications, plans, and drawings to become familiar with project prior to inspection, ensuring structural or architectural changes have been stamped as approved by appropriate authority and recognizing the need for and requiring plan checks for electrical, plumbing, and mechanical code requirements.
- Perform and document inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements including known local, city, state, and federal requirements.
- Review plans for building construction, plumbing, electrical, and mechanical details prior to making inspection.



- Bring to the attention of the City for approval of certain changes in building, plumbing, mechanical, electrical, and related work consistent with code and ordinance requirements.
- Participate in reviews with fire, health, and other government agency inspectors, as well as owners.
- Maintain a record of non-complying items and follow up to resolution of such items.
- Upon request, the firm will inspect existing buildings for substandard, unsafe conditions.

Web-Based Comprehensive Project Tracking

BV's web-based project tracking system offers comprehensive features to easily record, process, track, and report all phases of the project. The BV Task Management System (TMS) provides an effective tool to issue and track a variety of permits and associated administrative, and inspection tasks from preliminary review to final approval.

Because the BV Task Management System is completely web-based, users with a login name and password can access the system from any computer connected to the internet. The system uses SSL security to protect user passwords and stored project data. The System will be available to the City of Burleson and any applicable stakeholders. First-time users will be provided with a short training course to introduce them to the application, and the firm's technical support team will respond to all technical inquiries/issues within 24 hours.

FIRE INSPECTIONS

BV can place an experienced fire inspector for a single project or to augment existing staff to cover staff vacations and other leaves of absence. We can even provide all fire inspection on a daily basis. Systems and components we inspect include (but are not limited to):



- Fire sprinklers, including systems beginning at property line, as directed
- Fire pumps
- Fire alarm systems
- Automatic suppression systems, including Halon, FM200, and CO2
- Hoods
- Duct extinguishing systems
- Exits
- Emergency lighting
- Voice evacuation systems

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- Fire permit inspections

Additionally, we can provide regular inspections of all aspects of the fire permit requirements, whether annually, biannually, triennially, every five years, or any other length of time as mandated by the adopted codes.

ENVIRONMENTAL/HEALTH DEPARTMENT SERVICES

The BV Registered Sanitarians work to protect public health by minimizing the risk of foodborne, waterborne, and other communicable diseases.

Through use of education and inspection, our team works with the owners, operators, and employees of public establishments to provide the recommended protection in food handling, swimming pool safety, and environmental health.

Our Experience

- Food establishments
- Public swimming pools and spas
- Public interactive water features
- Schools and temporary events

Value Added Benefit

- All plan reviews include the initial and re-reviews
- Full-time customer support provided
- Services performed by Texas Registered Sanitarians
- 24-hour access to permitting information, inspection results, and establishment scores
- Attend city council and staff meetings
- Attend pre-construction meetings
- Available after-hours, weekends, and holidays for food-related activities
- Keep client up-to-date on State and Federal health alerts and legislative actions
- Provide informational handouts for training and education

Our Comprehensive Services Include:

- Ordinance Overview & Adoption Counseling
- Plan Review
- Inspections
 - ◊ Routine food establishment inspections
 - ◊ Critical re-inspections
 - ◊ Food complaint investigation
 - ◊ Temporary, special events, and seasonal food inspections
 - ◊ Mobile vendor inspections
 - ◊ Public swimming pool inspections
- Permitting and Reporting

- Training

PLAN REVIEW SERVICES

BV's extensive experience providing Plan Check Services to other public agencies enables the firm to evaluate items which are essential to providing effective services to the City of Burleson.

BV offers services which range from reviewing a single, complex or unique project to handling all plan check needs for an entire jurisdiction. BV's staff is dedicated to providing the highest level of customer service and ensuring all work is in conformance with all requirements. The firm's resources can be adjusted on fast-track projects to meet demanding schedules, as needed.

All document/plan reviews shall be based on the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, Existing Building Code, Swimming Pool and Spa Code and Energy Code, and other provided code related documents, as approved by the City. All plan review services provided shall include fire sprinkler systems for one and two-family dwellings and townhouses, fire and life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial and industrial projects for new, existing and historical buildings, structures and facilities.

We are able to offer the following plan review services to the City of Burleson:

- Architectural, fire and life safety plans examination
- Structural plans examination
- Energy code plans examination
- Accessibility requirements including:
 - ◊ Barrier free plans examination requirements
 - ◊ Disabled access
 - ◊ CASp
 - ◊ ADA
- Mechanical, plumbing and electrical code plans examination
- Review and approval of alternative materials, alternative design and methods of construction
- Fire plan review including:
 - ◊ Fire sprinkler
 - ◊ Fire alarm
 - ◊ Smoke detection & dampers
 - ◊ Underground
- Green building and LEED consulting including:
 - ◊ LEED submittal consultation
 - ◊ Green building consulting

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- ◇ ENERGY STAR verification

Optional Additional Services

- Civil plans examination including:
 - ◇ Grading and drainage
 - ◇ NPDES/SWPPP
 - ◇ Development
 - ◇ Infrastructure
 - ◇ Water and wastewater
 - ◇ Sewer

Architectural Review

BV blends the knowledge of local conditions with a large pool of Texas licensed or certified building safety experts equipped to handle all building department needs. The firm is able to tailor its solutions specific to the City as a result of having provided plan review, inspection services, specialty reviews, and municipal administrative support for over 48 years.

Structural Review

BV is uniquely qualified and experienced in structural review and inspection. The firm has plan review and inspection personnel which have specialized experience with multi-family residential, hotels, resorts, retail, commercial, industrial, high-tech facilities, etc. BV has several experienced structural engineers on staff who are immediately available to tackle the City's most complex projects. BV can provide a complete structural review of design drawings, details, and calculations for both vertical loads and lateral seismic and wind forces, in accordance with the Texas Building Code structural provisions.

Mechanical Review

The International Building Code is supported by ancillary codes such as the International Mechanical Code and any others specifically designated and adopted by the City. BV's staff includes licensed and certified mechanical engineers and inspectors who have the knowledge, training, and experience necessary to review plans for compliance with these codes. Firm staff, who are available immediately to the City, have reviewed heating, cooling, distribution and return air systems, hoods, and product conveyance system plans for a variety of projects including single family residential, multi family residential, custom homes, resorts, and hotels.

Electrical Review

Electrical review and inspection to verify energy compliance is included in all projects in accordance with mandates from the applicable energy standards for non-residential construction. The firm has licensed and certified electrical engineers and inspectors with extensive plan review and inspection experience which have reviewed service installation, transformers, emergency power, panel distribution, single line diagrams, power, and lighting system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

Plumbing Review

The International Building Code is supported by ancillary codes such as the International Plumbing Code and any others specifically designated and adopted by the City. BV's staff has the knowledge, training, and experience necessary to review plans and inspect construction for compliance with these codes. The firm has licensed and certified mechanical engineers on staff to assist with plumbing reviews when needed. Firm staff have reviewed fuel gas, medical gas, potable and non-potable water piping and waste piping systems, and rainwater system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

Disabled Access Review

BV has ICC Certified accessibility plans examiners and inspectors who routinely conduct accessibility reviews of projects throughout the state from minor restroom upgrades to significant ADA compliance improvements.

Green Building Review

BV has plan review engineers, plans examiners, and inspectors who are well versed and experienced with energy code compliance. Firm staff have been involved at various levels of energy code development in Texas and are certified to review and inspect for energy codes. BV staff have reviewed plans, and inspected projects, which incorporate new technology, and complex energy code compliance.

Civil Engineering Review

BV's professional staff will familiarize themselves with all City, state, and federal requirements applicable to the project before beginning a review. Requirements for civil infrastructure originate from multiple sources including statutory requirements, local ordinances and design guidelines, federal requirements including ADA and NPDES, state requirements, and the requirements of any affected utilities, districts, or agencies.

Health Department Review

BV provides reviews for retail food establishments in accordance with Texas Food Establishment Rules (TFER) and for public swimming pools, spas and aquatic facilities in accordance with the Standards for Public Swimming Pool and Spas and the Public Interactive Water Feature requirements.

FIRE PLAN REVIEW

Our staff will consult closely with the Fire Chief/Fire Marshal or this person's designated representative on any areas which require code interpretation or where alternate methods are being proposed and considered. Our fire plans examiners have specific experience working within multiple types of facilities to ensure compliance with applicable codes, standards, and amendments, International Fire Code, International Building Code, and the Adopted National Fire Protection

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Standards. Our experience includes written comments and verbal communication with applicants to better understand requirements and provide direction for compliance, as well as close communication with fire departments to clarify policies, code interpretations, plan review status, and procedures. BV staff have reviewed hundreds of projects for fire safety components, including NFPA 13, NFPA 72, and NFPA 101, among others. Example projects on which our reviewers have worked include the Texas Instruments Semiconductor Wafer Fabrication Plant in Sherman, TX, the Choctaw Casino and Resort in Durant, OK, and Global Life Field Stadium in Arlington, TX. All personnel assigned to your project will have the necessary materials, resources, and training available to conduct plan reviews, including copies of applicable local amendments, policies, procedures, and forms.

PLAN REVIEW PROCESS

BV's team will work cooperatively with the City of Burleson's internal departments and all other outside agencies having jurisdiction. The firm's team will conduct reviews of any deferred submittals as outlined by the International Building Code or as stipulated on the project documents. The Plan Review team is also able to recommend approval of projects after substantial compliance with the applicable codes has been reached. BV will clearly report all comments to the design team and work with them to efficiently resolve them. Upon completion of the plan review process and when it has been determined all comments have been addressed in the plans, the firm shall issue a letter to the City of Burleson recommending issuance of the respective permit(s).

BV's proposed team familiarizes themselves with the requirements of a public agency before beginning a review. The firm has extensive public sector experience, which assures the public's interests are fully protected. BV believes technical competence, while expected, is not enough. Experience and careful, thorough consideration of issues and impacts is needed in addition to the purely technical considerations. The firm has devoted a great deal of time and effort over the years to refining its approach and developing documentation to assist clients and train staff in understanding plan review procedures.

BV will work to ensure submittals are properly coordinated and tracked by following an established internal plan check coordination process in which each plan received for review is entered into the firm's TMS database, processed, and returned on time to the City. BV's plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal. To accomplish this the firm will:

- Screen and log each application to assure they are routed to all plan reviewers in a timely manner. The log serves as a tracking device to assure turnaround times and completeness of the review.
- Submittals are reviewed for compliance with all relevant state and jurisdictional requirements.
- Plan reviews will be done in accordance with local, state, and federal regulations with which local jurisdictions are mandated to enforce as well as all codes and ordinances in effect by adoption at the time of plan review. Preliminary consultations will be provided to the applicant upon request, to assist and guide them in the design and plans preparation process.
- Information shown on each permit application is verified.
- Provide a thorough Building (Structural), Mechanical, Plumbing, Electrical, and Fire (including sprinklers and alarms) review of design drawings and details for compliance with the Building Code architectural provisions, including provisions for safety glazing, building security, and noise insulation performance standards, to name a few.

Plan Review Management

BV assures corrections are handled as quickly and as clearly as possible. The firm's goal is to help the client through the plan review process. All corrections are identified based on compliance with specified codes and regulations.

Generally, corrections are identified in two ways. Notes are made on plans during electronic review or on hard copy plans, if appropriate, and a correction sheet is generated detailing what items need to be addressed before plans can be approved. The City shall approve the development of any customized correction sheets. Correction sheets for specific projects shall be forwarded to the City along with a cover memo containing at least the following:

- The date(s) plans were received and reviewed by BV
- The date(s) the applicant was notified of completed plan reviews
- The name and telephone number of the applicant

During the plan review process, BV is prepared to meet with the applicant or architect/engineer, City employees, or consultants at any time. Telephone discussions or meetings at the project site are welcomed to assure any plan review issues are handled efficiently. BV's goal is to issue approved plans as quickly as possible and in full compliance with laws, codes, ordinances, and regulations. Upon completion of the plan review, the following information package will be prepared and logged as a minimum:

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- Completed plan review documents which include sign-offs
- Transmittal letter documenting any conditions associated with issuance of a permit, if any
- Marked up plan review documents
- Two sets of approved building plans
- Backup documents and reports
- All documents shall be provided in a format desired by the City

Electronic Plan Review Capabilities

Electronic plan review uses a software which presents customers with a convenient alternative solution to printing and delivering paper plans to City offices at zero cost.

The proposed personnel have extensive experience using many commonly used platforms such as Accela, CityTech, ProjectDox, Bluebeam, Central Square, and Cityworks.

By utilizing Adobe Acrobat with electronic plan submittal and commenting, as well as Bluebeam and other software, the firm's plan reviewers can quickly and accurately review plans for compliance with applicable codes; this allows for economical movement of plans and quick turnaround, eliminating shipping time and costs. In this way, electronic plans with comments can be viewed and discussed as needed to resolve issues quickly and efficiently.

As part of this process, plans are first submitted as PDF files via a secure and confidential FTP site in which the City of Burleson also has access. BV's staff then reviews these plans and places comments and redlines directly on the plans, corresponding to areas needing revisions. Next, redlined plans with comments are forwarded to, or placed on, the secure FTP site for the designers, engineers, and architects. Plans can then be revised and resubmitted via the same method described. Once all items are resolved, hard copy plans are sent to BV for approval stamps and signatures.

Electronic plan submittal and commenting allows for economical movement of plans and quick turnaround. Plans with comments can be viewed and discussed as needed to resolve issues quickly and efficiently. BV has successfully implemented and utilized digital plan review in over 60 federal, state, and local agencies for multiple years.

Prompt delivery of quality plan checks is the hallmark of BV's service. To achieve this, it is important for the plan examiner to see the "big picture" during the approval process and to expedite the review while assuring adherence to all City standards and requirements.

At the completion of each review, comments noting any deficiencies are prepared for the applicant. Review comments may be distributed by the City staff or directly to the applicant by BV depending on the City's preference. Copies of review letters are always forwarded to the City for its records and files. The firm's customary practice is to provide comments in narrative form in a memorandum. BV finds this method to be more precise than just marking the submittal alone. Additionally, this method facilitates the transmission and preservation of comments in an electronic format.

METHODOLOGY & APPROACH

BV provides full service building, fire department, and health department administration including plan review, inspection, and permit technician services for numerous agencies. We offer services which range from reviewing a single, complex, or unique project to handling all plan review needs for the City. The firm's personnel are dedicated to providing the highest level of customer service and ensuring all work is in conformance with the requirements of the City and all other applicable codes. Resources can be adjusted on fast-track projects, as needed, to meet demanding schedules. Personnel assigned to City projects are available to attend meetings at the City to address questions or discuss issues with the City staff, design team, and/or construction team which may arise on a project and provide guidance for City staff, applicants, designers, and contractors. Consistency, responsiveness, efficiency, and a positive attitude are key components of the firm's approach.

As an ISO 9001 certified firm, BV undergoes systematic, independent audits of its management systems to meet rigorous objectives and provide continuous improvement in key areas. The firm consistently incorporates proven best practices and protocols as part of its quality management system to meet and exceed ever-increasing customer requirements. These tools include implementation of an established quality assurance/quality control program using the BV CARE program for the intake, tracking, and review of plans to enhance quality and streamline processing/approval; electronic plan check to expedite turnaround times which save time and money; and the utilization of web-based document control system which fosters collaboration, 24/7 access to documents and reports, and enhances overall communication.

BV relies on the management and technical excellence of its personnel and a proven QA/QC program. This assures the quality of all work performed under this contract meets City approval. BV has developed and implemented corporate QA policies, consistent with all applicable federal and state regulatory requirements and standards, covering all aspects

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of project performance, technical quality, and peer review. These policies are implemented at each professional and technical level to provide a well-balanced, independent QA program, which assures the quality of reports, technical reviews, annuals and other documentation prepared by BV. This ensures the product is consistent with the established standards from the standpoint of quality, validity, and legal defensibility.

Identify Client Needs: BV actively listens and maintains sensitivity to unique issues, priorities, and organizational culture to work in partnership to assess diverse needs and special initiatives.

Strategic Planning: BV establishes a clear plan of action to institute priorities, identify stakeholders/processing agencies, formulate communication protocols, and align services with mutually-defined needs and objectives.

Concise Scoping/Implementation: BV assigns expertise which mirrors the clients' needs and implements best practices to maintain project momentum.

Project Management: BV uses appropriate best practice tools to effectively and efficiently deliver the City's assignment within budget and schedule. No matter what the need, the firm's goal is to deliver integrity, impartiality, accountability, efficiency, quality, and transparency.

FIRM MANAGEMENT AND ORGANIZATION CAPABILITIES

As an ISO-certified consulting services firm, BV has been at the forefront of establishing proven and award-winning best practices and tools to streamline service delivery, enhance communication, and promote transparency.

Quality Control

To ensure that the work assignment is being performed at the highest professional level, BV relies on the management and technical excellence of its personnel and a proven QA/QC program. This assures the quality of all the work performed under this contract meets client approval. BV has developed and implements corporate QA policies, consistent with all applicable federal and state regulatory requirements and standards, covering all aspects of project performance, technical quality, and peer review. These policies are implemented at each professional and technical level to provide a well-balanced, independent QA program, which assures the quality of reports, technical reviews, annuals and other documentation prepared by BV. This ensures that the product is consistent with the established standards from the standpoint of quality, validity, and legal defensibility.

Quality Assurance Program

BV associates all share the responsibility for continual improvement of the firm's quality management process and believe the program, supported by the BV business model and its code of ethics, will ensure the continual delivery of high quality products and services to the City of Burleson. In doing so, the firm will establish itself as City's preferred supplier in conformity assessment and certification services in the fields of quality assurance, health and safety, environment, and social responsibility (QHSE).

The firm's quality management system provides the framework for continual improvement of its internal management processes and resources which will in turn add value for the City through the services offered and delivered. In addition, BV's quality management system gives the company and the City the confidence that the provision of services and products will be delivered consistently to predetermined high standards worldwide.

Budget Controls and Billing Related Quality Assurance - FLEX

Budget control is achieved by closely monitoring work assignment labor and direct expenses. Work reports must be completed by each individual and the labor hours must be approved by the project manager before being charged to the City of Burleson. Similarly, expense reports and other direct expenses must be approved by the project manager prior to entering the cost data system.

To ensure optimal administration of the main functionalities of contract management and the facilitation of billing related quality assurance BV utilizes FLEX, a software developed by J.D. Edwards World Solution Company. FLEX is a reference repository which is comprised of all billing and contractual information (invoices, work assignments, expenses, labor reports, project reports, etc.). This state of the art system assists BV in implementing and maintaining a number of budget and cost control processes which:

- Ensures data integrity and allows for a flexible and secure billing process
- Enhances billing efficiency and productivity
- Minimizes revenue leakage by monitoring its sources through control reports

FLEX ensures contract and budget control via standardized features and alignment of project information in real time. Additionally, the system is designed to promote contract follow up from project outset to closing which helps to establish and maintain optimal communication.

1. FIRM'S CAPACITY TO PERFORM SERVICES



Web-Based Comprehensive Project Tracking

BV's web-based project tracking system offers comprehensive features to easily record, process, track, and report all phases of the project. The BV Task Management System (TMS) provides an effective tool to issue and track a variety of permits and associated administrative, and inspection tasks from preliminary review to final approval.

Because the BV Task Management System is completely web-based, users with a login name and password can access the system from any computer connected to the internet. The system uses SSL security to protect user passwords and stored project data. The System will be available to the City of Burleson and any applicable stakeholders. First-time users will be provided with a short training course to introduce them to the application, and the firm's technical support team will respond to all technical inquiries/issues within 24 hours.

Special Issues/Problems

When deficiencies or out-of-control situations exist, the QC Program provides systematic procedures, called corrective actions, to resolve problems and restore proper functioning to the sampling and /or analytical system or field operations. Periodically, a QC System audit is performed to review the procedures implemented in the field for consistency with the established protocols. When issues arise, the BV project manager will immediately notify the City's manager so that they may be resolved at once.



1. FIRM'S CAPACITY TO PERFORM SERVICES

CARE PROGRAM – A PROVEN, FORMALIZED & INTEGRATED PLAN REVIEW PROCESS

The plan review process we follow for efficient completion of concurrent task management is shown in the flowchart below and managed through our CARE Program, a formalized and integrated process whereby Coordination, Analytical, Review, and Expert management/quality control functions are consistently implemented on each and every project. We will implement a comprehensive program based on best practices to validate that each and every review is thorough, accurate, consistent, and timely. This system's success is based on thousands of hours of practical, real-world experience by our dedicated personnel and their unique ability to interact quickly and efficiently with your staff. The specific roles of each of our CARE elements include:

Coordinator:

Our clerical personnel will handle various administrative functions, such as logging information (project tracking, time budgeting), managing project controls, maintaining and distributing communications, reviewing agendas and ordinance issues, and fielding calls on project status. The Coordinator is the first line of contact for each project submittal.

Analyst:

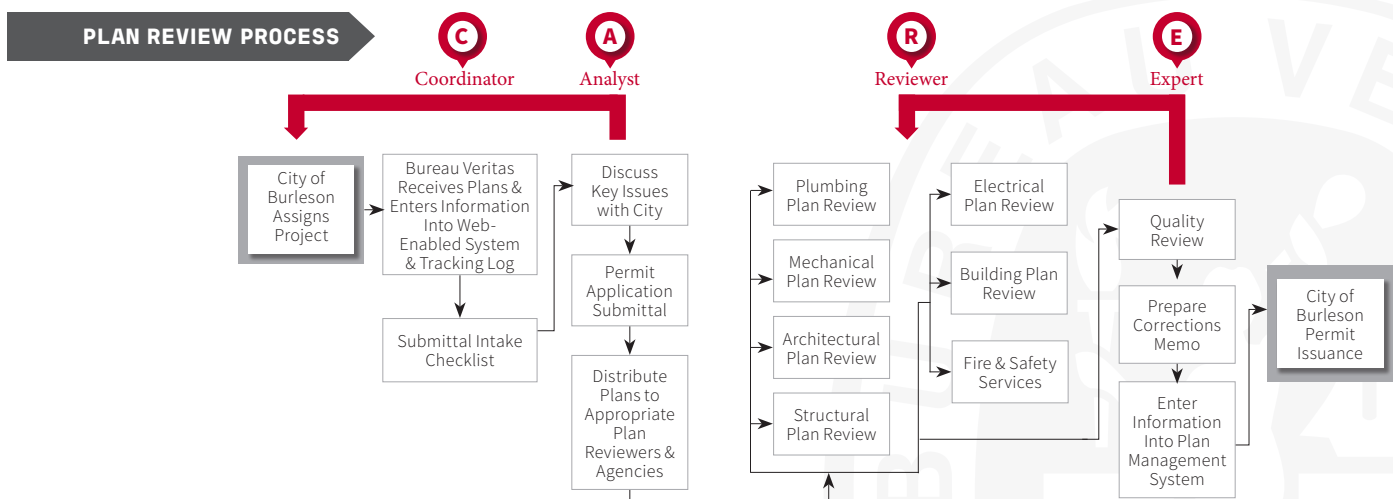
Our analysts will review submittals, title sheets, and non-design items; maintain files; monitor due dates; monitor contract budget and status tracking reports; and coordinate invoicing. Our analysts also maximize and “right place” personnel resources to meet turnaround times in a quality manner. When assigning resubmittals to staff, our Analyst ensures consistency by passing the project to the same reviewer that performed the previous reviews. Reassignments are done when unforeseen circumstances dictate.

Reviewer:

Our experienced building and health plan reviewers will routinely review agency standards, ordinances, guidelines, and checklists; create comments letters; coordinate project return with the coordinator; attend review meetings; and communicate questions/solutions to project stakeholders. Because of our depth of resources and project tools (checklists, corrections letters, etc), reassigned projects can be reviewed without missing deadlines or causing unnecessary rechecks.

Expert:

BV experts will provide the final quality assurance review of applicable plans, studies, and reports in accordance with all accepted engineering, building codes of different disciplines, and industry professional practices and shall comply with the applicable regulations; visit the client contact regularly; monitor project progress with the reviewer; disseminate project/agency information to the team; train team members; peer review comments letters; and communicate questions/solutions to stakeholders. Additionally, experts provide quality assurance reviews to each project which minimizes the number of resubmittals.



1. FIRM'S CAPACITY TO PERFORM SERVICES

RELEVANT EXPERIENCE

The most important selection criteria for clients who choose Bureau Veritas North America, Inc., is expertise. Having provided building and safety services for 48 years, BV is a foremost expert in the field. The firm's greatest asset is its reputation. This comes from the best experts in the industry, all acting with the utmost integrity and ethics. The following are representative projects demonstrating BV's experience providing similar on-call services to local government clients.

BUILDING AND FIRE PLAN REVIEW AND INSPECTIONS AND BUILDING OFFICIAL SERVICES

CITY OF MELISSA, TX

Since 2009, BV has provided Residential and Commercial Plan Review and Inspection, Fire Plan Review and Inspections, Annual Fire Inspections, and Building Official Services to the City of Melissa, TX. A prominent project the firm has worked on for the City is the \$8.5 million, 39,436 SF City Hall.



INSPECTION SERVICES

CITY OF RICHARDSON, TX

In 2015, BV was selected to perform inspection services with the City of Richardson. Building/health inspection services include, but are not limited to, comprehensive field inspections in accordance with the City's adopted ordinances, codes, and standards, and retail food establishment routine inspections. BV performs these inspections per the City Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Any violations of the City's codes or concealment of any work prior to approval by BV are reported to the Building Official.



PLAN REVIEW AND INSPECTION SERVICES

CITY OF AUBREY, TX

Since 2005, BV has performed building and health plan review and inspection services for the City of Aubrey.

The scope of services

Plan Review services are conducted as required by the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, Health Code and other provided code related documents, as approved by the Jurisdiction.

Inspection services are conducted as required by the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and Health Code. Special inspections as specified in chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included and may be required as specified in the International Building Code.



1. FIRM'S CAPACITY TO PERFORM SERVICES

PLAN REVIEW AND INSPECTION SERVICES

TOWN OF PROSPER, TX

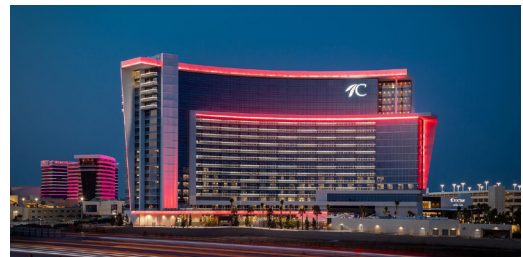
BV has performed plan review and inspection services on numerous projects for the Town of Prosper, TX since 2014. In 2015, the firm signed an agreement to provide fire alarm and fire sprinkler system plan reviews and inspections as well as annual fire safety inspections to the Town. Furthermore, BV was enlisted to deliver health inspections to ensure compliance with the Town's Adopted Food Establishment Ordinance in 2017. The firm has worked on an extensive number of residential and commercial projects in the Town over the past seven years.



PLAN REVIEW AND INSPECTION SERVICES

CHOCTAW CASINO & RESORT - DURANT, OK

Bureau Veritas was chosen to provide plan review and inspections services for the large expansion of the Choctaw Casino & Resort in Durant, Oklahoma. In April of 2019, the Choctaw Nation of Oklahoma broke ground on the construction project. The number of rooms in the luxury hotel will increase by 1,000 making it a total of more than 1,600, the largest hotel room count in the state. In addition to the increased room capacity, the plans feature an expanded gaming floor and fresh amenities such as new pools and lazy rivers, parking garage, retail space, entertaining options and dining venues. The anticipation is the expansion will open in Spring of 2021 and will generate 1,000 more jobs for the City of Durant.



SCOPE OF WORK

Plan review and inspections services of:

- Building and Safety
- Civil
- Fire
- Health Department/Food Establishment
- A parking structure (see specs in Scope of Project section below)
- Elevators (Final Acceptance and Site Visits for 21 vertical units)

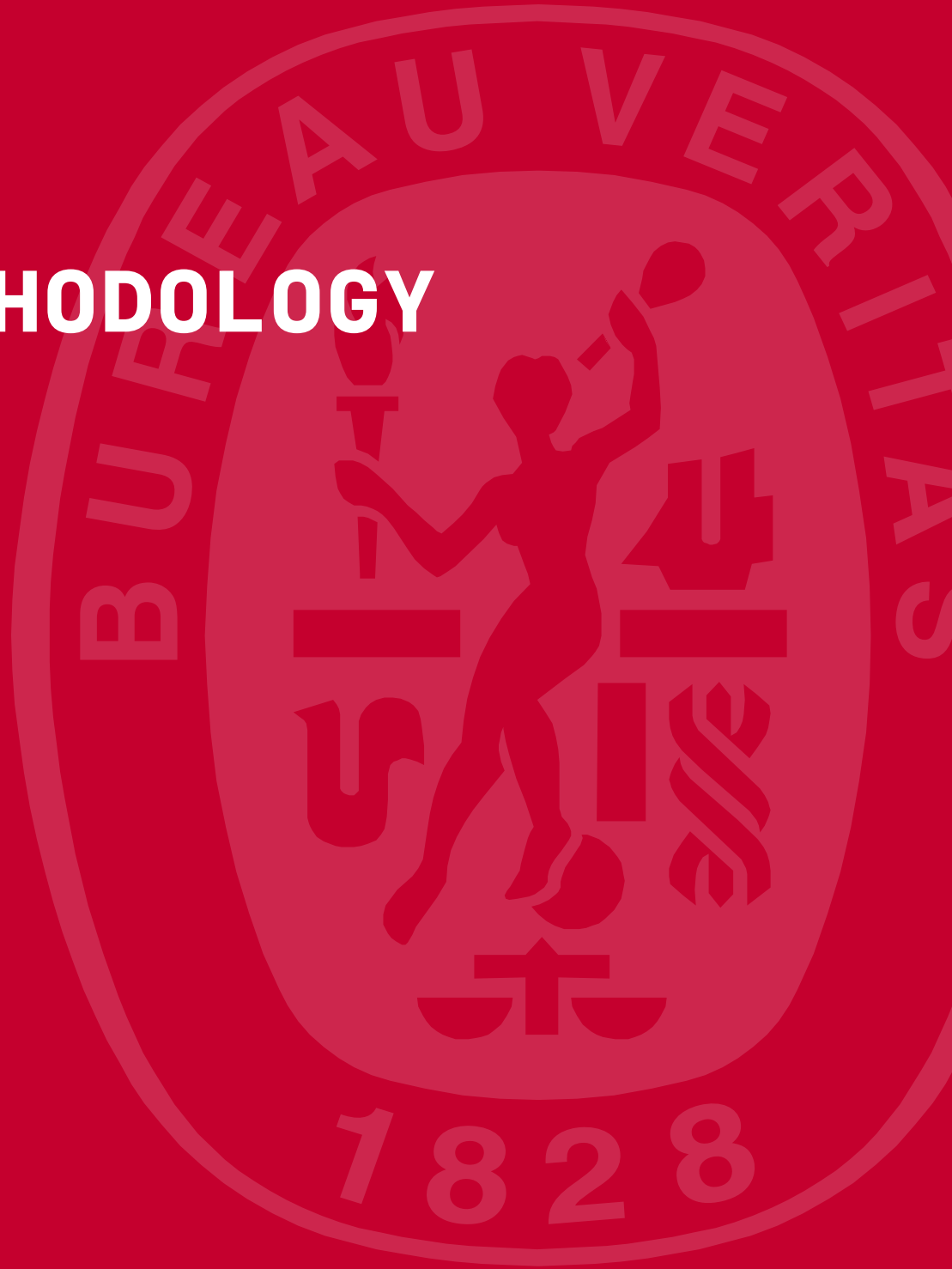
Additional added services:

- Mechanical/Plumbing, Electrical Peer Review

Project Specifications

- 707,275 square feet, 1,000 room hotel tower, including all related public space and back-of-house space
- 3 acres pool complex adjoin the new hotel tower
- 10,000 square feet porte cochere
- 139,150 square feet casino expansion
- 102,650 square feet integrated admin, facilities and services
- 56,350 square feet of multiple integrated food and beverage and retail spaces
- All related site improvements
- 700,000 square feet, 2,100-space parking structure

2. METHODOLOGY



B U R E A U

V E R I T A

2. METHODOLOGY

ORGANIZATIONAL CHART AND PERSONNEL RESUMES

BV has assembled a team of experts who are equipped to deliver exemplary deliverables associated with the provision of Professional Services including Building Inspections and Plans Examination to the City of Burleson. Each individual brings a wealth of expertise and has been specifically chosen for their experience in performing the required scope of work detailed in the request, as well as their extensive list of certifications and licenses. The organizational chart below depicts lines of communication and areas of work for each professional. Additionally, resumes detailing experience, education, expertise, qualifications, and licenses for each personnel and staff member who will be assigned to work under this Contract are contained within the following pages.

Proposed Inspector, Donny Carpenter, has over 8 years experience with the City performing Inspections, issuing permits, and serving as Floodplain Administrator and Code Compliance Officer. His local presence and familiarity with the City will help with the timely and efficient delivery of services.



FIRM PRINCIPALS	
Van Tran, C.B.O. Vice President – Facilities Division, Central & East	
Ty Chapman, C.B.O., MCP Director of Operations - Central U.S. Region	Dan Kelly, C.B.O, M.C.P. Director of Field Operations - North Texas
Lisa Pomroy, RS Health Programs Manager	Eric Vinson Fire and Life Safety Services Manager
PROJECT TEAM	
Plan Reviewers David Chulak Tony Han Mary Fowler Rocco Richardson Jason Smith Greg Anderson Stephen McPherson Ryan Matej Fire Inspectors/Plan Reviewers Eric Vinson Brian Hannah Louis Ramos	Inspectors Mark Jones Manny Villarreal Shane Kress Dan Kelly Paul Coker Russel Hines Health/Environmental Inspectors/Plan Reviewers Lisa Pomroy Angela Varghese Kassandra Lamb Jeff Babina Analisa Griffith

2. METHODOLOGY

Van Tran, C.B.O.

Vice President/Principal-in-Charge

EDUCATION

Master of Business
Administration
Bachelor of Science -
Environmental Design

REGISTRATIONS/ CERTIFICATIONS

ICC Certified:
Certified Building Official
Certified Plans Examiner
Accessibility Inspector/Plans
Examiner
Certified Permit Technician
Residential Energy Inspector/
Plans Examiner
Commercial Energy Plans
Examiner
Commercial Energy Inspector

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
North Texas Chapter of ICC
Texas Municipal League
Building Officials Association of
Texas

TOTAL YEARS OF EXPERIENCE

25+

Since joining Bureau Veritas in 2003, Van has played a key role in managing the operations and business growth of the Central and Eastern Regions of the U.S. He currently manages a multi-million dollar budget with more than 110 employees serving 400+ clients.

Key to Van's success is the ability to hire and retain high-quality professionals and ensure premium service for his division's clients. With more than 21 years of private and public experience he has played a role in providing plan review, inspection and code consulting services to many multi-million dollar projects of all major building types, including the new \$1.2B Dallas Cowboys Stadium.

Van also leads a team of training professionals in developing and educating AIA/CES approved seminars for design professionals, code officials, developers, contractors, engineers, and building owners. Since 1999, Van has been actively participating with the continuing education program offered by Building Professional Institute where he serves as a Moderator and Speaker.

As the Principal-in-Charge, Van's main responsibilities are to ensure the adequate number and quality of resources are provided for each project, render decisions on recommendations or changes presented by the Project Manager, stay informed of project development and status, confirm and prioritize the requirements for the project, and resolve any issues that cannot be resolved at other lower project management levels. His success in this position is the result of numerous contract awards.

PROFESSIONAL EXPERIENCE:

Vice-President, Central & East Region

Bureau Veritas North America, Inc.

2003 - Present

- Develop new business plan and strategy for region.
- Develop budget and manage P&L for \$12M region with over 100 staff in over 500 municipalities including Arizona, Florida, Georgia, Massachusetts, Oklahoma, Pennsylvania, Texas, and Virginia/DC
- Code consultation of major projects includes Dallas Cowboys Stadium, National Mixed-Use Developments, and other large-scale commercial developments.
- Develop training workshops for design professionals, code officials, developers, contractors, engineers and building owners.
- Develop and implement technology solutions for an on-line project tracking system and energy code compliance reporting system.
- Develop and implement an on-line knowledge-based plan review and inspection guide.
- Responsible for operational and implementation functions of new business development.

2. METHODOLOGY

Ty Chapman, C.B.O., M.C.P. Director of Operations - Central U.S. Region

LICENSES/CERTIFICATIONS

ICC Certified:
Accessibility Inspector/Plans Examiner
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official
Certified Electrical Code Official
Certified Fire Code Official
Certified Housing Code Official
Certified Mechanical Code Official
Certified Plumbing Code Official
Combination Inspector
Combination Inspector - Legacy
Combination Plans Examiner
Commercial Combination Inspector
Commercial Energy Inspector
Commercial Energy Plans Examiner
Electrical Inspector
Electrical Plans Examiner
Fire Inspector I
Fire Inspector II
Fire Plans Examiner
ICC/AACE Property Maint. & Housing Inspector
Master Code Professional
Mechanical Inspector
Mechanical Inspector UMC
Mechanical Plans Examiner
Plumbing Inspector
Plumbing Inspector UPC
Plumbing Plans Examiner
Residential Comb. Inspector
Residential Energy Inspector/Plans Examiner
Texas Department of Licensing and Regulation:
Master Electrician

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

25+

With more than 25 years in the code compliance sector, Ty Chapman has extensive experience allocating technical resources, evaluating pre-construction requirements, reviewing design drawings and inspecting all manner of construction projects. Over the course of his career, Ty has served as inspector, plan reviewer, building official and business unit manager.

An expert code professional, Ty has aided in a number of code changes, updating and implementing the latest code adoption for many cities. He also served as Frisco's first combination inspector and created a full-time building inspection department for the city of Anna.

Ty came to BV as a combination inspector in 2004. Clients appreciate his knowledge, attitude and communication skills with contractors, architects and the public. He now serves as Business Unit Manager, where he manages a staff of inspectors.

SELECT PROJECT EXPERIENCE:

Director of Operations Bureau Veritas North America, Inc. December 2004 - present

Manages inspection services for North Texas area. Hires and trains inspection staff and is responsible for operational and implementation functions of the business unit. Conducts follow up inspections to ensure quality, administers municipal contracts, and Performs inspections.

Building Official/Fire Marshal/ Plans Examiner/Code Enforcement City of Anna

Created a full-time building inspection/development department for the city while conducting fire inspections and serving as code training officer for the fire department. Performed plan review and inspections on all commercial and residential projects and consulted with client municipalities looking to update their building codes.

Senior Building Inspector/Plans Examiner City of Frisco

Conducted multi-disciplined inspections and plan reviews on residential and commercial structures, trained new inspectors with the primary focus on enforcement of the building codes, and recognized as city's first combination inspector.

2. METHODOLOGY

Dan L. Kelly C.B.O., M.C.P. Director of Field Operations - North Texas

LICENSES/CERTIFICATIONS

Licensed Plumbing Inspector: TX,
#2785
ICC Certified:
Accessibility Inspector/Plans
Examiner
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official
Certified Electrical Code Official
Certified Mechanical Code
Official Certified Plumbing Code
Official Combination Inspector
Combination Plans Examiner
Commercial Building Inspector
Commercial Combination
Inspector
Commercial Electrical Inspector
Commercial Energy Inspector
Commercial Mechanical
Inspector Commercial Plumbing
Inspector Electrical Inspector
Electrical Plans Examiner
Fire Inspector I
Fire Inspector II
Fire Plans Examiner
Master Code Professional
Mechanical Inspector Mechanical
Plans Examiner Plumbing
Inspector
Plumbing Plans Examiner
Residential Building Inspector
Residential Combination
Inspector
Residential Electrical Inspector
Residential Energy Inspector/
Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector
Master Electrician

TOTAL YEARS OF EXPERIENCE

25+

Dan has more than 25 years of experience in the residential and commercial construction fields, with more than 15 years of experience in residential and commercial design (TurboCAD/AutoCAD). He has the ability to work effectively as part of a team or independently with minimal supervision. Dan is constantly keeping up-to-date of new technologies in the industry and he pursues/upgrades industry certifications.

SELECT PROJECT EXPERIENCE

Director of Field Operations - North Texas Bureau Veritas North America, Inc. 2023 - Present

Manages inspection services for North Texas. Hires and trains inspection staff. Responsible for operational and implementation functions of business unit. Conducts follow up inspections to ensure quality. Administers municipal contracts and performs inspections.

Area Manager - DFW Northwest Region Bureau Veritas North America, Inc. 2017 - 2023

Worked with Texas Operations Director to maintain a high level of service to clients within a defined region. Coordinated and assigned daily inspection duties to regional field inspectors. Maintained open communication with client cities and establish a general pattern of on-site visits with various department personnel to maintain effective relationships. Worked with other area managers to address any issues that may arise where help is needed. Provided education and leadership to field staff and coordinate times for both individual and group meetings to discuss performance, new code related items, and general consistency of inspections and reports. Performed commercial/residential multi-trade inspections to verify compliance with adopted codes. Met with clients to consult and advise on applicable code issues in relation to projects. Discussed code issues and resolutions with architects, engineers, and designers pertaining to discrepancies discovered during on site inspections. Communicated effectively with local city officials, plans examiners, and inspectors to verify proper plan review/inspections in accordance to adopted code and code amendments. Maintained records and prepare reports.

Building Official/Zoning Official City of Aurora and City of Boyd, Texas

Performed Building, Mechanical, Electrical and Plumbing plan review and inspections. Worked with the city administrator and Planning and Zoning Committee to draft and adopt current zoning ordinance. Communicated with city council members in relation to the actions of the building department. Maintained records and prepared reports. Worked with code enforcement officers on reported code violations. Reviewed currently adopted city codes and suggested amendments to the city council. Worked with staff to adopt current codes (2012 International Codes, 2014 National Electrical Code). Worked on development information packet to expedite the plan submission and review process. Worked on updates to city website to include development information.

2. METHODOLOGY

Eric Vinson

Fire Marshal Services Manager, Fire and Life Safety Plans Examiner and Inspector

EDUCATION

A.A., Emergency Management

LICENSES/CERTIFICATIONS

TCFP Certified:

Master Arson Investigator Master

Fire Inspector Master Firefighter

Fire Instructor II

Fire Officer I

Fire Officer II

PROFESSIONAL AFFILIATIONS

Tarrant County Arson Task Force

Tarrant County Fire Investigators

Association

Fire Protection Association of

North Texas

Texas Chapter International

Association of Arson Investigators

Stat Firemen's & Fire Marshal's

Association of Texas

TOTAL YEARS OF EXPERIENCE

33+

Eric Vinson has more than 40 years of experience in firefighting and fire protection. He served as Fire Captain for 10 years in the City of Brownwood, as well as Fire Chief for the City of Commerce, Fire Inspector/Investigator for the City of Keller, and later Fire Chief for Parker County E.S.D.1. Eric also has experience in the instruction of students in firefighting, as he was a Fire Recruit Instructor for Navarro College. In addition, Eric served as President two years in a row for the Tarrant County Fire Investigators Association.

SELECT PROJECT EXPERIENCE:

Fire Marshal Services Manager / Life Safety Plans Examiner and Inspector Bureau Veritas North America, Inc.

Assists jurisdictions in Texas with fire inspection, plan review, and annual inspection services. Projects include commercial and residential structures including new construction, tenant improvements, additions, renovations, etc. Conducts specialized reviews and inspections such as hazardous materials. Provides annual inspection for licensed facilities such as hospitals, nursing homes, assisted living, daycare, and foster care.

Town of Prosper, Texas

Conducted full fire protection services for the Town of Prosper, retail shell building structures, Several Schools, multi-family residential apartments, stand-alone anchor retail centers, and retail tenant finish-out spaces. He worked with field superintendents and Town staff on a daily basis to ensure that all installations were in compliance with adopted codes.

City of Brookshire, Texas

Conducted full fire inspections for the City of Brookshire since 2013. Responsible for approximately 9 very large warehouses. He was also available to all field superintendents on this project, answering code related questions and assisting them with problem solving issues related to code compliance.

Aledo I.S.D. Texas

Performed fire sprinkler and fire alarm inspections and reviews for the an Elementary School in Town of Annetta, major remodel of three school buildings in Aledo. Eric performed the inspections from the plan reviewing through the final inspections.

2. METHODOLOGY

Lisa Pomroy, RS Health Program Manager

EDUCATION

MS, Biology
BS, Biology

LICENSES/CERTIFICATIONS

State of Texas Registered
Sanitarian
Certified Code Enforcement
Officer

PROFESSIONAL AFFILIATIONS

National Environmental Health
Association (NEHA)
Texas Environmental Health
Association (TEHA)
Texas Association of Municipal
Health Officials (TAMHO)

TOTAL YEARS OF EXPERIENCE

38+

Lisa has over 38 years in the Environmental Health profession. She has conducted many inspections throughout Texas. Her career includes inspections of large scale facilities such as the Omni and Four Seasons Hotels and corporate cafeterias, GM, Abbott Labs and Citi Group, to small cafes, convenience stores and concession stands.

SELECT PROJECT EXPERIENCE

Health Program Manager Bureau Veritas North America, Inc.

Responsible for health inspections of public establishments and ensures they are in compliance with all current health laws. She is the Program Manager and oversees a staff of fourteen inspectors, and performs inspections on over 15 cities in or surrounding the DFW area.

Inspector Entertainment Venues/Facilities

- Texas Stadium – Irving, TX
- AT&T Cowboy Stadium – Arlington, TX
- Globe Life Ballpark – Arlington, TX
- Six Flags Park – Arlington, TX

Special Events

- Byron Nelson Golf Tournament– Irving, TX
- Holiday in the Park at Six Flags – Arlington, TX
- Concerts at Texas Stadium – Irving, TX
- Duetschen Fest – Pflugerville, TX
- July 4th Celebration – Arlington, TX,
- Irving Celebrates America – Irving, TX
- Cotton Bowl at AT&T Stadium - Arlington, TX
- Cowboys Games at AT&T Stadium - Arlington, TX
- Rangers Games at Globe Life Park - Arlington, TX
- Roanoke Roundup

Day Care Facilities/Schools

- Appleseed Preschool – Aubrey, TX
- Early Bird Learning Center – Aubrey, TX
- Aubrey I.S.D. – Aubrey, TX
- Appleseed Preschool – Forney, TX

Retirement Centers

- Fox Run Estates – Arlington, TX, The Arbrook Retirement Living Community – Arlington, TX

Food Establishments

- Hotel Restaurants: Omni, Four Seasons,

Marriott DFW, Harvey, etc. – DFW,

Corporate Employee Cafeterias: GM Motors, Citi Group, Abbott, etc. – DFW

Globe Life Ball Park and Choctaw Casino & Resort

Conducted plan review and inspection services

2. METHODOLOGY

Jeffrey Babina Registered Sanitarian

EDUCATION

BS, Biology

LICENSES/CERTIFICATIONS

State of Texas Registered
Sanitarian

TOTAL YEARS OF EXPERIENCE

22+

Jeffrey has over 22 years experience in the retail food service industry working as a registered Sanitarian.

SELECT PROJECT EXPERIENCE

Sanitarian

Bureau Veritas North America, Inc.

Responsible for health inspections of public establishments and ensures they are in compliance with all current health laws.

Owner and Operator

Break Time Vending

2008 - Present

Small business owner restocking snack and beverage vending machines throughout the DFW Metroplex.

Registered Sanitarian

City of Dallas, Texas

Conducted retail food inspections within

2. METHODOLOGY

David Chulak Plans Examiner

LICENSES/CERTIFICATIONS

ICC Certified:
Building Plans Examiner
Residential Energy Inspector/
Plans Examiner

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
Texas Municipal League

TOTAL YEARS OF EXPERIENCE

27+

David Chulak has more than 20 years of public and private industry experience providing plan review and code consulting services. Over the years, he has examined commercial and residential plans for code compliance, including marinas, multi-family structures, and hotels. He is adept at working with architects, engineers, builders, and building officials to assist them in identifying optimal solutions for a variety of issues.

David has also been a consultant, appearing as an expert witness in cases involving construction litigation, as well as writing legal reports for disputes in construction litigation. Additionally, David has been instrumental in code changes and developments through the International Code Council.

SELECT PROJECT EXPERIENCE:

Plans Examiner
Bureau Veritas North America, Inc.
July 2009 - present

Plans Examiner
Wal-Mart Supercenter
Fort Stockton, TX

Performed plan review services for this \$7 million, 90,000 square foot project on 19 acres. Available to field superintendents, answering code related questions and assisting them with problem solving issues related to code compliance throughout the project.

Plans Examiner
Best Western Hotel
Goliad, TX

Performed plan review services for this three-story, \$3 million hotel project, which consists of 38,000 square feet and 50 units. The building features a continental breakfast area, fitness room, guest laundry, and a business center. All reviews were performed in accordance with the 2006 IBC.

Plans Examiner
Bedford Public Library
Bedford, TX

Handled plan review for the new \$6 million Bedford Public Library, which consists of 43,000 square feet of meeting rooms, classrooms, a dedicated story-time area, separate children's and teen areas, and a state-of-the-art computer lab.

Plans Examiner
Grandview Elementary School
Grandview, TX

Conducted plan review for the new elementary school located in Grandview. The facility, encompassing approximately 85,000 square feet, consists of two classroom wings divided by administrative and core functions. Behind the administrative area are a large library, music suite, gymnasium and cafeteria. The primary academic wing includes 20 classrooms, most of which are 825 square feet, two 900 square foot computer labs, and a Life Skills Suite.

2. METHODOLOGY

Anthony “Tony” Han Plans Examiner

EDUCATION

M.A., Public Affairs (MPA)
B.S., Construction Science

LICENSES/CERTIFICATIONS

ICC Plans Examiner /
Accessibility Examiner LEED AP

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
USGBC
Texas Municipal League

TOTAL YEARS OF EXPERIENCE

25+

Tony has over 25 years of experience in private sector and government sector work. His expertise includes ADA Title II Self-Evaluation and Transition Plan development (recent example with City of Plano, Texas), project management, strategic technology implementation, work process improvements, utility services management, human resource management, public information and marketing, and engineering process improvements. Tony has worked in various departments within municipal settings such as Building Inspections, Engineering, Technology Services, Public Information, Water Utilities, and Neighborhood Revitalization. Tony also has relevant experience in Project Controls with Fluor Corporation – a global engineering and construction company.

SELECT PROJECT EXPERIENCE:

ADA Compliance Program Manager Bureau Veritas North America, Inc. 2020 - Present

Provides structural plan review services for clients in Arizona and California. Projects include tenant improvements for the City of Tempe, residential and commercial plan review for the City of Burlingame, and others.

Engineering Compliance Manager City of Plano 2016 - 2018

Managed five staff members in the Engineering Department and the Engineering permit services counter with staff Engineering Technician. Developed strategies and hired consultant for ADA Self-Evaluation and Transition Plan work. Streamlined administrative functions to assist Engineering work processes. Spoke at Utility Coordination meetings to share information with private agencies. Worked on special projects: escrow tracking, agenda tracking, Trakit training and development. Collaborated with other departments on engineering permitting work.

Strategic Technology Manager City of Plano 2014 - 2016

Partnered with and serves as a resource to City departments to identify, prioritize, and implement technology strategies and projects. Collaborated with CIO to research and develop City's strategic technology plan. Recommended and prepared reports for improving efficiency, cost-effectiveness, service delivery and sharing of technology across the City. Performed follow-up reviews as required to appraise technology programs across the City. Managed special technology projects to promote innovations across multiple departments. Prepared and presented information to Executive Team in regard to projects and progress of technology initiatives.

2. METHODOLOGY

Mary Fowler Plans Examiner

EDUCATION

B.S. Architecture

LICENSES/CERTIFICATIONS

Florida DBPR:

Standard Plans Examiner

ICC Certified:

Building Plans Examiner

TX Dept. of Licensing &

Regulation:

Texas Board of Architectural
Examiners - Registered Architect

PROFESSIONAL AFFILIATIONS

Florida Department of Business
and Professional Regulation

International Code Council (ICC)

Texas Municipal League

TOTAL YEARS OF EXPERIENCE

32+

With 32 years of experience in the construction industry, licensed by the State of Texas, and a portfolio of projects ranging from multi-million dollar facilities to single family dwellings, Mary has become an expert in performing plan review activities in the State of Texas.

Mary is well-versed in applying her technical knowledge and following proper plan review techniques to examine workmanship and materials, and detecting deviations from plans, regulations and standard construction practices. She has the ability to analyze, problem solve and ensure work is completed on schedule; and has a reputation for thorough communication and documentation skills, accurately monitoring job progress, and practical knowledge and application of the building codes.

SELECT PROJECT EXPERIENCE:

Plans Examiner Bureau Veritas North America, Inc. 2013 - Present

As a plans examiner, Mary examines and approves building drawings, plans, and specifications of proposed construction and alterations/additions to existing structures to ensure compliance with all applicable Federal, State and local codes, ordinances, and standards. She consults with developers, architects, engineers, contractors, and property owners to discuss technical requirements of plans; interpret regulations and recommend changes to correct plans to conform to the applicable codes. Additionally, she provides technical assistance to inspectors.

Plans Examiner City of Plano

As a plans examiner for the City of Plano, Mary reviewed residential and commercial plans for compliance with the city's adopted building and zoning codes. She also collaborated with developers, contractors, architects, and home owners to resolve code deficiencies.

Production Intern Architect HKS, Inc.

During her internship with HKS, Mary was engaged in creating the construction documents for health care and other commercial facilities.

2. METHODOLOGY

Rocco Richardson

Plans Examiner

LICENSES/CERTIFICATIONS

Florida DBPR:
Standard Plans Examiner
ICC Certified:
Permit Technician
TX Dept. of Licensing &
Regulation:
Texas Board of Architectural
Examiners - Registered Architect

PROFESSIONAL AFFILIATIONS

Florida Department of
Professional Regulation (DBPR)
International Code Council (ICC)
International Conference of
Building Officials
Building Code Advisory Board

TOTAL YEARS OF EXPERIENCE

20+

Rocco Richardson has 20 years in the construction industry as a plumber and plans examiner. He is an experienced and competent professional, applying his technical knowledge and skills to ensure builders follow all applicable federal, State and local codes in the construction of both residential and commercial structures, as well as the renovation of same.

He has the ability to analyze, problem solve and manage time to ensure project timelines proceed on schedule; Rocco has earned a reputation for meticulous review processes, closely monitoring job progress, and utilizing practical and technical knowledge in the application of building codes.

SELECT PROJECT EXPERIENCE:

Residential Plans Examiner Bureau Veritas North America, Inc. August 2014 - present

As a residential plans examiner, Rocco examines and approves drawings, plans, and specifications of proposed residential construction and alterations/additions to existing residential structures to ensure compliance with applicable federal, State and local codes, ordinances, and standards.

Plans Examiner City of Amarillo

As a plans examiner for the City of Amarillo, Rocco reviewed residential and commercial plans for compliance with the city's adopted building and zoning codes as well as State and federal codes and statutes. He provided technical assistance to staff, inspectors, architects, contractors and the public when complex issues needed to be defined.

Plan Review Division Supervisor Maricopa County

In this role, Rocco provided administrative support and managerial back-up in the absence of the Building Official. He was responsible for the operations and supervision of commercial and residential construction review and the standard plan program. Rocco created and implemented department policy and directives and conducted weekly meetings for staff agenda items. He coordinated code training needs for the plan review staff and provided administrative and staff liaison services to the public, architects, and developers. He also implemented departmental policies and procedures for special projects such as foreclosures, abandoned projects and subdivisions.

Plan Review Specialist Maricopa County

Rocco designed and coordinated the implementation of the department's new standard plan program, as well as coordinating and maintaining the operations of the program. He implemented the department's terms and agreement policy for standard plans, designed the standard plan location and tracking system in Microsoft Excel, and reduced review time for production permits based on a standard plan file.

2. METHODOLOGY

Jason Smith Commercial Plans Examiner

EDUCATION

M.A. in Sustainable
Development, Southern
Methodist University
M.S. in Management, Texas
A&M University, Commerce
M.B.A., Texas A&M
University, Commerce
B.A. in Interdisciplinary
Studies, UT Dallas

TOTAL YEARS OF EXPERIENCE

24+

I established the department's on-line presence by making all permit applications and builder's packets available electronically. Additionally, I consolidated the City's departmental budgets, forecast the general fund and presented a balanced budget for the 2012-2013 fiscal year. As the City Planner, I developed and presented to council, several ordinances concerning zoning regulations and served as the staff representative to the Planning and Zoning Commission, Zoning Board of Adjustment and the Historic Architectural Review Committee.

SELECT PROJECT EXPERIENCE:

Commercial Plans Examiner Bureau Veritas North America, Inc. February 2022 - Current

Reviews plans for building construction and alterations to ensure compliance with the applicable municipal, state, and federal codes and ordinances. Provides assistance to jurisdictional staff and general public on requirements for applying for construction or alteration permits and the related fees. Works with architects, engineers, designers, builders, property owners, and stakeholders to obtain compliance, making recommendations for resolution.

Plans Examiner Private Agency August 2021 - February 2022

Part-time, as needed Plans Examiner.

Building Official City of McKinney, TX May 2014 - August 2021

Responsible for the supervision of the Building Inspections Department. These responsibilities include defining departmental goals, determining how to reach those goals and establishing the benchmarks for success. I meet with customers who have unusual or challenging building related projects and assist in resolving their complaint through collaboration, empathy and adherence to departmental policy. I am a member of the City's Continuous Improvement Team and my process improvements ideas have saved the City over \$150,000 annually. I am responsible for establishing and tracking the budget for the Building Inspections Department. I use Bluebeam on a regular basis and am familiar with its functionality. During my tenure, I have enhanced our Certificate of Occupancy procedures in an effort to streamline our processes. To ensure that the department is operating efficiently and effectively, I have instituted a quality control program for monitoring operations, established a routing system for inspectors and re-instituted weekly inspector training.

Building Official/Planning Director City of Bonham, TX April 2008 - May 2014

Met with Individuals and business groups to discuss development projects, the opportunities available within the city and the related planning, zoning and code requirements applicable to their project. Responsible for building plan review for the department and communicated regularly with other City departments, the City Manager, citizens and council members to maintain positive and productive relationships.

As the only certified Fire Plan Examiner, I was responsible for reviewing all fire plans and assisting the Fire Marshal, when necessary, in conducting inspections and responsible for establishing and tracking the budget for my department and the Fire Marshal's office.

2. METHODOLOGY

EDUCATION

B.B.A. Business Management

LICENSES/CERTIFICATIONS

ICC Certified:
Accessibility Inspector/Plans Examiner
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official
Certified Electrical Code Official
Certified Fire Code Official
Certified Fire Marshal
Certified Mechanical Code
Official Certified Plumbing Code
Official Combination Inspector
Combination Plans Examiner
Commercial Building Inspector
Commercial Combination
Inspector Commercial Electrical
Inspector Commercial Energy
Plans Examiner Commercial
Mechanical Inspector
Commercial Plumbing Inspector
Electrical Inspector
Electrical Plans Examiner
Fire Inspector I
Fire Inspector II
Fire Plans Examiner
Master Code Professional
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Inspector
Plumbing Plans Examiner
Residential Building Inspector
Residential Combination
Inspector Residential Electrical
Inspector Residential Energy
Inspector/Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector
State of Texas Licensed Plumbing
Inspector

PROFESSIONAL AFFILIATIONS

Texas Municipal League
International Code Council (ICC)
Capital Area Building Officials
Association

TOTAL YEARS OF EXPERIENCE

18+

Greg Anderson, C.B.O., M.C.P. Building Inspector/Plans Examiner

Greg has been in the building and construction industry for more than 18 years. He has a history of providing high quality work to the projects on which he is assigned, and has extensive experience in applying necessary building codes to a multitude of different.

He is responsible for inspecting buildings to determine their structural soundness and their compliance with specifications and building codes. After each phase of the construction project is completed, he visits the site to inspect the work that has been done, making note of deficiencies that need correcting before the next phase of construction can begin, or deeming the work to be sufficient to begin the next phase of construction.

Building Inspector/Plans Examiner Bureau Veritas North America, Inc. April 2007 - Present

Conducts inspection services for jurisdictions throughout Texas.

Some specific projects include:

Building Inspector Peterson Regional Medical Center - Kerrville

Served as the project manager and performed required inspections for the medical center. The Peterson Regional Medical Center is a three story, \$55 million medical complex spanning approximately 245,168 square feet with an I-2 Occupancy type, and Type I Construction. The facility has 146 beds, a surgery center, women's center, intensive care unit, telepathy, and rehab center as well as an Emergency Department, imaging and cardiology. The original scope of work included on-site inspection services as required by the City of Kerrville.

Project Manager Electric Reliability Council of Texas - Bastrop

Performed quality assurance oversight and ensured timely service. This is ERCOT's new Tier III backup control center to replace the old backup facility at the Met Center development in Austin, TX. This building houses a 5,000 square foot Tier III data center along with a 4,000 square foot control room. It operates as a mirror image of the TCC1 Main Control Center in Taylor, TX.

Building Inspector Faulkner Hall - Kerrville

Performed multi-disciplined inspections (building, mechanical, plumbing, electrical, and energy) and served as the liaison between the design and construction teams and the city. Performed plan reviews and inspections to ensure compliance with the state and local building codes. Faulkner Hall (\$7.2 million, 59,095 square feet) is Schreiner University's newest freshmen coed residence hall.

Building Official City of Fredericksburg

Reviewed construction plans for code and ordinance compliance, field inspections, supervised inspectors, and issued permits.

2. METHODOLOGY

Steven J. McPherson Plans Examiner

EDUCATION

Texas A&M University, Bachelors
in Urban and Regional Planning,
Minor in Business Administration

LICENSES/CERTIFICATIONS

ICC Certified:
Building Code Plans Examiner
Building Code Permit Technician
State of Texas Licensed Plumbing
Inspector

PROFESSIONAL AFFILIATIONS

International Code Council

TOTAL YEARS OF EXPERIENCE

11+

Steven has over 11 years of experience with public building and development departments to help maintain code compliance, review construction documents, and assist the jurisdictional staff and citizens with the permit process.

SELECT PROJECT EXPERIENCE:

Plans Examiner Bureau Veritas North America, Inc. 2022 - Present

Reviews plans for building construction and alterations to ensure compliance with the applicable municipal, state, and federal codes and ordinances. Provides assistance to jurisdictional staff and general public on requirements for applying for construction or alteration permits and the related fees. Works with architects, engineers, designers, builders, property owners, and stakeholders to obtain compliance, making recommendations for resolution.

Realtor Century 21 Judge Fite Company December 2021 - Present

Named top producer in 2022.

Senior Plans Examiner City of Mansfield Development Services March 2017 - December 2021

Reviewed commercial and residential plans to ensure compliance with City adopted building and residential codes and resolved plan review issues with members of the public. Named City of Mansfield Emerging Leader in 2021.

Commercial Plans Examiner City of Irving Building Inspections March 2015 - March 2017

Reviewed commercial and residential construction documents to ensure compliance with the 2015 International Building and Residential Codes and assisted the public in bringing properties into code compliance.

Architectural Control Representative Las Colinas Association January 2013 - March 2015

Reviewed development and architectural plans and conducted site inspections to ensure compliance with deed restrictions. Presented construction plans for review to the Architectural Control Committee.

City Planning Intern City of Pasadena, TX September 2012 - December 2012

Generated reports; performed research and data collection for grant programs for streetscape improvements. I conducted field inspections for new commercial developments and reviewed site plans and plat submissions.

2. METHODOLOGY

Ryan G. Matej Permit Technician

EDUCATION
Weatherford College

LICENSES/CERTIFICATIONS
ICC Certified:
Permit Technician
Residential Plans Examiner
PROFESSIONAL AFFILIATIONS
International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE
6+

Joe has more than 10 years of experience in engineering. He reviews plans for various counties and cities, consisting of small additions/remodels, to moderate and complex residential and commercial projects, including site, architectural, structural plans/calculations, Fire and Life Safety and Photovoltaic installations; checking for completeness, accuracy, and Code compliance with State and Local building codes.

SELECT PROJECT EXPERIENCE:

Permit Technician/Residential Plans Examiner
Bureau Veritas North America, Inc.
2022 - Present

Assists municipal staff and general public through the provision of high quality customer service. Responsibilities include support duties related to processing plans and issuance of permits for municipal departments, recording permit information into the appropriate databases (including electronic databases when applicable), and processing payments. Answers incoming inquiries, including phone calls, and schedules inspection requests. Collaborates and coordinates work with other municipal and permit staff.

Reviews plans for building construction and alterations to ensure compliance with the applicable municipal, state, and federal codes and ordinances. Provides assistance to jurisdictional staff and general public on requirements for applying for construction or alteration permits and the related fees. Works with architects, engineers, designers, builders, property owners, and stakeholders to obtain compliance, making recommendations for resolution.

Cameraman
Bearcat Video Crew (Seasonal), Aledo, Texas
2016 - Present

Walmart, Hudson Oaks, Texas
Nov 2018- 2022

- Optician, Nov 2019 - 2022 - Responsible for caring for patients and their needs in all aspects of eyewear. Understanding privacy of every patient and using HIPPA regulations.
- Cap Team, Aug - Nov 2019 - Responsible for receiving, unloading, and stocking merchandise. Understanding time management and how to complete tasks in a timely manner.
- Cashier, Mar 2018 - Apr 2019 - Assisting customers in the in-store check-out process. Tasks include ringing up items, bagging items, and completing end-of-sale processes.

2. METHODOLOGY

Mark Jones Building Inspector

LICENSES/CERTIFICATIONS

ICC Certified:
Building Inspector Combination
Inspector Commercial Building
Inspector
Commercial Combination
Inspector
Commercial Electrical Inspector
Commercial Energy Inspector
Commercial Mechanical Inspector
Electrical Inspector
Mechanical Inspector
Plumbing Inspector
Residential Building Inspector
Residential Combination
Inspector
Residential Electrical Inspector
Residential Energy Inspector/
Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector
State of Texas Licenses:
Master Electrician
Plumbing Inspector

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
Texas Municipal League

TOTAL YEARS OF EXPERIENCE

22+

Mark has 22 years of experience in the building industry. He first worked for the City of Lake Worth as a residential combination inspector, then for the City of Fort Worth as a building inspector. He has performed building code inspections for the Lake Worth High School addition, Walgreens, Winn Dixie, Car Lover's, and much more.

SELECT PROJECT EXPERIENCE

Building Inspector Amesbury Court Apartments

Mark performed inspections for the Amesbury Court Apartments, a 340,000 square foot, multi-family development of 10 buildings, centered around a pair of resort-style pool complexes and recreation areas, as well as an alfresco bar and barbecue grills.

Building Inspector Altus AFB Military Housing

Mark performed inspections of all disciplines to ensure compliance with ICC codes, as well as created punch lists and verified said lists were complete prior to issuing the Certificate of Occupancy. Also actively worked with QC Manager, Superintendent and tradespeople lower the number of items on the punch lists and ensure consistency with the installation of building components, which aided the ability of the construction company to stay on schedule.

Inspector Fort Sill Army Base Temporary Housing

Mark performed in the role of construction consultant, conducting site reviews as well as verification of the QC program, safety program, and requests for payment. In addition, he ensured work being performed was in keeping with the expectation of the contract documents, owners, and lenders

Inspector AETC II Privatized Housing

Mark performed multi-disciplinary inspections to ensure compliance with ICC codes, created punch lists, and verified said lists were complete prior to issuance of the Certificate of Occupancy. Mark actively worked with QC Manager, Superintendent and tradespeople to abate the number of items on the punch lists and ensure consistency of the installation of building components, aiding the construction company in remaining on schedule.

2. METHODOLOGY

Russell Hines, C.B.O. Building Inspector

Russell Hines is a Building Inspector with over 30+ years of experience within the field. Mr. Hines has been able efficiently manage his time on projects and effectively communicate with those on his team. Russell has proven to be a valuable member of his team through his knowledge of the field and his ability to work with others.

SELECT PROJECT EXPERIENCE:

Building Inspector Bureau Veritas 2022

Conducts inspections to ensure building construction is in compliance with the applicable municipal, state, and federal codes and ordinances. Reads and studies project specifications, plans, and drawings to become familiar with the project prior to inspection, confirming structural or architectural changes have been stamped as approved by the relevant authority. Documents inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements.

Building Official City of Bedford 1998 - 2022

Project Management/Electrical Work Tarrant County 1992 - 1998

LICENSES/CERTIFICATIONS

Certified Building Official
Residential Building Inspector
Residential Electrical Inspector
Building Plans Examiner
Commercial Energy Inspector
Commercial Electrical Inspector
Commercial Mechanical Inspector
Residential Mechanical Inspector
Commercial Building Inspector
Plumbing Inspector
Building Inspector
Mechanical Inspector
Electrical Inspector
Building Code Specialist
Residential Plumbing Inspector
Combination Inspector
Residential Combination
Inspector
Commercial Combination
Inspector
Accessibility Inspector/Plans
Examiner
Fire Codes and Standard
Certified Fire Marshal

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
Texas Department of Licensing &
Regulation (TDLR)

TOTAL YEARS OF EXPERIENCE

30+

2. METHODOLOGY

Manuel “Manny” Villarreal, C.B.O., M.C.P.

Regional Director of North Texas Operations, Building Inspector

LICENSES/CERTIFICATIONS

ICC Certified:
Master Code Professional
Electrical Inspector
Commercial Electrical Inspector
Residential Electrical Inspector
Certified Building Code Official
Certified Building Official
Certified Housing Code Official
Property Maintenance & Housing
Inspector
Building Inspector UBC
Combination Inspector
Commercial Combination
Inspector
Building Inspector
Building Plans Examiner
Commercial Building Inspector
Residential Combination
Inspector
Residential Building Inspector
Mechanical Inspector
Commercial Mechanical Inspector
Residential Mechanical Inspector
Plumbing Code Official
Plumbing Inspector
Plumbing Plans Examiner
Commercial Plumbing Inspector
Residential Plumbing Inspector
Accessibility Inspector/Plans
Examiner
Residential Energy Inspector/
Plans Examiner
Commercial Energy Inspector
Commercial Energy Plans
Texas Department of Licensing
and Regulation:
Journeyman Electrician
Master Electrician
Texas State Board of Plumbing
Examiners: Plumbing Inspector
U.S. Army Corps of Engineers:
Training Course Construction
Quality management for
Contractors

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

19+

Manuel “Manny” Villarreal has 19+ years of experience within the construction industry. Throughout this time Manny has served as both a team player and a leader. He has worked on various projects throughout Texas. Manny has earned various certifications that have allowed him to further his knowledge of the field. Through what he has learned and his experience on the field, Manny has been able to ensure the success of any project.

SELECT PROJECT EXPERIENCE:

Inspector/Plans Examiner

Bureau Veritas North America, Inc.

2021 - Present

Conducts inspections to ensure building construction is in compliance with the applicable municipal, state, and federal codes and ordinances. Reads and studies project specifications, plans, and drawings to become familiar with the project prior to inspection, confirming structural or architectural changes have been stamped as approved by the relevant authority. Documents inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements.

Reviews plans for building construction and alterations to ensure compliance with the applicable municipal, state, and federal codes and ordinances. Provides assistance to jurisdictional staff and general public on requirements for applying for construction or alteration permits and the related fees. Works with architects, engineers, designers, builders, property owners, and stakeholders to obtain compliance, making recommendations for resolution.

Regional Director

Private

2016 - Present

Tracked labor, sales, operating costs and managed operations of an annual \$11 million revenue generating State of Texas business unit that includes clients in the DFW Metroplex, Lubbock TX area, Austin TX area and Houston TX area. Supervised a staff of forty-three full time employees including development of state managers, area managers, managers and team leaders to improve team management. Educated team members, city municipality clients, project managers and trade subcontractors about overall trends in the construction industry which may affect the quality, installation procedures and certification of aU building systems. Communicate verbally and in writing with staff members, city municipality clients and construction project field managers.

Senior Commercial and Residential Combination Inspector

Bureau Veritas

2014 - 2016

Plumbing and Mechanical Plan Reviewer/Inspector

DFW International Airport

2012 - 2014

Supervised four plan reviewers and four field inspectors. Supervised and evaluated plan review and inspection staff. Performed field inspections and reviewed plans of newly constructed or modified facilities. Recommended changes to comply with codes and design criteria. Educated project managers, project designers and trade subcontractors. Communicated verbally and in writing with all parties involved with DFW International Airport construction projects. Proactively contributed recommendations for solutions to correct any discrepancies discovered during the plan review and inspection process.

2. METHODOLOGY

Shane Kress Building Inspector

LICENSES/CERTIFICATIONS

ICC Certified:

Residential Combination
Inspector

Residential Energy Inspector/
Plans Examiner

Commercial Energy Inspector
Commercial Plumbing Inspector
Commercial Electrical Inspector
State of Texas Licenses: Master
Electrician
Plumbing Inspector

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
Texas Municipal League

TOTAL YEARS OF EXPERIENCE

9+

Shane has nine years of public and private industry experience during which he has inspected properties of all occupancy types; such as parking garages, university campus buildings, and residential structures.

A master electrician, Shane has experience in heavy industrial commercial electrical construction. This allows him to see potential issues from the side of the contractor as well as the building inspector, and offer cost-effective solutions that can keep the project on schedule and on budget.

SELECT PROJECT EXPERIENCE

Building Inspector

TWU T. Boone Pickens Institute of Health Sciences Center

Inspected the TWU T. Boone Pickens Institute of Health Sciences-Dallas Center for mechanical, electrical, plumbing and building compliance on When it opened in February 2011, the facility combined the University's Parkland and Presbyterian sites into an eight-story, 19,000 square foot building in the heart of the UT Southwestern Medical District. The accompanying parking garage has 419 decal spaces, 90 faculty and staff spaces, 12 handicapped spaces, and five spaces for the stroke rehabilitation center to accommodate its 1,412 students and 150 faculty and staff members.

Building Inspector

Celeste High School

Conducted building and mechanical, electrical, plumbing inspections for Celeste High School, located in Celeste, TX. The \$10 million educational facility was completed in 2009 and consisted of 54,000 square feet. The new building boasts classrooms, administrative offices, computer labs, a library, a gymnasium, and science laboratory space.

Inspector

La Quinta Inn and Suites

Performed mechanical, electrical, plumbing and building inspections for the hotel, located in Hutchins, TX. La Quinta Inn and Suites is a 4-story, 65-room facility featuring a seasonal outdoor swimming pool and spa, an on-site fitness center, a full business center with meeting facilities, and a guest laundry.

Inspector

Bland ISD Elementary and Middle School

Performed mechanical, electrical, plumbing and building inspections for the combined elementary and middle school for Bland ISD, located in Merit, TX. Completed in 2009, this 75,000 square foot campus was valued at \$13 million. The design consolidated the older elementary and middle school, allowing the campuses to share administrative space, a media center, computer labs, a competition gymnasium, and a cafeteria.

2. METHODOLOGY

EDUCATION

Houston Community College,
Data Processing
Wharton County Jr College,
Machine Tool Technology,
Drafting

LICENSES/CERTIFICATIONS

ICC Certified:
Building Code Specialist
Commercial Building Inspector
Fire Inspector II
Fire Inspector I
Residential Building Inspector
Commercial Energy Plans
Examiner
Housing code Official
Building Official
Commercial/Residential
Mechanical Inspector

Texas Commission on fire
Protection Fire Inspector
Texas Licensed Accessibility
Specialist
Texas Licensed Plumbing
Examiner/Inspector

SBCCI Plumbing Inspector

PROFESSIONAL AFFILIATIONS

Building Officials Association of
Texas (BOAT)
North Central Texas Council of
Governments (NCTCOG)
North Texas Chapter of
International Code Council
(NTCICC)
International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

35+

J. Paul Coker, CBO, RAS, I-2113

Building Official, Inspector, Special Project Manager, Plans Examiner

Paul has over 35 years experience working in municipal government performing building inspections, plan review, technical maintenance, construction, utility operations, including over 25 years as a supervisor. Effective in identifying problems and implementing solutions.

SELECT PROJECT EXPERIENCE

Building Inspector Bureau Veritas North America, Inc.

Conducts inspections to ensure building construction is in compliance with the applicable municipal, state, and federal codes and ordinances. Reads and studies project specifications, plans, and drawings to become familiar with the project prior to inspection, confirming structural or architectural changes have been stamped as approved by the relevant authority. Documents inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements.

Chief Building Official City of Mansfield 2000 - Present

Responsible for the overall administration and supervision of the Building Safety Department, consisting of nine staff members. Coordinate the activities of building inspectors, plans examiners, and permit technicians. Direct, assign, monitor and evaluate the work of employees to accomplish departmental objectives. Enforce all provisions of the city building code and ordinances concerning the mode or manner of construction and materials used in the erection, addition to and repair of all buildings and structures. Perform plan reviews and inspections to ensure compliance with building, plumbing, mechanical, electrical and accessibility codes and standards. Prepared and operated an annual departmental budget of over \$1.2 million. Service as staff liaison and technical advisor to the Construction Codes Board of Adjustments and Appeals.

Building Official City of Granbury, Texas May 2000 - Nov 2000

Supervised and evaluated the performance of the Building Inspector, Sanitarian and Permit Clerk. Performed plan review of commercial and residential structures to ensure compliance with applicable local, state and federal laws and ordinances. Approved and issued building permits and certificates of occupancy. Conducted building, electrical, plumbing and mechanical inspections to ensure compliance with applicable codes and ordinances. Held pre-construction meetings with contractors, developers, engineers and citizens. Staff liaison for Building Board of Appeals. Prepared annual departmental budget.

Public Works Director/Building Official Town of Edgecliff Village, Texas Oct 1999 - April 2000

Planned, coordinated and directed all activities associated with water/wastewater projects, street maintenance, storm drainage, right of way as it relates to construction and accessibility, building inspections and code enforcement. Approved and issued building permits. Prepared annual departmental budget. Provided supervision, on-the-job training and performance evaluations for all public works employees.

2. METHODOLOGY

EDUCATION

B.S., Vocational Education

LICENSES/CERTIFICATIONS

Fire Inspector I

Fire Inspector II

Fire Plans Examiner

Residential Building Inspector

Residential Mechanical Inspector

Residential Plumbing Inspector

Residential Electrical Inspector

Residential Combination

Inspector

Commercial Building Inspector

Building Inspector

Building Plans Examiner

Commercial Plumbing Inspector

Plumbing Inspector

Commercial Electrical Inspector

Electrical Inspector

Commercial Mechanical Inspector

Mechanical Inspector Commercial

Combination Inspector

Combination Inspector

Commercial Energy Inspector

Commercial Energy Plans

Examiner

Spray Applied Fire Proofing

Special Inspector

Plumbing Plans Examiner

Residential Energy Inspector/

Plans Examiner

Legal Module

Accessibility Inspector/Plans

Examiner

Master Code Professional

TOTAL YEARS OF EXPERIENCE

31+

Brian Hannah, C.B.O., M.C.P.

Fire Plans Examiner and Inspector

Brian is a certified fire code inspector and possesses more than 30 years of combined inspection and plan review experience for municipal agencies and private businesses. Brian has reviewed plans for new construction and tenant improvements to ensure proper fire protection system installation and code compliance, and supervised and trained inspectors to conduct routine inspections.

SELECT PROJECT EXPERIENCE:

Fire Inspector and Plans Examiner

Bureau Veritas North America, Inc.

2017 - Present

Performs fire inspection, plan review, and annual inspection services. Projects include commercial and residential structures including new construction, tenant improvements, additions, renovations, etc. Conducts specialized reviews and inspections such as hazardous materials. Provides annual inspection for licensed facilities.

Captain

Fort Worth Fire Department/City of Fort Worth

1988 - 2017

Served as Captain, which was obtained in 1999 and spent several years working with the Bureau of Fire Prevention. Duties included general fire code inspections, inspecting the installation of sprinkler fire alarm systems, overseeing the installation of above ground and underground fuel storage tank, monitoring the removal of underground storage tanks, inspection of high rise buildings, hospitals, and hazardous materials occupancies, managing inspection records, and managing other projects and tasks as assigned by the Fire Marshal. Served as Assistant Fire Marshal and acted as Fire Marshal in his absence. Involved in several cycles of code adoption. Served on committees to interview applicants for fire protection engineer positions. Conducted training classes for fire inspection and emergency medical response topics.

Vocational Educator

Killeen ISD

1986 - 1987

Taught vocational agriculture and general agriculture mechanics at Killeen area vocational school.

2. METHODOLOGY

Louis Ramos

Fire Plans Examiner/Inspector

EDUCATION

Weatherford College - Fire Academy/Emergency Medical Technician

LICENSES/CERTIFICATIONS

Texas Intrastate Fire Mutual Aid System – TIFMAS Member
Fire Sprinkler Certification - Oklahoma State University
Advanced Structure Firefighter (Master Qualified)
Advanced Fire Inspector (Master Qualified)
Plans Examiner
Hazardous Materials Technician
Swift Water Rescue Technician
Driver Operator-Pumper
Fire Officer I
Fire Instructor
Basic Wildland Firefighter
Weatherford P.E.A.P. program
Weatherford Engineer Academy
Rope Technician (TEEX)
ICS 100, 200, 300, 400, 700 and 800
Freeway Incident Management
Courage to be Safe Training
Critical Incident Peer Support Counsellor

TOTAL YEARS OF EXPERIENCE

23+

Louis Ramos is a Fire Plans Examiner/Inspector with over 23 years of industry experience. Luis has worked through various positions that have helped give him the necessary skills to tackle any project. Louis is currently working towards earning his Political Science degree from the University of Texas and has earned multiple credentials along the way in his career.

SELECT PROJECT EXPERIENCE:

Fire Plans Examiner & Inspector Bureau Veritas North America, Inc. 2022 - Present

Review fire alarm, fire sprinkler, fire safety and egress plans for the City of Hudson Oaks.

Fire Code Official City of Hudson Oaks, Hudson Oaks, Texas 2018 - Present

Review fire alarm, fire sprinkler, fire safety and egress plans for the City of Hudson Oaks. Perform Fire Inspector responsibilities including verifying fire lanes are built as designed, before new construction goes vertical, review fire walls are properly rated and correctly installed, confirm egress is as approved and meet the International Fire Code and the International Building Code. Inspect fire sprinkler plans and fire alarm plans and inspect their installation. Perform thrust block inspections, fire line hydrostatic tests, gas pump cut off valve and emergency shut off switch inspections, annual business inspections, perform all life-safety inspections prior to issuing the Certificate of Occupancy or Revised Occupancy Requests (RORs).

Firefighter/EMT City of Weatherford Fire Department, Weatherford, TX 2013 - 2022

Serving as a firefighter and emergency medical technician. Stepping up to the position of Driver Engineer. Worked as a team and as an individual to accomplish specific tasks, goals, and assignments. Participated in training and skill/ tactical development, integral player in team building and creating a family culture within the department. Temporarily worked in the Fire Prevention Department.

Special assignments held: Pre-Incident Coordinator. Was assigned to startup of Flow MSP, developing, and integrating the preincident program into the department working closely with the Flow MSP team.

City of Hudson Oaks: Contractor Fire Code Official 2010 - 2018

ESD3: Firefighter/EMT; Driver engineer; fire inspector, plans examiner 2008-2013

ESD7: Firefighter/EMT: Lieutenant; Assistant Chief; then Chief 2007 - 2013

2. METHODOLOGY

Analisa Griffith, RS Health Inspector

EDUCATION

BS, Biology
Minor in Chemistry

LICENSES/CERTIFICATIONS

Registered Sanitarian
Certified Food Manager

PROFESSIONAL AFFILIATIONS

Texas Environmental Health
Association
National Environmental Health
Association

TOTAL YEARS OF EXPERIENCE

14+

Analisa Sonya Griffith has fourteen years of experience working in the health industry. Since 2006 she has had a hand in inspecting, enforcing health regulations, responding to after-hours incidents, preventing food-borne illness outbreaks, inspecting septic systems, and ensuring food establishments are up to date with all code compliances.

She has a degree in biology and has extensive knowledge in food service inspections, all FDA and TFER food codes, and ordinances of multiple municipalities, as well as the minimum standards for child care facilities and foster homes.

SELECT PROJECT EXPERIENCE

Registered Sanitarian/Health Inspector Bureau Veritas North America, Inc.

2014 - Present

Analisa conducts environmental health inspections of community settings, such as restaurants, hotels, special events, entertainment venues and swimming pools. She inspects compliance with the Public Health Code, prepares reports, and recommends improvements to promote a healthy environment.

Health Sanitarian Dallas County Health and Humans Services 2010 - 2014

While working as the Health Sanitarian, Analisa inspected daycares, restaurants, residential treatment centers, and group and foster homes to ensure they were in compliance with all codes. She enforced regulations, responded to after hour emergency incidents of regulated facilities, conducted plan reviews of new and existing facilities, and she also inspected private septic systems upon request.

Infection Control Practitioner Infection Prevention & Management Associates, Inc. - Houston, TX 2006 - 2009

As an Infection Control Practitioner, Analisa was responsible for providing relevant infection control data to the following committees: Construction, Environment of Care, Standards, Patient Safety, Safety Management, and Hazardous Materials and Emergency Management. She also provided infection control oversight, performed disease surveillance activities for early detection of potential nosocomial outbreaks, and participated in hazardous surveillance rounds.

2. METHODOLOGY

Angela Philemon Varghese, R.S. Health Inspector

EDUCATION

BS, Health Studies

LICENSES/CERTIFICATIONS

State of Texas Registered
Sanitarian

TOTAL YEARS OF EXPERIENCE

7+

Angela entered the health industry after graduating from Texas Woman's University in 2012. She began her career as a Sanitarian-in-Training for the Grayson County Health Department. Angela conducted routine inspections for restaurants, schools, nursing homes/hospitals, grocery stores, and convenience stores; and reviewed and approved plans and conducted pre-opening inspections for new establishments. She also performed epidemiology disease investigations during illness outbreaks and completed case report forms on each individual reported in the county. Angela's experience includes instructing food handler classes once a month and educating the public about food safety. She has also worked alongside TABC officers to conduct tobacco stings.

SELECT PROJECT EXPERIENCE

Entertainment Venues/Facilities

- Shady Valley Golf Club
- Splash Kingdom Wild
- West Special Events
- Music in the Park
- Antique Alley
- Micky and the Motor Cars

Founders Day Food Establishments

- The W Hotel
- McDonald's
- Krispy Kreme
- Old Time Funnel Cakes
- Tom's Ice Cream
- Caroline's Country Cafe
- Love's Travel Stop
- Blue Star Grill
- Culinaire International

Day Care Facilities/Schools

- Phoenix Children's Academy
- L.E. Claybon Elementary School
- First Baptist Academy

Retirement Centers

- Layden Senior Citizen's Center
- Ridgecrest Healthcare & Rehab Center
- Three Forks Senior Living
- Red Oak Health & Rehab Center

Registered Sanitarian/Health Inspector Bureau Veritas North America, Inc.

Responsible for health inspections of public establishments and ensures they are in compliance with all current health laws.

Sanitarian Grayson County Health Department

Worked as a Sanitarian-in-Training for Grayson County.

Intern City of Denton Consumer Health Department

Worked as an intern for the City of Denton Consumer Health Department.

3. RATES AND FEES



B U R E A U

V E R I T A

3. RATES AND FEES

COST PROPOSAL

Bureau Veritas North America, Inc.'s pricing reflects our commitment to the success of the City of Burleson by helping you maintain significant quality and cost saving benefits. Fees are valid for one (1) year of the effective contract date. These Include:

- Reduced plan review turnaround times
- Implementation of established electronic plan review processes
- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Confidence of working with a well-established consultant in business for 194+ years
- We do not charge re-inspection fees

BUILDING SERVICES

COMMERCIAL AND MULTI-FAMILY CONSTRUCTION PLAN REVIEW

Valuation	Fee
\$1.00 to \$10,000.00	\$50.00
\$10,001.00 to \$25,000.00	\$70.69 for the first \$10,000.00 plus \$5.46 for each additional \$1000.00
\$25,001.00 to \$50,000.00	\$152.59 for the first \$25,000.00 plus \$3.94 for each additional \$1000.00
\$50,001.00 to \$100,000.00	\$251.09 for the first \$50,000.00 plus \$2.73 for each additional \$1000.00
\$100,001.00 to \$500,000.00	\$387.59 for the first \$100,000.00 plus \$2.19 for each additional \$1000.00
\$500,001.00 to \$1,000,000.00	\$1,263.59 for the first \$500,000.00 plus \$1.85 for each additional \$1000.00
\$1,000,001.00 and up	\$2,188.59 for the first \$1,000,000.00 plus \$1.23 for each additional \$1000.00

FEE TABLE 2 - COMMERCIAL AND MULTI-FAMILY CONSTRUCTION INSPECTION

Valuation	Fee
\$1.00 to \$10,000.00	\$76.92
\$10,001.00 to \$25,000.00	\$108.75 for the first \$10,000.00 plus \$8.40 for each additional \$1000.00
\$25,001.00 to \$50,000.00	\$234.75 for the first \$25,000.00 plus \$6.06 for each additional \$1000.00
\$50,001.00 to \$100,000.00	\$386.25 for the first \$50,000.00 plus \$4.20 for each additional \$1000.00
\$100,001.00 to \$500,000.00	\$596.25 for the first \$100,000.00 plus \$3.36 for each additional \$1000.00
\$500,001.00 to \$1,000,000.00	\$1,940.25 for the first \$500,000.00 plus \$2.85 for each additional \$1000.00
\$1,000,001.00 and up	\$3,365.25 for the first \$1,000,000.00 plus \$1.89 for each additional \$1000.00

3. RATES AND FEES

FEE TABLE 3 - CONSTRUCTION OR IMPROVEMENT OF A RESIDENTIAL DWELLING

New Residential Construction	
Plan Review and Inspection Fee	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$785.00
1,501 - 10,000 S.F.	\$785.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F.	\$3,760.00 for the first 10,000 S.F. plus \$0.15 for each additional S.F. over 10,000 S.F.
Plan Review Only	
Per Dwelling Unit, a new plan for previously reviewed plan or Master Plan	\$200.00 per Plan or per Address
Plan review fee when a permit has been issued for the dwelling and the construction plans are altered such that an additional plan review is required (excludes new plan)	\$150.00 per Plan or per Address
Alterations / Additions / Improvements for Residential Construction	
Trade Permits	Fee
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar	\$100.00 per trade
Other project types not listed above	\$160.00 per trade
Miscellaneous residential projects such as, but not limited to, Accessory Structures, Fences, Pools, etc.	See Fee Table 2

*All fees billed upon issuance of the permit by the jurisdiction

Back-up Inspections

*Backup inspections will be performed during times of inspector absence due to illness, vacations or training at the listed rates. All other project activity will utilize the tables above.

Single Family Residential \$76.92 per address/building

Commercial and non-Single Family Residential \$125.00 per address/building/unit

The construction valuation is determined by the greater of the declared valuation of the project or the valuation calculated using the International Code Council Building Valuation Data table, first update of each calendar year.

Example:

Square Foot Construction Costs

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
B Business	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08

3. RATES AND FEES

The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

- New Building
- Group B occupancy
- Type VB construction
- 10,000 square feet total building area
- Declared construction valuation \$1,200,000
- Calculated construction valuation - 10,000 square feet X \$136.08 per square foot = \$1,360,800

The calculated construction valuation is greater than the declared construction valuation so \$1,360,800 is used to calculate the Bureau Veritas fee for the project.

* Note: BV fees do not include any taxes, licensing or other fees imposed by governmental or outside agencies.

Food (and Public Swimming Pool) Service Inspections - per each inspection	
<ul style="list-style-type: none"> • Permanent Food Establishment Inspection • Mobile Food Vendor (Hot and Cold Truck) Inspections • Seasonal Vendor Inspection • Public Swimming Pool Inspection 	1 - 150 per year = \$150.00
Temporary Event Inspection - per each vendor permit (up to 5 permits per event)	\$100.00
6 or more permits per event	\$150.00 per hour *minimum 2 hours
Complaint Investigation - per each complaint	\$150.00
Consultation Outside Of The Aforementioned Scope Of Services: Health Plan Review, Health Final And Co Inspections And/Or For Each Re-Inspection. *Minimum 1 Hour	\$150.00 per hour

3. RATES AND FEES

FIRE SERVICES

SINGLE FAMILY RESIDENTIAL FIRE SERVICES

Valuation	Fee
Fire Code Plan Review Services (residential fire sprinkler)	\$175.00
Fire Code Inspection Services (residential fire sprinkler)	\$400.00

FIRE CODE PLAN REVIEW SERVICES - COMMERCIAL AND MULTI-FAMILY CONSTRUCTION (FIRE ALARM SYSTEM & FIRE SPRINKLER SYSTEM)

Valuation	Fee
Construction Valuation of Project	Fee, Each System
Less than \$6,250	\$200.00
\$6,250 to \$250,000	\$300.00
\$251,000 to \$500,000	\$425.00
\$501,000 to \$1,000,000	\$550.00
\$1,001,000 to \$3,000,000	\$800.00
\$3,001,000 to \$6,000,000	\$1,200.00
\$6,000,000 and up	\$1,200.00 plus \$0.38 for each additional \$1,000.00

FIRE CODE INSPECTION SERVICES - COMMERCIAL AND MULTI-FAMILY CONSTRUCTION (FIRE ALARM SYSTEM & FIRE SPRINKLER SYSTEM)

Valuation	Fee
Construction Valuation of Project	Fee, Each System
Less than \$6,250	\$300.00
\$6,250 to \$250,000	\$425.00
\$251,000 to \$500,000	\$525.00
\$501,000 to \$1,000,000	\$675.00
\$1,001,000 to \$3,000,000	\$950.00
\$3,001,000 to \$6,000,000	\$1,425.00
\$6,000,000 and up	\$1,425.00 plus \$0.38 for each additional \$1,000.00

Valuation is based on construction valuation for project

FIRE UNDERGROUND

Fire Code Plan Review	\$200.00
Fire Code Plan Inspection	\$250.00

3. RATES AND FEES

FIRE EXTINGUISHER SUPPRESSION SYSTEM

Per permit, one Inspection	\$450.00
Each re-inspection	\$100.00

ANNUAL FIRE SAFETY INSPECTIONS

Fire Certificate of Occupancy inspections *Minimum one hour per inspection	\$100.00
Nursing Home / Assisted Living / School (each inspection and re-inspection per location)	\$250.00

UNDERGROUND/ABOVEGROUND FUEL STORAGE TANKS

Fire Code Plan Review	\$350.00
Fire Code Inspection	\$450.00

SITE PLAN

Fire Code Plan Review	\$250.00
Fire Code Plan Inspection	\$250.00

The construction valuation is determined by the greater of the declared valuation of the project or the valuation calculated using the International Code Council Building Valuation Data table, first update of each calendar year.

Example:

SQUARE FOOT CONSTRUCTION COSTS

Group (2012 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
B Business	179.29	172.71	166.96	158.70	144.63	139.20	152.43	126.93	121.32

The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

- New Building
- Group B occupancy
- Type VB construction
- 10,000 square feet total building area
- Declared construction valuation \$1,100,000.

Calculated construction valuation - 10,000 square feet X \$121.32 per square foot = \$1,213,200.

The calculated construction valuation is greater than the declared construction valuation so \$1,213,200 is used to calculate the Bureau Veritas fee for the project.

* Note: BV fees do not include any taxes, licensing or other fees imposed by governmental or outside agencies.

4. REFERENCES



B U R E A U

V E R I T A

4. REFERENCES

REFERENCES

City of Richardson

Brent Tignor, Building Official
972.744.4183
brent.tignor@cor.gov
Health
Danea Newman
danea.newman@cor.gov

Choctaw Casino and Resort

Tim Krump, Owner's Rep.
775.219.7800
tim@tmkcmllc.com

City of Melissa

Tyra Laverne, Permit Director
972-838-2338
tlaverne@cityofmelissa.com

City of Aubrey

Leanne Wilson, Director of Public Works and Development Services
940.440.9343 ext 108
lwilson@aubreytx.gov
Shanda Guffee, Permit Coordinator
940.440.9343 ext 104
permitting@aubreytx.gov

Town of Prosper

Brady Cudd, Building Official
972.569.1083
bcudd@prospertx.gov



5. APPENDIX B – PROPOSAL



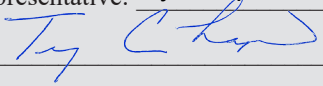
B U R E A U

V E R I T A

Appendix B – Proposal

Submittal Checklist:(To determine validity of proposal)

- ✓ Appendix B must be included in the proposal submittal
- ✓ Appendix C Conflict of Interest Form must be included in the proposal submittal.
- ✓ Form 1295 Certificate of Interested Party must be included in the proposal submittal.

All proposals submitted to the City of Burleson shall include this page with the submitted Proposal.			
RFP Number:	2023-011		
Project Title:	Inspection Services		
Submittal Deadline:	April 24, 2023 10:00 A.M. (CST)		
Submit Electronically* to: https://burlesontx.bonfirehub.com/login * Requires email account login and password.			
<u>Proposer Information:</u>			
Proposer's Legal Name:	Bureau Veritas North America, Inc.		
Address:	100 East 15th Street, Suite 620		
City, State & Zip	Fort Worth, TX 76102		
Federal Employers Identification Number #	06-1689244		
Phone Number:	888.257.7202	Fax Number:	
E-Mail Address:	ty.chapman@bureauveritas.com		
<u>Proposer Authorization</u>			
<p>I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Proposer.</p> <p>Printed Name and Position of Authorized Representative: <u>Ty Chapman, Director of Operations - Central Texas</u></p> <p>Signature of Authorized Representative: <u></u></p> <p>Signed this <u>21</u> (day) of <u>April</u> (month), <u>2023</u> (year)</p>			

I learned of this Request for Proposals by the following means:

☐ Newspaper Advertisement

☐ Bonfire



Other

Leads Service

Appendix B – Proposal (continued)

I. REQUIRED PROPOSAL INFORMATION. IN ORDER FOR A PROPOSAL TO BE CONSIDERED COMPLETE, AND TO BE EVALUATED FOR A CONTRACT AWARD BY THE CITY, PROPOSER MUST SUBMIT ALL OF THE FOLLOWING INFORMATION:

1. Firm's Capacity to perform services: 30%

- Firm's Experience, Qualifications and Capacity; including demonstrated experience of prior work performed which is illustrative of capability in each of the work areas required herein; and further including documentation provided and maintained to assure compliance with Federal and State Requirements, and quality of references demonstrating firm's expertise.

2. Methodology: 20%

- Qualifications of Staff that will be assigned to the City's portfolio.

3. Rates and Fees: 40%

- Fee Schedule; pricing must be inclusive of all of the inspections listed in Appendix A – Scope of Services

4. References: 10%

- A list of five (5) references must be included in order for the submittal to be responsive. Vendor references must include the following:

1. Name of the reference, organization, phone number and email.

5. Federal, State and/or Local Identification Information

A. Centralized Master Bidders List registration number: _____.

B. Prime contractor HUB / MWBE registration number: **Not Applicable** _____.

C. An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: # _____ - _____ - _____.

6. Emergency Business Services Contact Notice

Emergency Business Services Contact Notice

During a natural disaster, or homeland security event, there may be a need for the City of Burleson to access your business for products or services after normal business hours and/or holidays. The City may request City employee pick up or vendor delivery of product or services.

For this purpose, a primary and secondary emergency contact name and phone number are required. It is critical the vendor's emergency contact information remains current. City shall be contacted by E-mail with any change to a contact name or phone number of these emergency contacts.

All products or services requested during an emergency event are to be supplied as per the established contract prices, terms and conditions. The vendor shall provide the fee (pricing) for an after-hours emergency opening of the business, if any. In general, orders will be placed using a City of Burleson procurement card (Master Card) or City issued Purchase Order. The billing is to include the emergency opening fee, if applicable.

The contractor shall provide the names, phone numbers and fee (pricing), if any, for an after-hours emergency opening of the business listed below.

Business Name: _____

Contract #: _____

Description: _____

Primary Contact (Name): _____

Primary Contact Phone Numbers: Home: _____ Cell: _____

Secondary Contact (Name): _____

Secondary Contact Phone Numbers: Home: _____ Cell: _____

After Hours emergency opening fee, if applicable: \$ _____

7. Cooperative Governmental Purchasing Notice

Other governmental entities maintaining interlocal agreements with the City, may desire, but are not obligated, to purchase goods and services defined in this RFP from the successful Proposer. All purchases by governmental entities, other than the City, will be billed directly to and paid by that governmental entity. The City will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Proposer and be responsible for ensuring full compliance with the RFP specifications. Prior to other governmental entities placing orders, the City will notify the successful Proposer of their intent.

Please indicate below if you will permit other governmental entities to purchase from your agreement with the City.

☒ **Yes, Others can purchase** ☐ **No, Only the City can purchase**

II. **CONTRACT TERMS AND CONDITIONS. EXCEPT WHERE PROPOSER MAKES SPECIFIC EXCEPTION IN THE SUBMITTED PROPOSAL, ANY CONTRACT RESULTING FROM THIS RFP WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH PROPOSER HEREBY ACKNOWLEDGES, AND TO WHICH PROPOSER AGREES BY SUBMITTING A PROPOSAL:**

1. **Delivery of Products and/or Services**

- A. Payment Terms: Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by the City, payment terms for the City are Net 30 days upon receipt of invoice.
- B. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this Proposal, to the satisfaction of City and in accordance with the specifications, terms, and conditions of the Scope of Services, and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.
- C. Late Delivery or Performance: If Proposer fails to deliver acceptable goods or services within the timeframes established in the Project Schedule, the City shall be authorized to purchase the goods or services from another source and assess any increase in costs to the defaulting Proposer, who agrees to pay such costs within ten days of invoice.
- D. Title to Goods and Risk of Loss: For goods to be provided by Proposers hereunder, if any, the title and risk of loss of the goods shall not pass to City until City actually receives, takes possession, and accepts the goods and the installation of such goods, has tested the system, and determined that it is in good and acceptable working order.

2. Miscellaneous

- A. Independent Contractor: Proposer agrees that Proposer and Proposer's employees and agents have no employer-employee relationship with City. Proposer agrees that if Proposer is selected and awarded a contract, City shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will City furnish any medical or retirement benefits or any paid vacation or sick leave.
- B. Assignments: The rights and duties awarded the successful Proposer shall not be assigned to another without the written consent of the Purchasing Manager. Such consent shall not relieve the assigner of liability in the event of default by the assignee.
- C. Liens: Proposer shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods, and services which may be provided to the City by Proposer or Proposer's vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.
- D. Gratuities / Bribes: Proposer certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Proposer, or its agent or representative, to any City officer, employee or elected representative, with respect to this RFP or any contract with the City, and that if any such bribe is found to have been made this shall be grounds for voiding of the contract.
- E. Financial Participation: Proposer certifies that it has not received compensation from the City to participate in preparing the specifications or RFP on which the Proposal is based and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- F. Authority to Submit Proposal and Enter Contract: The person signing on behalf of Proposer certifies that the signer has authority to submit the Proposal on behalf of the Proposer and to bind the Proposer to any resulting contract.
- G. Compliance with Applicable Law: Proposer agrees that the contract will be subject to, and Proposer will strictly comply with, all applicable federal, state, and local laws, ordinances, rules, and regulations.
- H. Compliance with HB 89: Proposer agrees per HB 89 vendor shall not boycott Israel at any time while providing products or services to the City of Burleson.

☒ Yes, we agree

☐ No, we do not agree

☐ N/A

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.001, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007



BUREAU
VERITAS

www.bvna.com

Exhibit B



Subject: City of Burleson Contract Proposal

Date: April 14, 2023

Instant Inspector is a local North Texas company offering various types of inspections to aid the city's growing needs. All inspectors are professionally licensed by the State of Texas and other professional organizations, such as the National Environmental Health Association. Along with first-class, professional inspection services, Instant Inspector offers a web-based inspection software for data management of all inspections and permits.

Please review below the different types of inspections Instant Inspector can perform for the City of Burleson.

Permit Type	Fee (Per Inspection)
Food Establishment	\$125.00
Food Truck	\$100.00
Temporary Event	\$75.00 per vendor
Pool & Spa	\$100.00 per body of water
Restaurant Plan Review	\$150.00
Pool & Spa Plan Review	\$150.00
Complaint Investigation	\$75.00
Follow-up Inspection	\$75.00
Web-based inspection software	\$50 per user

If you have any questions, please feel free to contact me directly.

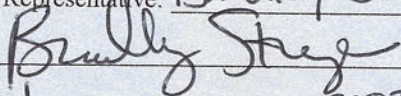
Thank you,

Bradley Strange | REHS/RS, CPO
www.InstantInspector.com
539 West Commerce Street #1601
Dallas, Texas 75208
o: (469) 209-9055

Appendix B – Proposal

Submittal Checklist: (To determine validity of proposal)

- ☐ Appendix B must be included in the proposal submittal
☐ Appendix C Conflict of Interest Form must be included in the proposal submittal.
☐ Form 1295 Certificate of Interested Party must be included in the proposal submittal.

All proposals submitted to the City of Burleson shall include this page with the submitted Proposal.			
RFP Number:	2023-011		
Project Title:	Inspection Services		
Submittal Deadline:	April 24, 2023 10:00 A.M. (CST)		
Submit Electronically* to: https://burlesontx.bonfirehub.com/login * Requires email account login and password.			
Proposer Information:			
Proposer's Legal Name:	Bradley Strange		
Address:	539 West Commerce St #1601		
City, State & Zip	Dallas, TX 75208		
Federal Employers Identification Number #	84-2385603		
Phone Number:	469-209-9055	Fax Number:	
E-Mail Address:	BRADLEY@InstantInspector.com		
Proposer Authorization			
<p>I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Proposer.</p> <p>Printed Name and Position of Authorized Representative: <u>Bradley Strange</u></p> <p>Signature of Authorized Representative: <u></u></p> <p>Signed this <u>14</u> (day) of <u>April</u> (month), <u>2023</u> (year)</p>			

I learned of this Request for Proposals by the following means:

☐ Newspaper Advertisement

☐ Bonfire



Other

email invite
for RFB

Appendix B – Proposal (continued)

I. REQUIRED PROPOSAL INFORMATION. IN ORDER FOR A PROPOSAL TO BE CONSIDERED COMPLETE, AND TO BE EVALUATED FOR A CONTRACT AWARD BY THE CITY, PROPOSER MUST SUBMIT ALL OF THE FOLLOWING INFORMATION:

1. Firm's Capacity to perform services: 30%

- Firm's Experience, Qualifications and Capacity; including demonstrated experience of prior work performed which is illustrative of capability in each of the work areas required herein; and further including documentation provided and maintained to assure compliance with Federal and State Requirements, and quality of references demonstrating firm's expertise.

2. Methodology: 20%

- Qualifications of Staff that will be assigned to the City's portfolio.

3. Rates and Fees: 40%

- Fee Schedule; pricing must be inclusive of all of the inspections listed in Appendix A – Scope of Services

4. References: 10%

- A list of five (5) references must be included in order for the submittal to be responsive. Vendor references must include the following:

1. Name of the reference, organization, phone number and email.

5. Federal, State and/or Local Identification Information

A. Centralized Master Bidders List registration number: _____

B. Prime contractor HUB / MWBE registration number: _____

C. An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: # [REDACTED]

6. Emergency Business Services Contact Notice

During a natural disaster, or homeland security event, there may be a need for the City of Burleson to access your business for products or services after normal business hours and/or holidays. The City may request City employee pick up or vendor delivery of product or services.

For this purpose, a primary and secondary emergency contact name and phone number are required. It is critical the vendor's emergency contact information remains current. City shall be contacted by E-mail with any change to a contact name or phone number of these emergency contacts.

All products or services requested during an emergency event are to be supplied as per the established contract prices, terms and conditions. The vendor shall provide the fee (pricing) for an after-hours emergency opening of the business, if any. In general, orders will be placed using a City of Burleson procurement card (Master Card) or City issued Purchase Order. The billing is to include the emergency opening fee, if applicable.

The contractor shall provide the names, phone numbers and fee (pricing), if any, for an after-hours emergency opening of the business listed below.

Business Name: Bradley Tucker Investments DBA Instant Inspector

Contract #: N/A

Description: After Hours Emergency opening fee

Primary Contact (Name): Bradley Strange

Primary Contact Phone Numbers: Home: 409-209-9053

Cell: 409-209-9055

Secondary Contact (Name): Block Street

Secondary Contact Phone Numbers: Home: _____

Cell: 214-236-9644

After Hours emergency opening fee, if applicable: \$ 150 / hour

7. Cooperative Governmental Purchasing Notice

Other governmental entities maintaining interlocal agreements with the City, may desire, but are not obligated, to purchase goods and services defined in this RFP from the successful Proposer. All purchases by governmental entities, other than the City, will be billed directly to and paid by that governmental entity. The City will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Proposer and be responsible for ensuring full compliance with the RFP specifications. Prior to other governmental entities placing orders, the City will notify the successful Proposer of their intent.

Please indicate below if you will permit other governmental entities to purchase from your agreement with the City.

☒ Yes, Others can purchase

☐ No, Only the City can purchase

II. CONTRACT TERMS AND CONDITIONS. EXCEPT WHERE PROPOSER MAKES SPECIFIC EXCEPTION IN THE SUBMITTED PROPOSAL, ANY CONTRACT RESULTING FROM THIS RFP WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH PROPOSER HEREBY ACKNOWLEDGES, AND TO WHICH PROPOSER AGREES BY SUBMITTING A PROPOSAL:

1. Delivery of Products and/or Services

- A. Payment Terms: Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by the City, payment terms for the City are Net 30 days upon receipt of invoice.
- B. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this Proposal, to the satisfaction of City and in accordance with the specifications, terms, and conditions of the Scope of Services, and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.
- C. Late Delivery or Performance: If Proposer fails to deliver acceptable goods or services within the timeframes established in the Project Schedule, the City shall be authorized to purchase the goods or services from another source and assess any increase in costs to the defaulting Proposer, who agrees to pay such costs within ten days of invoice.
- D. Title to Goods and Risk of Loss: For goods to be provided by Proposers hereunder, if any, the title and risk of loss of the goods shall not pass to City until City actually receives, takes possession, and accepts the goods and the installation of such goods, has tested the system, and determined that it is in good and acceptable working order.

2. Miscellaneous

- A. Independent Contractor: Proposer agrees that Proposer and Proposer's employees and agents have no employer-employee relationship with City. Proposer agrees that if Proposer is selected and awarded a contract, City shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will City furnish any medical or retirement benefits or any paid vacation or sick leave.
- B. Assignments: The rights and duties awarded the successful Proposer shall not be assigned to another without the written consent of the Purchasing Manager. Such consent shall not relieve the assigner of liability in the event of default by the assignee.
- C. Liens: Proposer shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods, and services which may be provided to the City by Proposer or Proposer's vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.
- D. Gratuities / Bribes: Proposer certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Proposer, or its agent or representative, to any City officer, employee or elected representative, with respect to this RFP or any contract with the City, and that if any such bribe is found to have been made this shall be grounds for voiding of the contract.
- E. Financial Participation: Proposer certifies that it has not received compensation from the City to participate in preparing the specifications or RFP on which the Proposal is based and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- F. Authority to Submit Proposal and Enter Contract: The person signing on behalf of Proposer certifies that the signer has authority to submit the Proposal on behalf of the Proposer and to bind the Proposer to any resulting contract.
- G. Compliance with Applicable Law: Proposer agrees that the contract will be subject to, and Proposer will strictly comply with, all applicable federal, state, and local laws, ordinances, rules, and regulations.
- H. Compliance with HB 89: Proposer agrees per HB 89 vendor shall not boycott Israel at any time while providing products or services to the City of Burleson.

☒ Yes, we agree

☐ No, we do not agree

☐ N/A

- I. Compliance with SB 252: Proposer agrees per SB 252 vendor shall not do business with Iran, Sudan or a foreign terrorist organization while providing products or services to the City of Burleson.
- ☒ **Yes, we agree** ☐ **No, we do not agree**

3. **Financial Responsibility Provisions**

- A. Insurance: The Proposer, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require:
1. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
 2. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;
 3. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage.
- B. Indemnification: Proposer agrees to defend, indemnify and hold harmless the City, all of its officers, Council members, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs and related expenses, arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of this contract without regard to whether such persons are under the direction of City agents or employees.

4. **Term of Contract and Option to Extend**

- A. Any contract resulting from this request for proposal shall be effective for five years pursuant to the availability of funds and at the discretion of the City.