

CSG CONSULTANTS STATEMENT OF QUALIFICATIONS TO THE

City of Capitola

FOR
BUILDING & ENGINEERING SERVICES

May 14, 2024



550 Pilgrim Drive
Foster City, CA 94404
650.522.2500 phone
650.522.2599 fax

www.csgegr.com



Employee-Owned

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Cover Letter

SECTION

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May 14, 2024

Katie Herlihy
Community Development Director
City of Capitola
420 Capitola Avenue
Capitola, CA 95010

Re: Statement of Qualifications for Building & Engineering Services

Dear Ms. Herlihy,

CSG Consultants, Inc. (CSG) would like to thank the City of Capitola (City) for the opportunity to submit our statement of qualifications (SOQ) for Building and Engineering services. We are excited about the prospect of serving the City and have the breadth and depth of staff to assure the City has the necessary resources to maintain expected levels of customer service and turnaround times. Having provided a variety of building services in the past to the City, we look forward to furthering our successful relationship in this capacity. Based on the City's request, CSG can provide the following services:

- ▶ *Building Official*
- ▶ *Building & CASp Plan Review Services*
- ▶ *Building & CASp Inspection*
- ▶ *Land Development Review, City Surveyor, and Stormwater Review*

CSG personnel are registered engineers and/or ICC certified, with additional qualifications including LEED, DSA, and CASp experience and certification. Many of our proposed team members are cross-trained in multiple service levels, enabling delivery of efficient, seamless services and the ability to respond to the City's fluctuating needs. **No subconsultants will be used.**

CSG, an employee-owned company, currently furnishes building and safety, public works, fire prevention, code enforcement, planning, and other services municipal services to over 250 public agency clients throughout the state. For more than 33 years, we have had a solutions-oriented approach to our work, leveraging our team's experience and technical expertise to address code compliance challenges for our clients. In addition to our familiarity working with the City, CSG has provided similar building and/or engineering services to nearby agencies that include the City and County of Santa Cruz, City of Scotts Valley, City of Marina, City of Morgan Hill, City of Gilroy, and City of San Jose.

Shweta Prakash, PE, CBO, will serve as the primary contact for the City for building services after 05/31/2024. Prior to this date, Helen Chiu, PE, will serve as the primary contact for the City for building services. Sophie Truong, PE, PLS, will serve as the primary contact for the City for all engineering-related services.

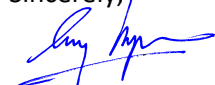
Shweta Prakash, PE, CBO, Project Manager/Senior Principal Plan Check Engineer
(650) 522-2503 *Phone* | shwetap@csgengr.com *Email*

Helen Chiu, PE, Acting Project Manager/Principal Plan Check Engineer
(650) 522-2596 *Phone* | helenc@csgengr.com *Email*

Sophie Truong, PE, PLS, Senior Principal Engineer
(650) 522-2505 *Phone* | sophiet@csgengr.com *Email*

Please feel free to contact CSG with any questions regarding our statement of qualifications or services. We greatly look forward to the opportunity to provide the requested services to the City of Capitola.

Sincerely,



Cyrus Kianpour, PE, PLS
President, CSG Consultants, Inc.



Employee-Owned

Company Profile

CSG CONSULTANTS

CSG Consultants, Inc. (CSG) is an employee-owned, California company with our headquarters in Foster City, and additional offices in San Jose, Paso Robles, Pleasanton, Newman, Sacramento, Orange, and Fresno. Founded in 1991, **CSG performs work solely for public agencies**, eliminating the potential for conflicts of interest. In this way, we can focus exclusively on the specific needs of our municipal clients. The majority of the 350+ individuals within our firm have provided public agency services throughout their entire careers.

- NAME OF FIRM:** CSG Consultants, Inc. (C Corporation) (EIN #91-2053749)
- DATE OF ESTABLISHMENT:** Founded in 1991
- POINTS OF CONTACT:** **Shweta Prakash, PE, CBO | Senior Principal Plan Check Engineer**
(650) 522-2503 | shwetap@csgengr.com
Helen Chiu, PE | Principal Plan Check Engineer
(650) 522-2596 | helenc@csgengr.com
Sophie Truong, PE, PLS, QSD/P | Senior Principal Engineer
(650) 522-2505 | sophiet@csgengr.com
- HEADQUARTERS:** 550 Pilgrim Drive, **Foster City**, CA 94404
(650) 522-2500 *phone*, (650) 522-2599 *fax*
www.csgengr.com | info@csgengr.com
- REGIONAL OFFICES:** 3150 Almaden Expressway #255, **San Jose**, CA 95118
3875 Hopyard Road, Suite 141, **Pleasanton**, CA 94588
930 Fresno Street, **Newman**, CA 95360
3707 W. Garden Grove Boulevard, **Orange**, CA 92868
2121 North Palm Avenue, Suite 530, **Fresno**, CA 93704
809 9th Street, Suite 2A, **Paso Robles**, CA 93446
1303 J Street, Suite 270, **Sacramento**, CA 95814
- NUMBER OF EMPLOYEES:** 350+

The CSG Consultants Team Works for You



Professional Services Overview

SECTION

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BUILDING OFFICIAL SERVICES

CSG's Building Officials are certified and have extensive building industry experience. They have the proven skills, technical knowledge and a well-rounded approach to performing Building Division administration and providing management oversight and direction to plan reviewers, inspectors, and permit technicians. Our Building Officials are well-known for their consummate customer service skills and successful identification of solutions through innovative problem solving. They can be available full-time or part-time as needed.

CSG's Building Officials have expertise in providing the following services and can easily adapt to other requests as needed:

- ▶ *Building Official Administration, including addressing complex Building Code issues, code interpretation, and resolution of inquiries and complaints*
- ▶ *Rapidly familiarizing themselves with local code amendments*
- ▶ *Applying knowledge of all aspects of the California Building Codes and local amendments*
- ▶ *Making determinations on the approval and use of alternative materials and methods*
- ▶ *Staying abreast of ongoing changes to applicable state and federal laws through long-standing industry relationships and associations*
- ▶ *Providing technical assistance and educating stakeholders*
- ▶ *Building and maintaining relationships with other departments and agencies*
- ▶ *Participating in pre-development reviews and providing comments*
- ▶ *Processing Planning Commission and Council staff reports*
- ▶ *Attending Planning Commission and Council meetings*

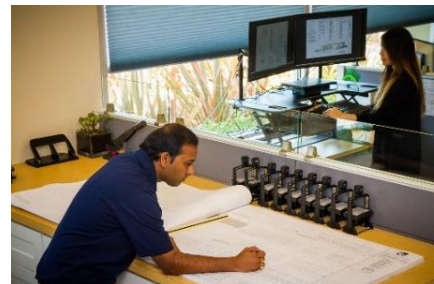
BUILDING PLAN REVIEW SERVICES

Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We pledge thorough and accurate reviews and prompt turnaround times and offer proven digital plan review services and comprehensive online status reports. CSG serves as an active partner, working as a seamless extension of our public agency clients in performing the requested services and working closely with the development community and public as directed.

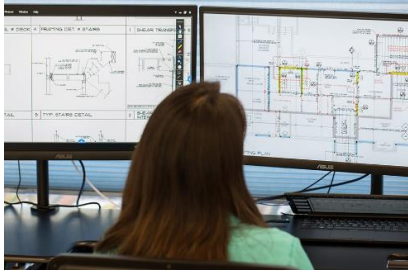
Compliance Standards & Quality Control

Our engineers and plan reviewers carefully review all plans and documents for compliance with building codes, fire codes, energy conservation standards, and accessibility regulations adopted by the State of California, and all local policies and ordinances including but not limited to:

- ▶ *California Building Code, Volumes 1 and 2*
- ▶ *California Residential Code*
- ▶ *California Electrical Code*
- ▶ *California Plumbing Code*
- ▶ *California Mechanical Code*
- ▶ *California Fire Code*
- ▶ *California Energy Code*
- ▶ *California Green Building Standards Code (CALGreen)*
- ▶ *California Existing Building Code*
- ▶ *California Health and Safety Code*
- ▶ *National Fire Protection Association (NFPA) Standards as adopted and referenced by the State of California (California Code of Regulations, Title-19)*
- ▶ *State Historical Building Code*
- ▶ *NPDES/WQMP/SWPPP Compliance*
- ▶ *Local adopted ordinances and amendments relative to building, fire and municipal codes, including project Conditions of Approval from other agency departments, divisions, and regulating agencies*



Digital Plan Review



CSG has been providing digital plan review services for over 20 years, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG for building and fire plan review are immediately scanned into digital files and stored on CSG's servers for quick and easy access by both our clients and our plan reviewers.

Leading the field in digital plan review services for over 20 years.

Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates. Any additional forms utilized by the agency will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other agency-approved means, enabling staff to immediately modify CSG's checklist for incorporation with other department comments. We provide convenient, environmentally friendly digital storage of all construction-related documents, and on request, can provide clients with a set of digitally scanned plans (for a reasonable administrative fee).

In addition, for jurisdictions requesting a pure digital plan review workflow, we can enable an applicant to submit digital files—**with no size limitations**—directly to CSG via our web-based application. Our application includes an online portal for the applicant/jurisdiction to retrieve comments and marked-up digital plans including redlines. Importantly, this service tracks the status of all submittals and re-submittals until the plans have been approved.

Key features of our digital plan review service include:

- ▶ **Efficient.** Plans are pushed to plan review staff the same day they are received.
- ▶ **User-friendly.** CSG developed its own online portal specifically to manage the electronic file submittal process. Through use of this interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex file transfer settings.
- ▶ **Proven.** We have provided a digital plan review option to our clients for over 20 years.
- ▶ **Non-Proprietary.** CSG's electronic review process is 100% PDF-based with no additional software required to view redlines.



All paper plans submitted to CSG are immediately scanned into digital files for quick and easy access by our clients and plan reviewers.



Online Plan Check Status

CSG offers a convenient service allowing clients to check plan review status and comments online. By accessing our secure Plan Check Status website, agency staff as well as authorized applicants can view their project documents and plans and communicate with the specific plan checker via e-mail. Staff and authorized applicants can download comments upon completion of the plan check. **There is no additional cost for this service.**

Plans Pickup and Delivery

CSG will coordinate pickup and delivery of plans and other materials from/to the agency via CSG personnel or an approved alternative service.

Third-Party Plan Review Services

CSG offers comprehensive, cost-effective third-party plan review services to our public agency clients on projects for which applicants may be seeking plan review turnaround times that cannot be readily accommodated by building department staff. Under such third-party agreements, with the agency's approval, CSG negotiates plan review fees and review schedules directly with the permit applicant, with CSG's fees paid by the applicant.

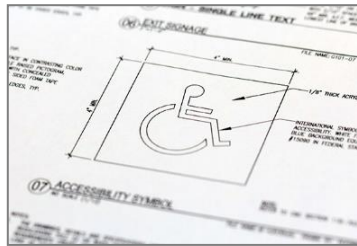
Structural Plan Review

Our plan review division consists of highly qualified Structural Engineers and Professional Engineers. The staff selected for this project have extensive experience in a wide range of structural design as both design engineers and plan reviewers. Through our digital plan review process described below, we can leverage the full capabilities of our firm if additional staff is needed to meet deadlines or add special capabilities to our review team.

Green Building and LEED Accreditation

Our Building Division team is experienced in plan review and inspection for compliance with CALGreen and local green building ordinances and includes LEED Accredited Professionals. In addition, CSG Consultants has the qualifications necessary to assist with both the development of policy and the implementation of green and sustainable building practices. CSG’s Sustainability Programs division can assist, for example, with construction and demolition debris recycling programs and public outreach to the building industry.

CASp Review Services



We understand California Building Departments are required to have CASp certified staff in place and available for technical questions and interpretations. Our CASp certified team members are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. When requested and in accordance with current regulations, CSG can provide CASp certified professionals to review plans for accessibility and to facilitate compliance with regulations.

OSHPD 3 Reviews

Our professional engineers and certified plans examiners are well-versed in the differences between CBC and OSHPD 3 facilities and have successfully completed OSHPD 3 plan reviews for multiple client agencies.

PLAN CHECK TURNAROUND TIMES

CSG strives to provide the highest quality and most timely service in the industry. We take pride in maintaining the requested plan review times for all our clients—even delivering faster than our own deadlines. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner. The following are CSG’s proposed plan check turnaround times:

TYPE OF REVIEW	INITIAL REVIEW (BUSINESS DAYS) ²	RE-CHECK (BUSINESS DAYS) ²
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction & Large/Complex Projects ¹	15	10
Commercial Additions	10	5
Small Commercial Remodels/Tenant Improvements	10	5
Expedited ¹	5-10	5

¹Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround time, CSG will notify the City’s representative and negotiate additional time required to ensure an appropriate level of review.

²The number of working days associated with the plan check turnaround time is based on time of project submittal. The first working day will be the day the project is received by CSG if submitted by 3:00 PM. For a project that is received by CSG after 3:00 PM, the first working day will be the next business day.

Expedited Plan Check Services

At the City’s request, we can perform plan check services on an accelerated schedule based on the fees indicated in our fee schedule.

BUILDING INSPECTION SERVICES



CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects. Our inspection personnel have an outstanding mixture of technical expertise and experience in all construction types. We provide experienced, ICC certified inspectors who work with a team approach to ensure compliance with applicable

codes and requirements and provide solutions to mitigate potential risks and safety hazards. Using well-honed customer service and communication skills our inspectors excel at educating stakeholders to keep projects moving forward. Our inspectors also utilize current technologies and equipment to view plans and documents, research related code requirements, document field conditions and progress, and share that information with stakeholders while in the field.

Key services include but are not limited to the following:

- ▶ *Providing inspection services to ensure project compliance with State adopted codes and local amendments including building, electrical, mechanical and plumbing codes*
- ▶ *Offering code interpretation and education*
- ▶ *Seamlessly integrating into client organizations and consistently enforcing policies and procedures*
- ▶ *Addressing and resolving inquiries*
- ▶ *Maintaining records and files*
- ▶ *Providing all vehicles, fuel, maintenance and other equipment necessary for inspectors to carry out duties.*

CSG offers virtual inspections utilizing Google Duo, FaceTime, Skype, MS Teams or other agency-preferred platform.

CSG provides all vehicles, fuel, maintenance, and other equipment necessary for inspectors to carry out duties, with no additional charges.

CASp Inspection Services

To facilitate the City's compliance with current rules and regulations, CSG will provide a CASp certified professional for technical questions and interpretations and to perform accessibility compliance inspections upon request.

STAFFING RESOURCES, AVAILABILITY, & CUSTOMER SERVICE

Office Hours and Meeting Availability

Plan Review

CSG plan checkers are available for inquiries anytime during normal business hours via phone or email, Monday through Friday. Our plan checkers can typically respond to the City for all questions or requests generated during any plan review on the same day, but no later than the following day a request is received. To assist the City, we can also meet in-person with City staff and project stakeholders or can utilize video conferencing with all parties involved. Additionally, we recognize the value of pre-design consultation with prospective applicants and are available to provide this service. Our designated Project Manager and/or technical staff will be available in-person for consultation and meetings with a reasonable lead time.

Inspection

CSG inspectors can be ready to provide services upon request to CSG's designated project manager. We are flexible and can alter our hours to meet the City's needs. Evening and weekend inspections for special construction needs can be accommodated with sufficient notice. CSG staff can typically respond to the City for all questions or requests generated during field inspections on the same day, but no later than the following day a request is received.

LAND DEVELOPMENT PLAN REVIEW APPROACH

Plan check/development review form a large part of CSG's services. CSG has been providing plan check, exclusively to local municipalities since the firm's inception in 1991. Our success in maintaining ongoing relationships with our clients in a highly competitive environment is due to our ability to understand needs and priorities and partner with them in achieving their goals. We understand that our clientele includes not just public agencies but also the development community seeking to process applications through those agencies. We also understand that many development applications are important to public agencies due to the economic and quality of life benefits that those projects bring to the communities.

Drawing on the combined experience and talent of our staff, we have found the following practices to be helpful in approaching development review and map review:

- ▶ *Active participation by engineering staff and consultants during the entitlement process is critical. Design and other issues need to be discussed at this stage, with the appropriate staff from the City and/or other agencies included in the discussion. Engineering staff must spend time preparing clear and complete conditions of approval that outline the developer's obligations and address issues. Conditions of approval that are incomplete or vague simply defer problems to the plan review stage, resulting in delay in issuance of permits and frustration on the part of the developer, consultants, or staff who have to resolve the issues.*
- ▶ *Communication and alignment of expectations between the agency staff or consultants and the applicant is needed, starting with the entitlement pre-application phase and lasting through permitting. This can start with an understanding of the applicant's desired schedule for project completion, and then working backwards to set the timing for the various steps in the review process (entitlement, plan review, permitting). The City's consultant needs to be driven by results and not tasks. The goal is not, as some plan checkers practice, to put redlines on plans. The goal is to move the project forward. The consultant needs to be a problem solver and needs to accept a role in bringing the project to successful completion. The consultant must be proactive in presenting options to the City's staff and be willing to make recommendations on which options may work.*
- ▶ *The consultant needs to form a working relationship with the other parties. The applicant team should see the consultant as an asset and a partner, someone who is motivated to move the project to completion, as opposed to someone who has no interest in moving the project along. The consultant needs to listen – to staff, to the applicant and its team, and to other stakeholders. Hearing and understanding what the other party wants is the first step to developing a resolution.*

LAND DEVELOPMENT PLAN REVIEW SERVICES

New Development Entitlements

- ▶ *Review tentative maps, tentative parcel maps, architectural review, and other entitlement applications. Coordinate review with other City staff and/or outside agencies as needed.*
- ▶ *Attend follow-up meetings with Planning staff, the applicant, or others as needed to resolve issues regarding the proposal. Review subsequent submittals of the proposal.*
- ▶ *Assist the City with development of conditions of approval, development agreements, and other requirements associated with development applications. Assist the City in negotiating with developers regarding terms of agreements or conditions (additional tasks associated with the entitlement process are described above).*

Plan Review

Review parcel maps, final maps, improvement plans, grading plans, and landscape plans. Review includes evaluation of required records, studies, grading and improvement plan, and additional

materials submitted by the design professional. Confirm that plans conform to the City's standard design criteria, conditions of approval, and infrastructure or other master plans.

- ▶ *Each plan review will be accompanied with a letter summarizing the red-line comments addressed to the City's staff. A complete, red-lined set of drawings and any reports will be returned to the City. At the City's discretion, the comment summary letter and red-lined plan sheets can be scanned and submitted electronically to the design consultant to expedite the review process.*
- ▶ *Although we understand that meetings will not be required, CSG is available to meet with the applicant/representative and the City's staff to review comments or to delineate the standards which are not being met, to facilitate timely completion of the review and meeting the maximum goal of two plan checks. CSG will accept and review subsequent submittals electronically, when feasible, to expedite the review process.*
- ▶ *Soils reports will be evaluated, and confirmation of recommendations will be included on the plans. Boundary conditions will be evaluated to maintain continuity with surrounding properties and maintain existing drainage patterns. Construction erosion control and post-construction water quality control will be evaluated for compliance with the stormwater quality management permit in effect for the City.*
- ▶ *Assist the City with development of conditions of approval, development agreements, and other requirements associated with development applications. Additionally, assist the City in negotiating with developers regarding terms of agreements or conditions (additional tasks associated with the entitlement process are described above). Confirm that the developer has obtained necessary permits or approvals from other public agencies as needed, and that plans conform to the City's NPDES Phase II Small MS4 Permit and Central Coast Post-Construction Low Impact Development requirements for stormwater treatment and detention.*
- ▶ *Review and recommend approval of engineering bond estimates and subdivision guarantees. Assist the staff in preparing subdivision improvement agreements, other agreements (including stormwater treatment controls operations and maintenance and landscape maintenance agreements), and staff reports.*
- ▶ *Meet with developers, consultants, and other agencies on behalf of staff, as requested.*

Permitting and Construction

- ▶ *Assist in preparation of construction permits.*
- ▶ *Provide engineering support during construction.*
- ▶ *Assist with project closeout and acceptance of improvements.*

Digital Plan Review

CSG has been performing digital plan reviews with various municipalities including the Cities of Mountain View, Rohnert Park, Belmont, San Mateo, Soledad, Pacifica, and San Carlos. Reviews have been performed utilizing Bluebeam and GIS. Virtual communications with clients have taken place via Zoom and Microsoft Teams platforms. Additionally, CSG staff are very experienced with several land development tracking software including Accela.

Staffing

- ▶ *All plan reviews will be conducted by a State of California licensed civil engineer or under the supervision of a licensed civil engineer.*
- ▶ *Each plan review is assigned to a plan reviewer with oversight of the project manager. The assigned design plan reviewer will be committed to the project and will furnish all subsequent reviews for the project. It is the goal of CSG to provide, where practical, a cradle-to-grave approach for project review, where a review team is assigned to the project from entitlement through plan review and construction to closeout and acceptance.*

- ▶ *Provide specialized qualified licensed engineers to assist in any structural, soil and geotechnical reviews, for any of the assigned projects.*
- ▶ *Map checking will be overseen by licensed professional land surveyors or by professional engineers licensed to practice land surveying in the State of California.*
- ▶ *The review team will be available for applicant inquiries or conferences during normal business hours, Monday through Friday, from 8:00 AM through 5:00 PM. Web conferences, fax, and conference calls are optional forms of communications between Consultant and City staff.*

Plan Review Submittals Schedule

Development of hard-and-fast schedules for completion of development review and plan review work is difficult as timing and scope of projects is not always known. Examples of time frames for completing certain tasks are provided in the following table:

TYPE	TIME FRAME
Pre-application entitlement review	<i>Review application material in advance of requested meetings; complete formal comments and submit to Planning within two weeks of meeting</i>
Review Tentative Map Application or Other Entitlement Package	<i>Fifteen (15) working days of notice of submittal by the City</i>
Prepare Conditions of Approval	<i>Prepare within one week of request by Planning, or within reasonable shorter time frame if needed to meet hearing date</i>
Complete Improvement Plan (1 st Check)	<i>Fifteen (15) working days of notice of submittal by the City</i>
Complete Subsequent Improvement Plan Check As Needed	<i>Ten (10) working days of notice of submittal by the City</i>
Prepare fee estimate, review bond estimate, or prepare permit	<i>Ten (10) working days of request</i>
Miscellaneous Assignments	<i>Dependent on scope; typically between five (5) and ten (10) working days</i>

Turnaround times include pickup, QA/QC, and delivery.

Review of Storm Water Pollution Prevention Plans (SWPPP) and Post Construction Best Management Practices (BMPs)

CSG will review all plans and documents provided to demonstrate adequate and seasonally appropriate erosion and sediment controls in line with local requirements (i.e. grading ordinance). All stormwater protection BMPs shall be reviewed for site specificity and phase appropriateness, including erosion controls, run-on and run-off controls, sediment controls, active treatment systems, site management (aka housekeeping measures) and non-stormwater management. In addition, CSG will:

- ▶ *Review of a SWPPP and/or Water Pollution Control Plan (WPCP) for conformance to the State Water Resources Control Board Phase II Small MS4 Permit and the Central Coast Regional Water Quality Control Board Post-Construction Requirements.*
- ▶ *Optional Review of a SWPPP under the NPDES Construction General Permit will include confirmation of filing Notice of Intent (NOI) and WDID, notation of an Eligibility for Erosivity Waiver (for smaller projects and construction timeframe), notation of Risk Level determination (RL1-RL3) based on location and potential threat to water quality, and notation of the proposed schedule for required non-stormwater monitoring. Review of these selected topics does not constitute acceptance, approval, or recommendation of approval on behalf of or to the State.*

MAP REVIEW AND CITY SURVEYOR SERVICES

The traditional role of the City Surveyor is to ensure that maps, legal descriptions, and plats prepared for private developments or public projects are **technically correct**. However, more often than not, the City Surveyor also routinely ensures that the documents are comprehensive of City requirements and completed in accordance with the California Subdivision Map Act and local ordinances and are in substantial conformance with the approved entitlement application (traditionally the functions of the City Engineer). The City Surveyor's functions can vary, but typically include evaluating the documents submitted by applicants for completeness, reviewing and providing written comments and 'redlines,' and signing final documents/certificates or mylar prints of subdivision maps once approved. When complicated or unusual circumstances arise, the City Surveyor often meets with and advises the City Engineer and private applicants. On rare occasions, the City surveyor may also be directed to set street monuments not set by private development surveyors.



Detailed Scope of Work

CSG will review Final/Tract and Parcel Maps, Amending Maps, Certificates of Correction, Street Dedications and Public Easement Grants (Plats/Legal Descriptions), Lot Line Adjustments and Lot Mergers (Plats/Legal descriptions, and complete certificates), or other documents for compliance and conformance with the following:

- *Approved Tentative Map (for subdivisions)*
- *Conditions of Approval*
- *The California Subdivision Map Act*
- *The Professional Land Surveyor's Act*
- *Industry Standards and Local Practice*
- *Title information for the property, including existing easements and any other relevant land encumbrances, based on information contained in a preliminary title report (PTR) and record documents to be furnished by the applicant (a hyperlinked PTR typically works best)*
- *Survey and miscellaneous information presented on parent record maps and deeds of the subject and adjacent properties*
- *The Project Improvement Plans and other documents when conformance review is required by the City*

In conjunction with each review, CSG performs the following:

- *Review of closure calculations*
- *Review, seal and sign final copies of subdivision maps or sign various certificates for technical correctness (as Acting City Surveyor or Technical Reviewer)*
- *Preparation of Staff Report(s) for City Council approval, if required*
- *Preparation of Lot Line Adjustment and Lot Merger certificates*
- *Preparation of Certificates of Compliance (including review of the Chain of Title for the parcel in question, and preparation of a technical memorandum describing our findings).*

In addition to the documents listed above, CSG also regularly reviews Tentative Maps and assists municipalities with preparing Conditions of Approval (COAs). As City Surveyor, our scope of work is generally limited to review of the boundary and title information, and generating COAs associated with easements, or vacations or dedications of Rights-of-Way. However, CSG can assist with all facets of Tentative Map reviews, including engineering reviews if needed.

CSG's Review Process

New map submittals will be coordinated with the proposed project manager. At the time of new submittals, the applicant may decide to meet with the City and CSG's project manager via Zoom or Microsoft (MS) Teams, to briefly present the project and discuss any challenges.

Upon receipt of the submittal package, CSG will perform a cursory review to determine if the submittal is complete or let the applicant know if additional documents are needed for the review. The documents required to initiate a mapping review consist of the following (minimum):

- ▶ *Final or Parcel Map (or plat & legal description) in a PDF format*
- ▶ *A hyperlinked Preliminary Title Report, dated within 60 days*
- ▶ *Closure Calculations*
- ▶ *Any other record document used in the preparation of the new map or plat and legal description that is not readily available via the hyperlinked PTR*

Depending on the City's preference and project timeline, we may require missing documents immediately or address the matter in the form of a general comment with the first review.

Map reviews are typically completed by our team within **fifteen (15)** working days after receipt of a complete submittal package. Redlined documents and written comments are prepared for each review and can be provided electronically via email (most common), via overnight delivery, or by regular mail. Although comments are always provided to the City, comments may also be provided directly to the applicants upon City's request. Subsequent submittals are typically reviewed within **five to ten (5-10)** working days, but additional review time may be requested depending on project size, complexity, and applicant responsiveness to the first review. Conversely, expedited plan reviews may be performed upon request in certain cases.

Following each review, CSG is available to meet with City staff and/or applicants to discuss comments via Zoom, MS Teams, or by conference call. Our staff is always available to meet with applicants to discuss concerns and explain comments, at any stage of the review process.

Digital Plan Review

CSG has been performing digital plan reviews with various municipalities including the Cities of Mountain View, Rohnert Park, Belmont, San Mateo, Soledad, Pacifica, and San Carlos. Reviews have been performed utilizing Bluebeam and GIS. Virtual communications with clients have taken place via Zoom and Microsoft Teams platforms. Additionally, CSG staff is very experienced with several land development tracking software including Accela.

Staffing

- ▶ *All map reviews will be conducted by a State of California licensed civil engineer or under the supervision of a licensed civil engineer.*
- ▶ *Each map review is assigned to a reviewer with oversight of the project manager. The assigned design map reviewer will be committed to the project and will furnish all subsequent reviews for the project. It is the goal of CSG to provide, where practical, a cradle-to-grave approach for project review, where a review team is assigned to the project from entitlement through map review and construction to closeout and acceptance.*
- ▶ *Map checking will be overseen by licensed professional land surveyors or by professional engineers licensed to practice land surveying in the State of California.*

- ▶ *The review team will be available for applicant inquiries or conferences during normal business hours, Monday through Friday, from 8:00 AM through 5:00 PM. Web conferences, fax, and conference calls are optional forms of communications between Consultant and City staff.*

LAND & SURVEY DOCUMENTS FOR PUBLIC PROJECTS

On occasion, certain projects will require that the City prepare documents affecting property rights on behalf of the public (such as right-of-way dedications or vacations, and public easements) or prepare documents affecting the fee title ownership of public property (such as lot line adjustments for public facilities – Community Centers, Police Stations, Parks, Corporation Yards, etc.) CSG has assisted many of our clients in such transactions and worked closely with City Attorneys to ensure that proper procedures and legal requirements are adhered to.

Detailed Scope of Work

The types of legal documents that may be prepared by the City will vary but may include Parcel Maps, Lot Line Adjustments, Lot Mergers, and more. Plats and legal descriptions may need to be prepared. For street dedication or vacation documents, as well as easement grants and abandonments, the burden of preparing the plats and legal descriptions are typically put on the private party in conjunction with private development of the affected parcel(s). Those documents may, however, also be prepared as stand-alone documents/instruments by the City Surveyor. Lastly, records of survey may also be prepared if dictated by the Professional Land Surveyor's Act.

All documents are produced using the same level of care and quality control as mapping reviews, and prepared in conformity to the following legal codes:

- ▶ *California Subdivision Map Act*
- ▶ *Professional Land Surveyor's Act*
- ▶ *Streets and Highways Code*
- ▶ *Civil Code*
- ▶ *Other relevant sections of the Government Code*

All maps or certificates are prepared using local industry standards and pre-established City requirements.

CSG's Map/Document Preparation Process

CSG will meet with City representatives to discuss the scope of the project, general expectations, and final intent for the public property. Occasionally, better or quicker solutions are proposed to resolve issues after the project is thoroughly reviewed and discussed. CSG will provide field and office surveys, perform research of records, and order and analyze Preliminary Title Information. The map (or legal description and plat) are subsequently prepared and submitted for review and comment to the City prior to producing mylar prints and obtaining signatures from all parties.

Land and Boundary Surveys

In conjunction with public improvement projects, the City may require the City Surveyor to perform boundary and topographic surveys. The CSG surveying crews routinely provide this service under the direction of Ms. Truong and other licensed land surveyors utilizing Trimble Robotic Total Station and GPS equipment based on the California State Plane Coordinate System (CCS), NAD83 (for horizontal control) and City Benchmarks (for vertical control).

ON TIME ON CALL PROJECT DELIVERY

CSG maintains an engineering design staff of over 60 personnel. To manage workload and meet client expectations, CSG project managers hold weekly in-house meetings to review project deadlines, project budgets, analyze staff utilization, and prioritize various projects. Below is our five-step process for project delivery.

- *Project assignment begins with identifying the technical expertise required for each task, while matching it with the appropriate staff needed for the assignment via the “Staff Expertise” matrix. This provides the client with assurances that the work will be performed to a high standard and with an on-time, on-budget approach right from the start.*
- *Once a project/task has been assigned and begins, deadlines are tracked in a “Project Summary” log and reviewed at weekly design meetings.*
- *Required resources for each task are reflected in a “Resource Allocation” sheet and updated weekly.*
- *Should the work scope change per the clients’ request, additional required resources are discussed internally to ensure that appropriate staff members are assigned, based on expertise and availability.*

QUALITY ASSURANCE/QUALITY CONTROL

CSG’s in-house QA/QC Implementation Plan utilizes a peer review process with multi-level internal project checking. As highlighted in the organizational chart for this contract, **Sophie Truong, PE, PLS, QSD/P**, will be dedicated to the QA/QC Implementation Plan, and will work with the project manager on the following:

- *Establishing guidelines & assigning accountable personnel and responsibilities for each task.*
- *Assuring that all deliverables are reviewed, including products from subconsultants.*
- *Monitoring the process to assure that the schedule and budget are followed.*
- *Participating in the internal and external reviews.*
- *Reviewing and signing off on deliverables before submittal to the clients.*

Project Examples

SECTION

4

RELEVANT WORK EXPERIENCE

Below is a sampling of projects for which CSG has provided similar services as those requested by the City.

PACIFIC STATION REDEVELOPMENT | CITY OF SANTA CRUZ, CA

Building Plan Review (Including Green Building Review)

CSG is providing building plan review and green building review services for the Pacific Station Redevelopment in Santa Cruz, CA. The project includes two new mixed-use affordable housing structures (North & South).

- ▶ **PACIFIC STATION NORTH:** CSG is providing building plan review for the Pacific Station North redevelopment, a 7-story, 128-unit mixed-use podium project. The project is Type IIIA wood framed over 2-story Type IA construction at grade and features commercial retail and office space on the first two levels. Residential units span from level two through level seven, while a community room, laundry room, computer room and roof deck for residents is located on the seventh floor. The site for Pacific Station North originally was formerly the home for the Metro Pacific Police Station, which was made up of five parcels owned by the City and Santa Cruz Metropolitan Transit District along Pacific Avenue—including three commercial buildings that were demolished as a part of the overall project.
- ▶ **PACIFIC STATION SOUTH:** CSG is providing building plan review for the Pacific Station South redevelopment, a 7-story, 70-unit building that also offers commercial/residential amenity space and a medical clinic on the first two levels. The 70 residential units are located on the upper five stories and will provide 100% affordable housing to low-income households.

SIERRA POINT PARKWAY DEVELOPMENT | CITY OF BRISBANE, CA

Building & Fire Plan Review, Building Inspection



CSG has provided building and fire plan review services for Sierra Point Parkway projects since 2000. This bay-front development in Brisbane, CA, continues to expand and plans are in the works for additional projects. Below is a brief description for projects CSG performed building plan review and/or building inspection for:

- ▶ **SIERRA POINT TOWERS – BUILDING 1 | CITY OF BRISBANE, CA**
CSG is providing building and fire plan review, as well as building inspection for Building 1 of the Sierra Point Towers project—a 14-story, 494,340 sq. ft. structure that is located near the northern boundary of the project site.
- ▶ **SIERRA POINT TOWERS – BUILDING 2 | CITY OF BRISBANE, CA**
CSG is providing building and fire plan review, as well as building inspection for Building 2 of the Sierra Point Towers project—a 9-story, 317,000 sq. ft. structure that is located near the eastern boundary of the project site.
- ▶ **SIERRA POINT TOWERS – AMENITY BUILDING | CITY OF BRISBANE, CA**
CSG is providing building plan review and building inspection for the Amenity Building portion of the Sierra Point Towers project, a 2-story building totaling 40,000 sq. ft. The Amenity Building is located near the southwest corner of the project site and is being built on the site of an existing parking lot.

APPLE CAMPUS 2 (TANTAU DEVELOPMENT) | CITY OF CUPERTINO, CA

Building Plan Review



CSG provided on and off-site plan review for multiple new structures that are part of the Apple Campus 2 Development. Plan review included foundation, shell, and tenant improvements for the new structures. CSG's services also included providing an on-site plan review engineer for 2 days a week during the duration of the project to help expedite reviews, answer code clarification questions, and to attend weekly meetings with the design team, owners and the City.

Throughout the project, CSG assisted architects and engineers with code inquiries and clarifications; provided expedited review of RFIs and deferred submittals; and coordinated with City departments to ensure review and approval of submittals. The total project size was 1.3 million sq. ft. Additional examples of Apple Campus 2 buildings for which CSG provided review include:

- ▶ 2 two-story research & development buildings totaling 212,000 sq. ft.
- ▶ A five-story, 304,000 sq. ft. parking structure, data center and energy center
- ▶ A 206,000 sq. ft. visitor center with below-grade parking and a viewing deck
- ▶ A 3,300 sq. ft. "Tantau" reception building
- ▶ A 1,870 sq. ft. "Wolfe" reception building
- ▶ 2 outdoor, open-air cafeterias at 2,586 sq. ft. each
- ▶ A 2,238 sq. ft. maintenance building

SUNNYVALE CIVIC CENTER | CITY OF SUNNYVALE, CA

Building Plan Review, Fire Plan Review & CASp



CSG provided plan review, fire plan review, and CASp review for the Sunnyvale Civic Center, a 4-story, 117,000 sq. ft. structure that will serve as Sunnyvale's new city hall. The project received an LEED Platinum rating and a Net Zero carbon footprint—the first city hall in the nation to be recognized for attaining both of these standards—and is now recognized as "America's Greenest City Hall." The all-electric building is powered by roof-top solar panels, but also features floor-to-ceiling bird-

safe windows, light wells and a unique orientation that allows for maximum use of natural light. The new city hall also includes a revamped public safety emergency operations center, with plans to add six acres of public open space, an outdoor amphitheater, and an expanded library. The project was divided into six phases—with CSG being heavily involved in plan reviews for each phase. Throughout each step in the process, CSG helped ensure that all required building, mechanical, electrical, plumbing, and accessibility requirements were met in all six phases. Before the building ever opened to the public, it was recognized as one the Business Journal's 2022 Structures for public/civic projects.

VETERANS AFFAIRS OUTPATIENT CLINIC | CITY OF MARINA, CA

Building & Fire Plan Review



CSG provided complete building and fire plan review for this integrated Department of Veterans Affairs and Department of Defense joint health-care clinic, the first in California. This 146,000 sq. ft., three-story structure on 14.3 acres will serve as a state-of-the-art medical clinic. The clinic provides primary and specialty care facilities and services that include subspecialty clinics, audiology, indoor and outdoor physical therapy, occupational therapy, a mental health center, as well as imaging and laboratory space. This project achieved LEED Gold certification.

MONARCH BAY SHORELINE DEVELOPMENT | CITY OF SAN LEANDRO, CA



CSG is currently assisting the City of San Leandro with the “Monarch Bay” Shoreline project. This project is a Public/Private partnership between the City of San Leandro and Cal Coast Development to redevelop a 52-acre area surrounding the City’s existing marina. The redevelopment will include multi-family apartments, a hotel, a conference center, housing units, new restaurants, a new community library, a 25-acre passive public park, and almost 2 miles of Public promenade. To date, CSG has assisted the City’s Transportation and Engineering Department with general project management including preparation of the Development Agreement, attending community meetings, and

reviewing preliminary engineering and mapping plans. CSG will continue to provide project management as the development progresses as well as perform detailed engineering and mapping plan reviews.

DEVELOPMENT REVIEW SERVICES | CITY OF VALLEJO, CA

CSG has provided the City of Vallejo with comprehensive land development review services including project management, entitlement review, improvement plan review, and construction engineering support. This mixed-use project consists of commercial and residential components bounded by Mare Island Way, Harbor Way, and Mare Island Causeway. There are 175 single family residential lots.

CLEMENT AVENUE IMPROVEMENTS FROM GRAND AVENUE TO WILLOW STREET LAND DEVELOPMENT REVIEW | CITY OF ALAMEDA, CA

CSG was selected to conduct development review services to assess improvement plans, off-site drainage, and storm drain outfall enhancements.

THE TOWNHOMES LAND DEVELOPMENT REVIEW | CITY OF ALAMEDA, CA

CSG was selected to provide development review for this high-density residential development. The project included frontage improvements, stormwater improvements, and a pedestrian corridor which provided public access between Clement Avenue and the Waterfront Bay Trail through the building. The project is currently under construction.

25A ORINDA WAY DEVELOPMENT REVIEW | CITY OF ORINDA, CA

As part of an on-call for land development services, CSG was chosen to conduct development review for a 24,150 sq. ft. mixed-use retail and office building located along Orinda Way. Our team has completed the review process, and the submission has been forwarded to Contra Costa Public Works for their assessment.

ON-CALL DEVELOPMENT REVIEW | CITY OF GILROY, CA

CSG current provides as-needed development review services to the City of Gilroy, including full development review for the Glen Loma Ranch subdivision. The Glena Loma project included plan check and map review for a 360-acre development, which will include 1,600 units of varying size and residencies, divided into 19 residential neighborhoods, a new fire station, town center commercial area, preserved open space, and major bicycle and pedestrian system. CSG staff completed review of Phase 1A of this project which includes 3 subdivision improvement plans with a total of 274 units, two roundabouts, and a city park.

Fee Schedule

SECTION **5**

CSG Consultants’ fee schedule for the requested services is provided below:

PERSONNEL / REVIEW TYPE	ALL INCLUSIVE FEE / HOURLY RATE
Off-Site Building Plan Review by Percentage	
Full Building Plan Review by Percentage	65% of Agency’s Building Plan Check Fees
Structural Only Plan Review by Percentage	55% of Agency’s Building Plan Check Fees
Expedited Plan Review by Percentage	95% of Agency’s Building Plan Check Fees
Minimum Per Plan Review (Except for Residential Solar)	\$250
Off-Site Building Plan Review Hourly Rates (minimum 1-hour per submittal)	
Building Plan Review	\$147
Structural Only Plan Review	\$170
CASp Plan Review/Consultation	\$166
Expedited Plan Review (Hourly)	1.5 x Hourly Rate
Building Department Services (Hourly Rates)	
CASp Inspection	\$157
Building Inspector	\$131
Building Official	\$143
Administration/Plan Processing	\$80
Engineering Services (Hourly Rates)	
Administrative Assistant	\$90
Analyst	\$150
Construction Inspector	\$165
Assistant Resident Engineer	\$195
Assistant Engineer	\$165
Associate Engineer	\$200
Associate Surveyor	\$195
Senior Construction Inspector	\$185
Senior Engineer	\$220
Senior Land Surveyor	\$220
Resident Engineer	\$240
Structure Representative	\$240
Senior Project Manager	\$245
Principal Engineer	\$270
Senior Principal Engineer	\$290
Two-Person Survey Crew	\$395

Fee Schedule Terms & Conditions

- *Plan review is based on a percentage of the agency's plan check fees and includes the initial plan review and two subsequent reviews. Additional reviews, deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate below.*
- *RFIs for large developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the agency.*
- *Depending on project size and scope, CSG's percentage-based expedited plan review rate may be adjusted if mutually agreed upon between the Agency and CSG.*
- *All hourly rates include overhead costs including but not limited to salaries, benefits, workers' compensation insurance, local travel, and miscellaneous office expenses.*
- *Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the Agency prior to proceeding.*
- *Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.*
- *Hourly rates for publicly funded projects will be based on current prevailing wage rates.*
- *On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region.*
- *CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.*
- *This fee proposal is valid for a period of 90 days from date of submittal.*
- *If plans are not submitted electronically, CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service.*
- *For hourly projects only, performance of plan review services utilizing the agency's adopted plan review software (e.g., ProjectDox or Bluebeam Studios) to, for example, markup plans with corrections and redlines and/or coordinate with other internal agencies, may involve additional time being added to the plan review time at the associated plan review rate.*
- *Administration/Plan Processing fees are incurred for specific additional services requested by the agency beyond the normally provided CSG administrative services which typically include coordinating the pick-up and return of plans; performing scanning, collating, and tracking; and providing plan review status updates to the agency. Cost for additional services will be negotiated based on the type of request with a minimum fee based on 0.5 hours of service per project.*



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