



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

## Staff Report

**DATE:** March 24, 2026  
**TO:** City Council  
**FROM:** John Guertin, City Manager  
**SUBJECT:** Approval of Professional Services Agreement with 4LEAF, Inc. for On-Call Code Enforcement, Building Inspection, and Plan Review Services.  
**CEQA:** This Action is not subject to the California Environmental Quality Act (CEQA) as it is not a project pursuant to Guidelines Section 15378 (b)(5) because it is an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment.

### Recommendation

Approve a Professional Services Agreement with 4LEAF, Inc. to provide on-call code enforcement, building inspection, and plan review services to support the City's Community Development and Building Division operations and supplement services provided by the City's primary building services consultant, Government Private Sector Solutions (GPS).

### Background

The City currently contracts with Government Private Sector Solutions (GPS) to provide primary building inspection and plan review services. While this arrangement has provided essential support for building permit processing and inspections, the City has experienced a noticeable increase in code enforcement complaints and compliance cases over the past several years.

These cases involve issues such as:

- Property maintenance violations
- Unpermitted construction
- Nuisance conditions
- Zoning violations

As development activity increases and community expectations for timely response to complaints continue to grow, it has become increasingly important for the City to enhance its ability to respond promptly, investigate complaints, and achieve timely code compliance.

To address this need while maintaining flexibility and controlling costs, staff proposes entering into an agreement with 4LEAF, Inc., a professional consulting firm specializing in municipal code enforcement and building department services.

## **Discussion**

The City has seen an increase in the number and complexity of code enforcement complaints, requiring additional time for investigation, documentation, and follow-up to achieve compliance.

Timely response to these issues is critical to:

- Protect neighborhood quality of life
- Maintain public health and safety
- Ensure fair and consistent enforcement of the Municipal Code
- Preserve property values and community standards

Having access to additional code enforcement personnel on an as-needed basis will allow the City to respond more quickly to complaints, address backlog cases, and improve overall enforcement effectiveness.

4LEAF provides certified code enforcement personnel with experience investigating violations, issuing administrative citations, and working with property owners to achieve compliance with local regulations and building codes.

In addition to code enforcement support, the agreement will allow the City to utilize 4LEAF for backup building inspection and plan review services when necessary.

These services may be used to:

- Provide coverage during absences or scheduling conflicts
- Address temporary increases in permit activity
- Provide specialized plan review expertise
- Maintain predictable inspection scheduling for applicants

4LEAF maintains a large pool of certified inspectors and plans examiners and can deploy personnel quickly to support municipal building departments as needed. The firm reports having more than 200 inspectors available for inspection assignments and plan review support.

4LEAF currently provides services for numerous nearby jurisdictions including:

- City of Pacific Grove
- City of Sand City
- City of Hollister
- County of Monterey

## **Fiscal Impacts**

Services under the proposed agreement will be provided on an as-needed hourly basis.

Typical hourly rates include:

- Code Enforcement Officer – approximately \$115–\$135 per hour
- Structural Plan Review Engineer – approximately \$170 per hour
- Non-Structural Plan Review – approximately \$150 per hour

Code enforcement services may be funded through the Community Development budget and, where applicable, cost recovery mechanisms such as administrative citations or compliance fees. Building inspection and plan review services are generally recovered through permit fees paid by project applicants.

No additional General Fund appropriation is anticipated at this time.

Respectfully Submitted,

---

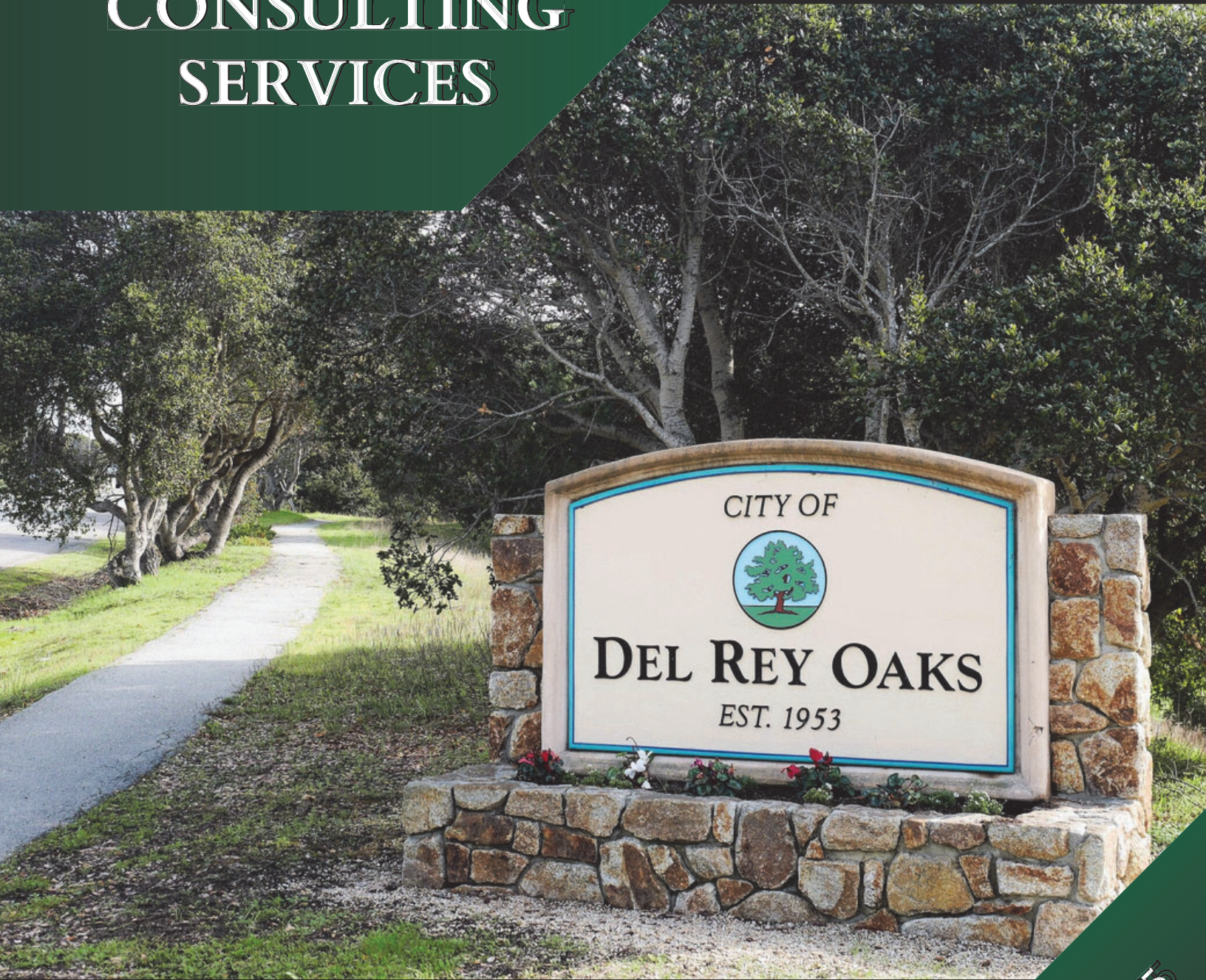
John Guertin, City Manager

QUALIFICATIONS TO PROVIDE

**PROFESSIONAL  
CONSULTING  
SERVICES**

TO THE

**CITY OF  
DEL REY OAKS**



**4LEAF, INC.**  
409 WASHINGTON ST., STE.100  
MONTEREY, CA 93940  
(831) 330-1235

**DECEMBER 16, 2025**

# TABLE OF CONTENTS



4LEAF, INC.

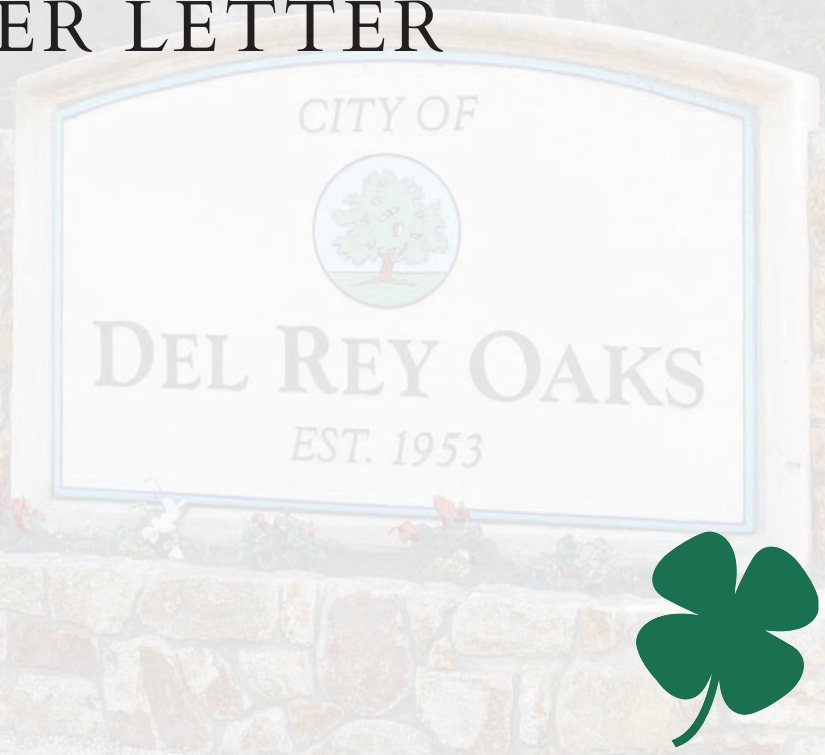
<b>SECTION 1</b> COVER LETTER	1 - 2
<b>SECTION 2</b> FIRM PROFILE	3 - 5
<b>SECTION 3</b> PERSONNEL	6 - 10
<b>SECTION 4</b> SCOPE OF WORK	
4.1 - PLAN REVIEW	11 - 15
4.2 - INSPECTION	16 - 18
4.2 - CODE ENFORCEMENT	19 - 26
<b>SECTION 5</b> REFERENCES	27 - 31
<b>SECTION 6</b> FEE SCHEDULE	32 - 33
<b>APPENDIX</b> RESUMES	

QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

SECTION 1

---

COVER LETTER



4LEAF, INC.



City of Del Rey Oaks  
650 Canyon Del Rey Blvd  
Del Rey Oaks, CA 93940  
Attn: John Guertin, City Manager

December 16, 2025

## **RE: Qualifications to Provide Professional Consulting Services to the City of Del Rey Oaks**

4LEAF, Inc. (4LEAF) is pleased to present our qualifications to provide Professional Consulting Services to the City of Del Rey Oaks (City). 4LEAF has been providing these services to 400+ clients throughout the country for more than 24 years and is looking forward to the opportunity of providing services to the City. 4LEAF is the ideal choice for the following reasons:

### **Local Presence**

We work with many local municipalities providing the requested services and have the local personnel available to service the City's project and staffing needs. Additionally, we are supplying services to municipalities throughout California, including nearby agencies such as:

- City of Pacific Grove
- City of Los Gatos
- County of Monterey
- City of Sand City
- City of San Juan Bautista
- County of San Benito
- City of Santa Cruz
- City of Salinas
- County of Santa Cruz
- City of Hollister
- City of Greenfield
- County of Santa Clara

### **Full-Service Firm**

As a full-service firm, 4LEAF can provide departmental services to aid with high project workloads that require additional staff assistance. We provide jurisdictions with Plan Review, Inspection, Code Enforcement, Planning, Public Works, and Fire services and we have the qualified staff available to serve the City with remote, on-site, part-time, or full-time project needs. Our services include:

- **Plan Review:** 4LEAF is an industry leader in Plan Review services and has a team of Structural Engineers, Accessibility Specialists, and Mechanical/Electrical/Plumbing/Fire Plans Examiners. We provide courier services that guarantee less than 24-hour pickup and delivery of all plan reviews performed off-site, and we also offer electronic and expedited plan review services upon request.
- **Inspection:** We have over 200 inspectors on staff who specialize in Residential, Commercial, Industrial, Energy, Fire, ADA, Solar, and Public Works projects. We have a track record of providing inspectors as-needed for long- or short-term projects, including one day assignments to cover staff training, sick days, vacation days, or spikes in permit activity.
- **Permitting:** 4LEAF's pool of talented professionals includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if needed.
- **Code Enforcement:** 4LEAF staff have the experience working with property owners and other responsible parties to bring properties and conditions into compliance. Our Code Enforcement team is skilled in using processes including issuing administrative citations to establish whether violations of law exist on a property and ensuring compliance.

**☑ Depth of Resources**

4LEAF utilizes remote plan review technologies to ensure cost-effectiveness, efficiency, and environmental consciousness. Our technological capabilities include:

- Proficiency with platforms such as Bluebeam, Accela, TRAKiT, Energov, OpenGov, and more.
- Our proprietary EZPlan Review portal provides seamless communication and project tracking.
- Advanced electronic plan review capabilities, allowing for quick, paperless processing.
- elas™ software provides streamlined management of inspection data and reports.

Our depth of knowledge is vast, with all plan reviewers rigorously trained to ensure strict compliance with adopted codes and ordinances. We provide specialized staff at every level, for various disciplines, including:

- Civil Plan Review Engineers
- Structural Plan Review Engineers
- ICC Certified Plans Examiners
- MEP & Fire Plans Examiners
- ICC Certified Inspectors & IORs
- PC832 Certified Code Enforcement Officers

**☑ Leadership**

The contract with the City of Del Rey Oaks will be managed by Craig Tole. Craig will handle all contractual details, project discussions, and staffing requests. He has a proven track record of success working with and managing projects for many cities and counties throughout California and will be available to the City for all needs involving this contract.

**☑ Contact**

Executive Project Manager	President	4LEAF Local Office
Craig Tole Office: (831) 330-1235 Mobile: (925) 580-4055 Email: <a href="mailto:CTole@4leafinc.com">CTole@4leafinc.com</a>	Kevin J. Duggan Office: (831) 330-1235 Email: <a href="mailto:KDuggan@4leafinc.com">KDuggan@4leafinc.com</a>	409 Washington St., Ste. 100 Monterey, CA 93940 Office: (831) 330-1235 Website: <a href="http://4LEAFINC.COM">4LEAFINC.COM</a>

We appreciate this opportunity to present our qualifications. Should you have any questions, please do not hesitate to reach out using the contact information above.

Respectfully submitted,

  
**Kevin J. Duggan**  
 President

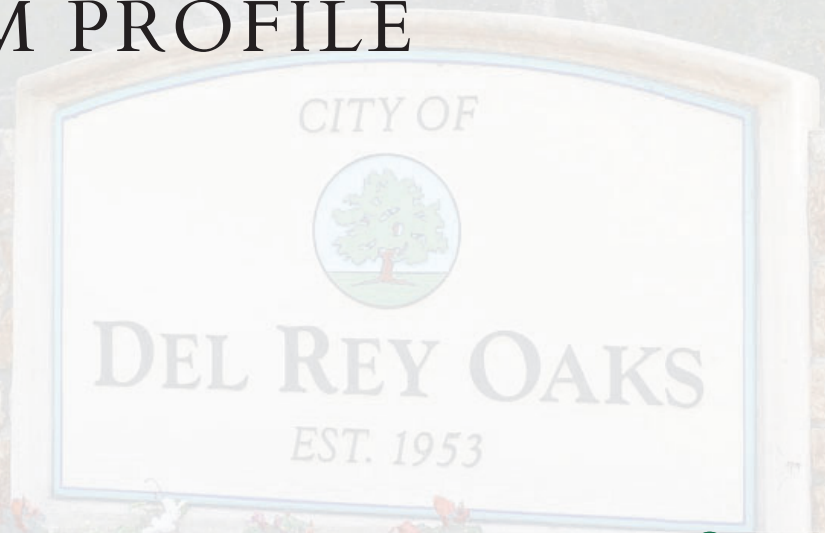
  
**Craig Tole**  
 VP, Community Development / Exec. Project Manager

QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

SECTION 2

---

FIRM PROFILE



4LEAF, INC.



## SECTION 2: FIRM PROFILE

### Background

4LEAF, Inc. (4LEAF) is a California “C” Corporation that was established in 1999 and incorporated in 2001. Our extensive team of engineers and managers are fully equipped with training and experience to provide complete services including code enforcement, plan check, CASp, inspection, permit technician assistance, professional development training, and other related professional and technical services to the City. Our goal is to set the industry standard for excellent customer service, and we have grown to nearly 400 personnel throughout California, Washington, Nevada, Arizona, Hawaii, and New England, and we are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

### Management

**Craig Tole**

VP, Community Development  
Phone: (925) 580-4055  
Email: [CTole@4leafinc.com](mailto:CTole@4leafinc.com)

**Michael Loomis, SE, CBO, CASp**

Director of Structural Engineering  
Phone: (831) 620-2305  
Email: [MLoomis@4leafinc.com](mailto:MLoomis@4leafinc.com)

**Pete Roque**

Ntnl. Director, Code Enforcement  
Phone: (949) 230-4968  
Email: [PROque@4leafinc.com](mailto:PROque@4leafinc.com)

**Scott Martin, PE**

Quality Control Manager  
Phone: (559) 348-7101  
Email: [SMartin@4leafinc.com](mailto:SMartin@4leafinc.com)

**Vanessa Morales**

Plan Review Coordinator Manager  
Phone: (925) 789-9917  
Email: [VMorales@4leafinc.com](mailto:VMorales@4leafinc.com)

**Giovanni Caponigro**

Inspection Coordinator  
Phone: (925) 719-6072  
Email: [GCaponigro@4leafinc.com](mailto:GCaponigro@4leafinc.com)

### Office Locations

**Monterey**

409 Washington St., Suite 100  
Monterey, CA 93940

**Bay Area (HQ)**

2126 Rheem Drive  
Pleasanton, CA 94588

**Sacramento**

8896 N. Winding Way  
Fair Oaks, CA 95628

**Santa Rosa**

2235 Mercury Way, Suite 120  
Santa Rosa, CA 95407

**Newport Beach**

4440 Von Karman Suite 300  
Newport Beach, CA 92660

**4LEAF Consulting, LLC**

157 E. Warm Springs Rd.  
Las Vegas, NV 89119

**San Bernardino**

424 E. Vanderbilt Way, Suite A  
San Bernardino, CA 92408

**Arizona**

2 N. Central Ave., Suite 1800  
Phoenix, AZ 85004

**New England**

132 Central St., Suite 210  
Foxboro, MA 02035

### Professionals

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	55+	Registered Engineers (PE, SE)	20+
ICC Certified Inspectors & IORs	200+	ICC Permit Technicians	45+
Registered Architects	5	ICC Certified Building Officials	30+
Code Enforcement Staff (PC832)	85+	CASp	15
Construction Managers/Inspectors	40+	Fire Plans Examiners & Inspectors	30+



## Mission

4LEAF strives to be the best firm by providing our clients with outstanding customer service and first-rate services. We put our philosophy into action by building client relationships and prioritizing the needs of our clients—this has led us to become an industry leader in providing Building & Fire Life Safety Services to both public and private clients. We have worked with municipal departments in the construction, rehabilitation, and repair of public and private buildings and have partnered with design review and preservation boards to determine building improvement criteria and associated project requirements. We have a depth of experience in working with all types of building structures and have performed Inspection and Plan Review services on more than \$50 billion dollars in construction throughout the past 24 years.

We have provided plan review and inspection services for thousands of residential projects, tenant improvements, and complex commercial projects including marijuana facilities office campuses, parking garages, hotels/resorts, transportation facilities, city/county-owned buildings, universities, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. In addition, our team has performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

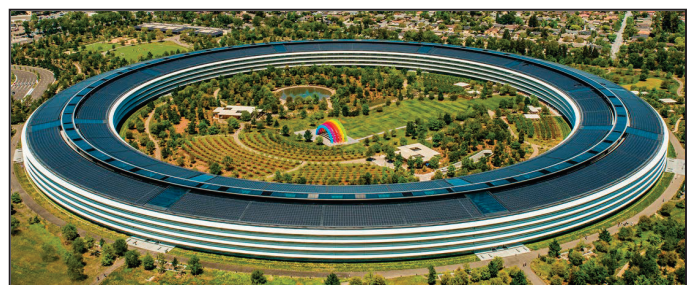
4LEAF has also been an industry leader across numerous other disciplines, such as Code Enforcement and Planning. Our Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and work toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

### **We have a proven track record of reviewing and inspecting projects of all sizes and complexities including:**

Type B Commercial Construction	Refinery Facilities	Laboratories
City/County-Owned Facilities	Site Work	Power & Energy
Large Campuses	Waterfront	Marijuana Facilities
Fire Recovery Services	Multi-Family Projects	Military Projects
Stadiums/Arenas	Healthcare Facilities	Essential Service Facilities
Commercial Office Parks	Transportation Facilities	Detention Facilities

## Large Project Experience

4LEAF is uniquely qualified to work on projects of any size. Our team completed the Project Inspections for the entire \$6 billion Apple Campus 2 Corporate Headquarters in the City of Cupertino, CA where we comprised a team of Building Inspectors and Permitting Specialists.





4LEAF also provided the Plan Review and Inspection services for the \$2.6 billion Wynn Casino Project in the City of Everett, MA; San Jose State University’s Interdisciplinary Science Building in the City of San Jose, CA; and the County Office Building III in the County of San Mateo.



We have the resources to deploy staff to any state and as you can see from the limited examples listed above, we have provided services all over the country. Our team is well-equipped and qualified to perform services for any project and in any location. By choosing 4LEAF, you are choosing a company that prides itself on quality work, top-notch customer service, experienced staff, and a multitude of project experience. Please review our scope of services and project examples in the sections that follow to gain more understanding about our firm and how we can help achieve the City’s project goals.

### **Snapshot of Services**

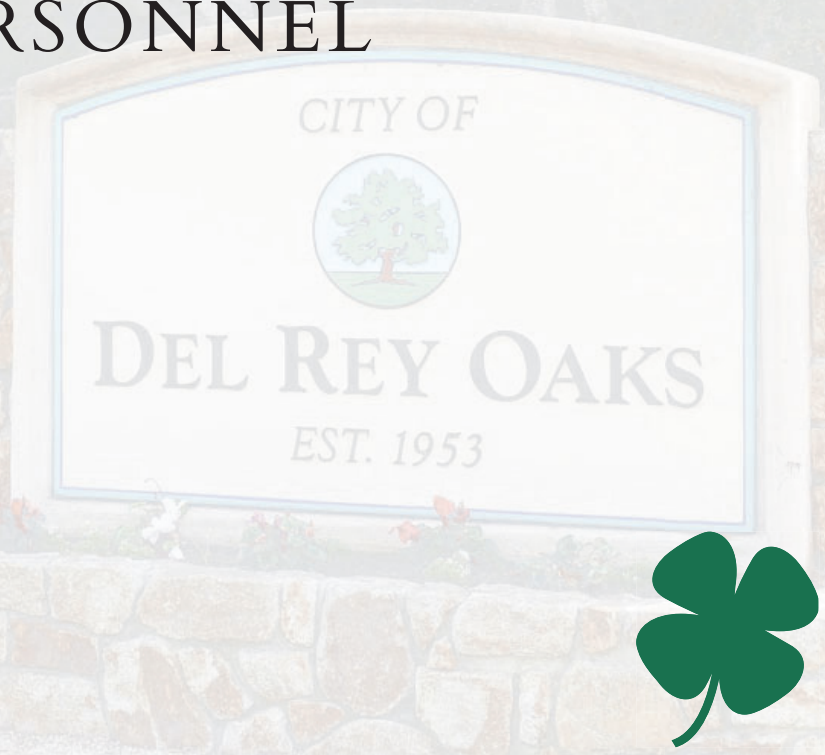
<b>Plan Review / Inspection</b>	<b>Permitting</b>	<b>Code Enforcement</b>
<ul style="list-style-type: none"> <li>• LEED Accredited Professionals</li> <li>• Inspectors of Record</li> <li>• Program Analysis &amp; Studies</li> <li>• Correcting Code Deficiencies</li> <li>• Investigating Complaints</li> <li>• Violation Issuance</li> <li>• Jurisdictional Inspectors</li> <li>• ICC-certified Plan Reviewers</li> <li>• Certified Accessibility Specialists</li> <li>• ICC-certified Building Officials</li> <li>• Building Dept. Services</li> <li>• Expedited Plan Reviews</li> <li>• On- and Off-Site Plan Review</li> <li>• Property Condition Surveys</li> <li>• Industrial, Energy, &amp; Solar</li> </ul>	<ul style="list-style-type: none"> <li>• Over-the-counter reviews</li> <li>• Intake of plans</li> <li>• Routing for plan review</li> <li>• Assignment management</li> <li>• Hosting page turn sessions</li> <li>• Virtual permit technician services</li> <li>• Prepare approval packages</li> <li>• Inspection scheduling</li> <li>• Application Processing</li> <li>• Developing Submittal Forms</li> <li>• Solar Permitting</li> <li>• Property Research</li> <li>• Public interface</li> <li>• Special events permits</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Augmentation Services</li> <li>• Department Assessments</li> <li>• Vendor Enforcement</li> <li>• Blight Enforcement</li> <li>• Substandard Housing</li> <li>• Lead Paint</li> <li>• Tobacco Enforcement</li> <li>• Short Term Rentals</li> <li>• RRP Training</li> <li>• ICC &amp; CACEO Trainings</li> <li>• Rental Housing Programs</li> <li>• Cannabis Enforcement</li> <li>• Business License Enforcement</li> <li>• Parking Enforcement</li> <li>• Zoning</li> </ul>

QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

SECTION 3

---

PERSONNEL



4LEAF, INC.



## **SECTION 3: PERSONNEL**

### **Management Team**

#### **Craig Tole – Project Manager / Vice President, Community Development**

Craig has served Community Development Departments for the past 20 years under the supervision of the company President. Among Craig’s responsibilities include the day-to-day contact with many of 4LEAF’s clients in the Building & Safety, Engineering, and Construction Management industries. Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion. Craig also manages numerous County IOR programs including San Mateo County PDU, Santa Clara County FAF, Alameda County GSA, and Santa Cruz County GSD.



Office - (831) 330-1235 | Cell - (925) 580-4055 | Email - [CTole@4leafinc.com](mailto:CTole@4leafinc.com)

#### **Michael Loomis, SE, CBO, CASp, PMP – Director of Structural Engineering**

With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing systems. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp). Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside. Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience.



Office - (831) 330-1235 | Cell - (831) 620-2305 | Email – [MLoomis@4leafinc.com](mailto:MLoomis@4leafinc.com)

#### **Pete Roque – National Director of Code Enforcement**

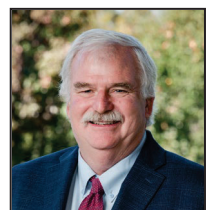
Pete is a Code Enforcement expert with PC 832 and Advanced Certificates. He brings with him over 18 years of experience in Code Enforcement and has served in the capacities of Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple California public agencies. Pete is proficient in conflict resolution and has a wealth of knowledge in the subjects of permit regulations, City codes, housing investigations, citation issuance, and lien appeals.



Office – (831) 330-1235 | Cell - (949) 230-4968 | Email - [PROque@4leafinc.com](mailto:PROque@4leafinc.com)

#### **John Kuehl, CBO – Building Official / Area Manager**

John is a seasoned Building Official and licensed Inspector with more than 30 years of inspection and construction experience. With 21+ years as the Chief Building Official at the City of Monterey, John is an integral part of our team and has the technical knowledge to provide quality deliverables to our clients. Whether he is out in the field or in the office, John’s expertise helps guide his team to complete jobs on time and with successful results. Additionally, John is a skilled plans examiner and has mentored numerous industry personnel.



Office - (831) 330-1235 | Cell - (831) 233-0188 | Email – [JKuehl@4leafinc.com](mailto:JKuehl@4leafinc.com)



### **Scott Martin, PE – Quality Control Manager / Senior Plan Review Engineer**

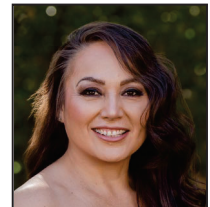
Scott has over 27 years of engineering experience and has performed a multitude of plan reviews for many different project types including commercial structures, residential structures, schools, hospitals, and various municipal reviews for clients throughout the country. His duties include the review of plans submitted to local jurisdictions, creation and submission of plan review letters, and constant communication with all project stakeholders. Scott is a crucial element in our Plan Review Quality Control and Assurance process, ensuring all plan reviews comply with all applicable codes and regulations.



Office - (831) 330-1235 | Cell - (559) 348-7101 | Email – [SMartin@4leafinc.com](mailto:SMartin@4leafinc.com)

### **Alejandra Molina – Code Enforcement Manager & Trainer**

Alejandra has more than 21 years working in Government and has been a Code Enforcement Officer and Manager. She is an excellent communicator who interacts effectively with property owners, building contractors, government officials, and citizens to address and resolve any problems. Alejandra is skilled in the topics of violation notices, administrative citations, inspection warrants, and applicable state codes, ordinances, and regulations. In addition, she also brings her bilingual skills to the table. Alejandra currently acts as primary code enforcement liaison for our Northern California clients.



Office - (831) 330-1235 | Cell – (747) 494-7619 | Email – [AMolina@4leafinc.com](mailto:AMolina@4leafinc.com)

### **Vanessa Morales – Plan Review Coordinator Manager**

Vanessa serves as 4LEAF’s Plan Review Coordinator Manager, supervising the internal routing and completion of plan reviews, ensuring that all projects are handled efficiently and in compliance with regulations. In addition, she is also responsible for training and placing 4LEAF’s permit technician staff to support our Community Development clients. Vanessa equips our permit technician team with the skills and knowledge needed to meet the specific needs of the municipalities they serve.



Office – (831) 330-1235 | Cell - (925) 789-9917 | Email - [VMorales@4leafinc.com](mailto:VMorales@4leafinc.com)

### **Giovanni Caponigro – Inspection Coordinator**

Giovanni expertly balances the demands of growing business opportunities with the complex task of coordinating inspection personnel across various municipalities. With a strong foundation in strategic planning and relationship management, Giovanni excels at identifying and nurturing client partnerships while ensuring the coordination of inspectors is streamlined and efficient.



Office - (831) 330-1235 | Cell - (925) 719-6072 | Email - [GCaponigro@4leafinc.com](mailto:GCaponigro@4leafinc.com)



## **On-Call Supporting Staff**

### **Jessica Edwards, CBO – Supervising Plans Examiner / Regional Plan Review Manager**

Jessica is supervising plans examiner with over 13 years of experience. She has the knowledge and skills to ensure compliance with all codes / ordinances. Jessica is also highly certified, as she has currently earned 11 different ICC certifications. Before rejoining 4LEAF in 2025, she was a building inspector on our team for four years. She then gained additional valuable experience working directly for the City of Marina as a Senior Building Official before being promoted to Chief Building Official. Her work history highlights her skills and continual professional growth in this industry. As a supervising plans examiner, Jessica applies all her technical knowledge and communication skills to provide additional supervision and support to the 4LEAF team.

### **Minerva “Minnie” Arredondo, CBO, CALOES – Building Official**

Minnie is an experienced Permit Center Manager and Assistant Building Official based in the Monterey Area. She has more than 25 years of experience and is skilled in setting up management systems such as manuals, procedures, and documentation. She is adept in providing high-quality customer service, maintaining department databases and administrative files, scheduling inspections, and supervising Building Department staff and processes to maintain efficiency in the Department. She works well under pressure, is bilingual, organized, highly dedicated, can multitask, and is a great problem solver.

### **Rouhi El-Rabaa, PE, CASp – Senior Plan Review Engineer / Accessibility Specialist**

Rouhi is a licensed professional plan review engineer with over seventeen years of experience in civil engineering. He possesses extensive knowledge regarding residential, commercial, and industrial structure plan review. Rouhi can rely on years of practical experience to support project development for a variety of structures. He has also developed exceptional leadership skills that are crucial for providing direction and efficiency to any project. Rouhi has also been fortunate enough to work with a variety of diverse teams and has since become capable of seamlessly integrating into new groups in the pursuit of successful project completion. These skills make Rouhi an excellent asset to any project team he supports.

### **Joseph Leonard, SE – Structural Plan Review Engineer**

Joseph is a professional and driven licensed professional structural engineer with over 20 years of plan review experience. He has a great understanding of current California Building Standards Codes, especially the Building, Plumbing, Mechanical, Fire, Title 24, CalGreen, and municipal codes of various jurisdictions. Joseph has served in a number of senior positions, providing him with valuable leadership and interpersonal skills. In addition, Joseph has tremendous customer services skills, always leaving clients he works with satisfied. Joseph is a remarkably dedicated and determined team member, and his depth of knowledge makes him an asset to any team he joins.

### **Daniel Wolfe, PE – Senior Civil Engineer**

Daniel is a highly capable civil engineer with over 24 years of experience across a variety of projects. He is skilled in interpreting and applying California building codes, civil plan review, computer-aided design (CAD), construction, and structural analysis. Furthermore, Daniel’s extensive experience within local government has made him highly proficient in coordinating and cooperating with various departments in the pursuit of the successful completion of any project. He has prior experience as a design engineer working on the design of public infrastructure to mixed-use development sites. In addition, served as senior civil engineer for the City of Folsom for nearly two decades. Daniel’s wide variety of experience has shaped him into a capable leader and communicator able to seamlessly work with any team he joins.



### **Gabriel Regalado – Plans Examiner / Combination Building Inspector / Inspector of Record**

Gabriel is a Certified Plans Examiner, Combination Building Inspector, and Inspector of Record who is able to enforce codes and zoning requirements using local and California state codes. He possesses strong leadership abilities with years of successfully developing and managing staff skills and placement. Gabriel’s extensive background in practical and hands-on inspection makes him adept at successfully and effectively interacting with contractors across multiple construction sites. Gabriel’s skills and strong work ethic makes him the perfect addition to any team. **Additionally, Gabriel served as one of our lead inspectors for the \$34.8M Community Center Complex for the City of Gonzales.**

### **Christopher Fowler, CBO, HCAI A – Senior Combination Inspector / IOR / Fire Inspector II**

Christopher has more than 30 years of senior-level commercial construction project management experience, with special emphasis on LEED educational and governmental buildings. He has extensive knowledge of and experience applying, implementing, and enforcing the International Building Codes. Chris has complete understanding and proficiency with all major construction methods and procedures including hands-on management experience as both a general and subcontractor representative and overseer. He has provided nearly 15 years of educational training programs in coordination with the ICC for college curriculums. Chris has ready knowledge of local, state, and federal codes and ordinances such as ICC, UMC, UPC, NFPA, NEC, OSHA, ADA, and health regulations. Additionally, Chris has completed several billion-dollar construction projects including but not limited to, Apple Park, VMware Corporate Campus, and San Mateo County PDU Program.

### **Kono Soong, CBO – Senior Combination Building Inspector / Inspector of Record**

Kono is a Certified Building Official and Combination Residential and Commercial Inspector with over 25 years of jurisdictional experience and has experience performing inspection services for the City of Foster City. Kono is experienced with residential, commercial, and industrial construction and has acted as Lead Inspector of Record at the Jackson Rancheria Hotel & Casino.

### **Todd Sylla – Commercial & Residential Building Inspector / Inspector of Record**

Todd is a highly experienced building and safety professional with over 20 years in inspection, construction, and regulatory compliance. Currently serving as an Inspector of Record with 4LEAF, Inc., he conducts residential and commercial inspections across multiple cities, covering all major trades. His background includes roles as an Inspection Coordinator at Solar City, a federal Mine Safety & Health Inspector, and a Safety Coordinator at Lhoist North America, where he ensured compliance with MSHA and OSHA standards. Todd’s hands-on experience, combined with deep knowledge of building codes and safety regulations, makes him a reliable expert in field inspections and jobsite safety.

### **Robert (Bob) Adler – Combination Building Inspector**

Robert comes with an impressive background in plumbing and mechanical inspection and has been progressing his career in the field for more than 30 years. Robert is a hardworking, performance-driven employee with exceptional work ethic, advanced knowledge of the field, and produces quality work. Robert shows discipline in his craft and exhibits a high level of skill and leadership that is demonstrated in his time with the Cities of San Jose and Fairfax. He is an asset to any team or jurisdiction and 4LEAF looks forward to placing him with a jurisdiction that will benefit from his vast skillset.



### **Daniel Kealey – Combination Building Inspector**

Daniel is a highly proficient building inspector with over 25 years of experience in both practical and managerial positions. He is extremely capable when it comes to managing and coordinating inspection efforts in a timely and efficient manner. Daniel’s extensive experience has additionally provided him with a vast amount of knowledge regarding building codes and regulations. These skills combine to make Daniel a highly effective building inspector capable of identifying and correcting deficiencies identified within any project in a timely manner.

### **Michael Torres – Code Enforcement Supervisor**

Michael is a highly efficient professional with 13+ years of customer service experience and 16+ years of related industry experience in working with building departments. Michael is a resolute team player with a strong suit in problem solving abilities, logistical planning, managing projects, and ensuring project completion while working with stakeholders. His professional knowledge and experience with Code Enforcement Departments have equipped him with the skills necessary to respond to blight and nuisance complaints, schedule abatement clean-ups in collaboration with code units, successfully assist in bringing properties into compliance, and conduct all other enforcement duties. Michael is a professional guided by his integrity along with his diligence, ensuring tasks are completed efficiently and swiftly, making him an asset to any department.

### **Shane Mckeithen – Code Enforcement Officer**

Shane brings with him nearly a decade of experience in local government, municipal operations, policy analysis, and field enforcement. He relies on his extensive background in public policy and regulatory compliance with the **County of Santa Cruz to serve local Monterey and Santa Cruz area clients** with professionalism and integrity. Shane’s strong communication skills and bilingual proficiency allow him to work effectively with a wide range of stakeholders, from property owners to agency partners. His solid foundation in legislative processes, commitment to public safety / community well-being, and proactive approach make him a valuable asset to any jurisdiction.

### **Arthur Rodriguez – Code Enforcement Officer**

Arthur is a highly motivated Code Enforcement Officer for 4LEAF, and his excellent communication skills make him highly proficient within the field of code enforcement. Under 4LEAF, Arthur has eagerly adapted to the rigorous field of code enforcement. Arthur has been able to take his extensive experience in supervisory roles over a variety of facilities to grow exceptionally familiar with all the codes and procedures necessary to provide code enforcement services to multiple different municipalities. Additionally, Arthur is extremely proactive and resourceful, as he is currently training to become a Building Inspector as well. With his variety of skills and experiences, Arthur will serve as an exceptional asset to any client he is assigned to.

**Management Staff and Select On-Call Supporting Staff Resumes, including qualifications, education, and professional certifications may be found in the appendix of our qualifications package. Resumes for remaining On-Call Supporting Staff are available upon request.**

QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

SECTION 4.1

---

SCOPE OF WORK  
(PLAN REVIEW)



4LEAF, INC.



## SECTION 4.1: SCOPE OF WORK (PLAN REVIEW)

### Plan Review Services

4LEAF will provide Plan Review for any and all types of structures to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and State and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CASp) compliance, and all other applicable ordinances. We provide these services for project types including Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, and Industrial.

### Approach

We understand that the specific building plan review responsibilities will include, but are not limited to:

- Examining plans, drawings, specifications, computations documents, soils reports, and additional data;
- Ascertaining whether projects are in accordance with applicable building and fire codes, and City ordinances, including but not limited to Title 24 and Title 25;
- Performing such reviews as structural, MEP, green building, fire and life safety, grading and drainage;
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, loads, and stability as per the applicable laws;
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations; and masonry;
- Providing additional plan review services as requested by the City;
- Conducting all plan review at the City Department or at a site mutually agreed upon in writing and;
- Supplying all plan review staff with all code books and other basic professional references.

### On- and Off-Site Review

4LEAF can supply Registered Professional Engineers to the City to work on-site performing structural plan review and non-structural reviews at the jurisdiction’s discretion. Our experience includes checking for compliance with the structural, life-safety, accessibility, plumbing, mechanical, electrical, fire, and local codes/ordinances.

### 4LEAF’s EZPlan Review

EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the off-site plan review process.

Permit #	Project Address	Project Name	Description	Expedite	Date	Status
1809-1001	1800 Pine Grove Pl.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10-20-2019	10-20-2019
1809-1002	1800 Pine Grove Pl.	2017 COMPLEX FIRE SA...	2017 COMPLEX FIRE SA...	Y	10-20-2019	10-20-2019
1809-1003	2800 Bandy Hill Blvd.	2017 COMPLEX FIRE ENL...	2017 COMPLEX FIRE ENL...	Y	10-20-2019	10-20-2019
1809-1004	4300 Pasha Hill Rd.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10-20-2019	10-20-2019
1809-1005	3400 CHOCOMA WOODS BL.	2017 COMPLEX FIRE 10...	2017 COMPLEX FIRE 10...	Y	10-20-2019	10-20-2019
1809-1006	3611 Ocean Dr Blvd.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10-20-2019	10-20-2019
1809-1007	14700 Highway 101 Blvd.	2017 COMPLEX FIRE/ENL...	2017 COMPLEX FIRE/ENL...	Y	10-20-2019	10-20-2019
1809-1008	4700 Phyllis Rd Blvd.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10-20-2019	10-20-2019
1809-1009	4200 Tanager Rd Blvd.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10-20-2019	10-20-2019
1809-1010	3611 Ocean Dr Blvd.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10-20-2019	10-20-2019
1809-1011	4800 Ganges Ln Blvd.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10-20-2019	10-20-2019



## **QA/QC Review Process**

### **Task 1 – Project Tracking Set-up**

The first step of our process will be to set up the project in our system to enable 4LEAF and the City each to track the progress of the review. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

### **Task 2 - Complete Submittal Review**

Upon receiving the plans from the City, 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the City to discuss the deficient documents needed to proceed with our review.

### **Task 3 - Plan Review Assignment**

After the triage process is performed and a complete package is verified, the project will be assigned to the most qualified Plans Examiner and a turnaround time will be established. We will log each application into our database the same day the plans are received to assure that they are routed in a timely manner and to allow for daily project tracking.

### **Task 4 - Plan Review**

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the City with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

### **Task 5 - Quality Control**

Prior to submitting the plan review correction list to the City, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City or as directed by the City. The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

### **Task 6 - Plan Review Rechecks**

Plans received for rechecks will be reviewed for conformance. Our goal is to actively work with the designers to resolve all unresolved issues after our second review. If it appears that there are complicated issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve these concerns.

### **Task 7 - Project Approval**

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the City processing requirements and return them to the City, along with our letter of completion.



### Turn-Around Times

4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF’s plan review team is widely recognized for quick turn-around times and prompt service. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs. **4LEAF also provides Fire Plan Review services.**

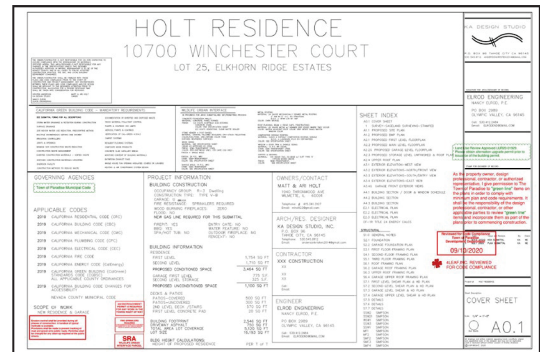
Type of Plans	Transportation	Initial Review	Resubmittal Review	Resubmittal Review #2	Expedited Review	Expedited Resubmittal
*Residential	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
**Multi-Family	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
***Large Commercial > 15,000 s.f.	< 24 Hours (pick up & delivery)	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable

**\*Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing.**

Pick-up of all plans will be performed by 4LEAF staff within 24 hours of the City’s phone call or e-mail. 4LEAF prefers to pick-up and deliver the plans in person to communicate information that may be pertinent to the project and maintain consistent communication. At no additional cost, 4LEAF staff will transport the plans to and from the City upon a phone call to the 4LEAF office or simply e-mail [pickupsocal@4leafinc.com](mailto:pickupsocal@4leafinc.com).

### Document Control

When plans and documents are received for review, 4LEAF’s Plan Review Manager and Document Control Technician analyze the project, creates a job number, and completes a Job Setup Sheet. This form highlights both the jurisdiction, applicable contact information, and all project specific design criteria and notes. Jobs are then transmitted through 4LEAF’s easily accessed EZPlan Review Portal which tracks initial and subsequent reviews and is open for view by the client. The City and their customers can view 4LEAF’s plan review control log through 4LEAF’s EZPlan Review Portal.



Plans then get distributed for review to a 4LEAF team consisting of Plan Review Engineers, Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs his or her function of analyzing the plans and documentation for effective conformance to the state codes, referenced construction standards, and City amendments. 4LEAF’s code review methodology is “The Effective Use of the



Codes” reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the client’s pre-designated contacts.

### **Off-Site Electronic Plan Review**

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time efficiency and a “green” and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to City staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF’s offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.

### **Additional Technologies**

Having served more than 500 jurisdictions, 4LEAF and our staff are knowledgeable and have experience in working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF’s experience with tracking technologies includes, but is not limited to:



### **Permit Technician**

4LEAF has a proven track record of providing Permit Technician/Counter staff to Building Divisions and Community Development Departments. 4LEAF’s provided staff shall review, process, record, coordinate construction projects and serve customers at the public counter, providing information and assistance in written and oral form to the public according to departmental procedures and legal requirements. Our staff encompasses the right combination of experience, education, and certifications. 4LEAF prides itself on providing experienced and dedicated professionals to work with the City and serve the public at the Building Division counter.

4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Building Department counter. 4LEAF has numerous Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job, including software applications such as Accela, Bluebeam, etc. Typical Permit Technician duties include:

- Accepting plans for plan check
- Verification that plans are accurate and complete
- Calculating permit fees
- Explaining ordinances and procedures to owners, contractors, developers, architects, and general public



- Assisting with preparation of permit applications
- Receiving plans for Planning and Building permits and route to various agencies (if requested)
- Accepting complaints on code violations, process, and record complaints
- Answering phone calls for field and office staff
- Processing inspection requests
- Maintaining files for building permits
- Operating the Building Department’s computerized information system
- Inputting a variety of information, including building permits and inspections
- Completing related duties and responsibilities as assigned by Building Official and Senior staff members

**Public Assistance**

All building permits and plan reviews will be tracked for expeditious processing, considering legal timelines and response time to the Department’s requests from applicants, outside agencies, and other City departments. At a minimum, project milestone estimates and dates shall be tracked. In addition, the City will be tracking data regarding workload, processing times and associated costs of the Department’s operations. These performance metrics will be used to evaluate 4LEAF’s performance.



**Building Official**

The 4LEAF Interim Building Official can provide in-house plan reviews to the City, limiting the amount of projects distributed to outside consultants and helping the City achieve significant cost savings. The Building Official will act as an adjunct staff member to the City and work with City personnel and various departments to perform professional building services including but not limited to plan review, permit technician, building inspection, and code enforcement.

Staff qualifications for this role include evaluating and documenting projects for compliance with applicable building standards and housing codes, on- and off-site plan review, staff augmentation, and other building department related tasks. Proposed staff for this role will be appropriately trained and certified for all work.

**Placement Schedule**

Building Department Staff	Interim	Full-Time
Permit Technician (ICC Certified)	< 2 Days	< 5 Days
Assistant Permit Technician / Counter Staff	< 2 Days	< 5 Days
Building Official	< 2 Days	< 15 Days

QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

SECTION 4.2

---

SCOPE OF WORK  
(INSPECTION)



4LEAF, INC.

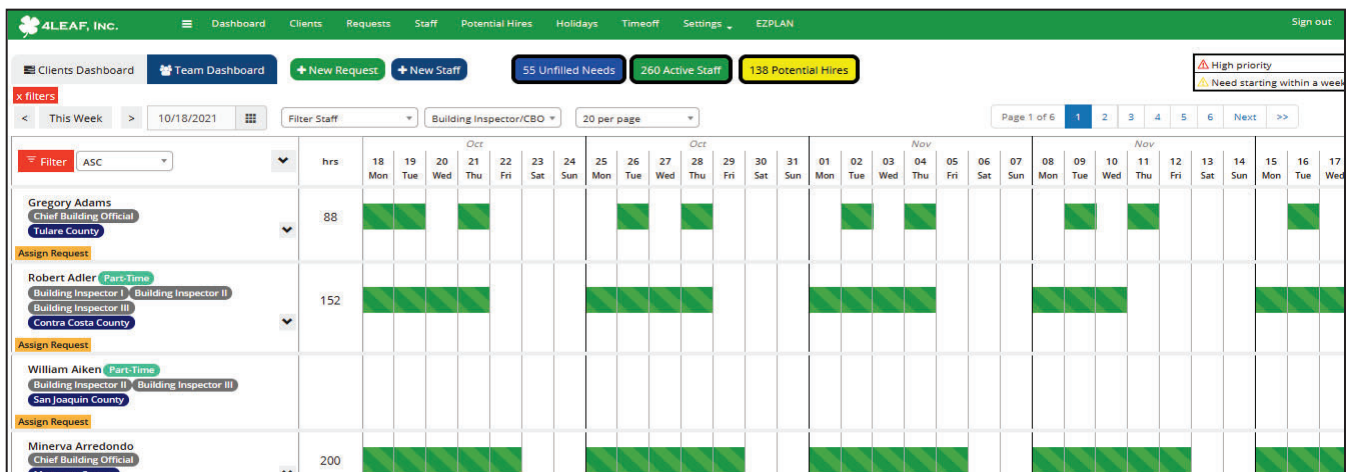


## SECTION 4.2: SCOPE OF WORK (INSPECTION)

### Inspection Services

4LEAF has a team of more than 200 ICC Certified Building Inspectors, OSHPD/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to work throughout California who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful.

We maintain the largest database of qualified inspectors of varied qualifications. Inspectors vary from current full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff which include inspectors who are available subject to client demand. 4LEAF’s inspectors are all ICC Certified and experienced working within a municipal work environment. 4LEAF will provide inspectors with all the necessary tools, equipment, and current code books sufficient to facilitate all required inspections. **4LEAF can provide interim or full-time inspectors same-day or within one business day**—simply call, email, or text our assigned Project Manager for an immediate response. Our on-call database is utilized for all our clients for as-needed requests.



### **Periodic Inspection Services → Available Next Day**

4LEAF can fulfill inspection requests immediately upon request including same day. 4LEAF has a wealth of local and available inspectors ready to serve the City. In addition, 4LEAF has a proven track record of providing such services to a number of different building departments.

### **Part-Time Inspection Services → Available Next Day**

4LEAF will provide the City with part-time inspectors upon request. 4LEAF can provide part-time staff within 24 hours of request for any duration of time. 4LEAF’s Project Manager will work closely with the department to identify the right personnel and determine the appropriate work schedule.

### **Full-Time Inspection Services → Available Two Days or Less**

4LEAF can provide full-time inspectors upon request. 4LEAF provides this service regularly to many clients throughout Northern California, Peninsula/South Bay, East Bay, North Bay, Central Valley, Central Coast, Sacramento Valley, and Southern California.



### Project Specific Inspection Services → Available Two Days or Less

4LEAF is often tasked with providing inspection services to large projects on behalf of municipalities. 4LEAF currently handles large-scale projects for such clients as the City of Palo Alto, City of Cupertino, etc. These projects are developer funded into a separate City account which is distributed to 4LEAF using a separate invoice and contract number. This is particularly helpful to fast paced projects looking for continuous inspection services over a short period of time (i.e. 6 - 36 Months).

### Inspection Technology

4LEAF has extensive experience working with various inspection reporting technologies, including **elas™** and GoFormz which 4LEAF used this for all scopes of the Apple 2 Campus (~\$8 Billion), the SeaTac Airport Renovation Project (~5 Billion), the Encore Boston Harbor Casino (~\$2.6 Billion), the San Mateo County Project Development Unit (~\$1.1 Billion), and at San Jose State University (~\$1 Billion). Innovative technology allows every piece of information collected on a project to be accessible by all staff as every inspection report is stored securely and safely in the cloud. The information can be accessed through a user's web account where any inspection report can be viewed, and reports can be ran using stored project data. With inspection technology, 4LEAF inspectors are able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to reports to show the items inspected. By means of an iPad, inspectors sign reports using a mobile signature block and attached pictures of the item inspected that were taken using the iPad.



### elas™ Page View

The screenshot displays the 'elas' web application interface. At the top, there is a navigation bar with various menu items. Below the navigation bar, there are filters for 'Viewing Options', 'Client requests', and 'Monthly view'. The main area shows a calendar grid for April 2025, with dates from 1st to 30th. Each date cell contains a list of inspection requests, including details like 'Client Name', 'Role', and 'Status'. A 'Create Request' modal form is overlaid on the calendar, allowing users to create new requests. The form includes fields for 'Client Name', 'City', 'No. of staff needed', 'From-To', 'Days', 'Request Type', 'Role needed', 'Name', 'From-To', and 'Status'. There is also a 'Potential Staff' section with a table listing staff members and their availability.

Name	Role/Specialty	Contact number	Email	Availability	Options
Adem Bucemci	Building Inspector			Available	Select Staff
Albert Johnson	Inspector of Record (IOR)			Available	Select Staff
Andre Outshoorn	Building Inspector			Available	Select Staff
Andrew Cook	Building Inspector			Available	Select Staff



### Advanced Technologies Through Elas.™

Our team’s proprietary **elas.™** platform is a key tool supporting efficient and accurate field documentation and reporting for this project. **elas.™** will be used by our team to streamline the management of inspection data, daily reports, plan review documentation, code compliance, and more.

**elas.™** will integrate seamlessly with City’s required platforms allowing inspection logs, plan review comments, and CBO certifications to be **efficiently shared and tracked**. This ensures that all team members across the City are working from the same, up-to-date information set.

**elas.™** offers a secure Client Portal for designated City personnel, allowing 24/7 access to project records and real-time updates. This transparency supports timely communication and coordinates action across the full project team. **elas.™** enhances collaboration, improves data accuracy, and ensures that all documentation complies with the City’s digital and project-specific requirements.

**FEATURES OF ELAS™**

- » **Efficient Dispatch Coordination**
- » **Customized and Comprehensive Report Preparation**
- » **Ability to Download Reports**
- » **Secure Web-Based Document Management**
- » **Billed-to-Budget Reports**
- » **Summary Invoices**

<b>STEP 1</b>	» Establish minimum advance notice requirement with the City.
<b>STEP 2</b>	» Each service request is promptly logged into <b>elas.™</b>
<b>STEP 3</b>	» Collaboration between Dispatch Team and Project Team to allocate resources and qualified personnel
<b>STEP 4</b>	» 4LEAF personnel are notified of their assignments through <b>elas.™</b>

QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

SECTION 4.3

---

SCOPE OF WORK  
(CODE ENFORCEMENT)



DEL REY OAKS  
EST. 1953



4LEAF, INC.



## **SECTION 4.3: SCOPE OF WORK (CODE ENFORCEMENT)**

Our Code Enforcement personnel are certified through the **International Code Council, CACEO, and various training programs offered through accredited institutions.** In addition, most of our personnel hold a PC832, ICC Property Maintenance and Housing Inspector, and/or CACEO.

4LEAF staff have experience in collaborating with property owners and other responsible parties to bring properties into compliance with regulatory standards. Our team is entrusted with the responsibility of ensuring adherence to local, state, and federal laws, codes, ordinances, and regulations pertaining to various aspects of community development and public safety. Our Code Enforcement team possesses a diverse skill set and expertise covering a wide area, including building construction, zoning, land use, property maintenance, health and sanitation, environmental protection, and public nuisances. Our Code Enforcement team is adept at utilizing various procedural mechanisms, such as issuing administrative citations, investigating potential violations and ensuring prompt resolution while upholding legal integrity. At 4LEAF, our primary goal for our code enforcement team is to promote and maintain the health, safety, and welfare of residents and visitors within the municipality or jurisdiction we serve.



4LEAF Code Enforcement Officers have experience in writing criminal citations and in working with legal counsel to assist in the successful prosecution of Code Enforcement cases either in criminal or civil courts when necessary. We focus on nearly every area of Code Enforcement including, but not limited to, the following categories detailed below.

### **Scope of Services & Areas of Enforcement**

#### **Standard Operating Procedures**

4LEAF's Code Enforcement Directors have an extensive history with Cities and Counties in preparing Standard Operating Procedures (SOP's) to ensure consistency while performing code enforcement duties. This will provide guidelines for Code Enforcement personnel to implement and achieve voluntary compliance. These SOP's are specific to each community's needs and we help establish a uniform set of guidelines for consistency and efficiency. Some of these areas include:

- Training guidelines for new Code Enforcement Officers
- Safety guidelines (including Officer Safety Procedures or compliance with SB246)
- Hearings
- Testimony

#### **Blight Enforcement**

Our team works to identify and enforce state and local laws pertaining to the maintenance of private property. Through field contact with tenants and property owners, our team works efficiently in providing guidance to address blighted conditions such as overgrown weeds, trash, debris, and graffiti.



## Classroom Training with CEUs

You can often find members of 4LEAF training nationally for organizations such as the International Code Council (ICC), American Association of Code Enforcement (AACE), California Association of Code Enforcement Officers (CACEO), and other nationally recognized affiliations of these chapters. 4LEAF's training leads include Pete Roque, Kenneth Eckman, and Alejandra Molina. Our instructors are nationally accredited and offer Continuing Education Credits (CEUs).



Our trainers currently cover topics such as:

- 10 Most Common Complaints
- Accessible Parking
- ADU Legislation
- Agency Promotion Community Relations
- Banner and Sign Enforcement
- Basic Ethics
- Basic Ethics and Inspections
- Basic Ethics, Authority, and Inspections
- Basic Inspection Protocol
- Basic Report Writing
- Basic Residential Construction
- Blueprint Reading
- Building And Safety Presentation
- Building Blocks for Code Enforcement Officer Success
- Building Code
- Building Inspections and Code Enforcement – A Powerful Duo
- Case Documentation
- Case Management from Start to Finish
- Code Enforcement 101
- Code Enforcement Culture
- Courtroom Testimony and Demeanor
- Dealing With Difficult People
- Effective Communications – Bridging the Gap with External and Internal Customers
- Ensuring Short-Term Rental Reg. Compliance
- Essentials for Short-Term Rental Enforcement
- Ethics
- Hoarding
- Individual Awareness and Preparation
- Inspection Protocol
- Interior Inspections
- Intermediate Communications
- Interview And Interrogation
- Interview And Report Writing
- Investigative Report Writing
- IPMC 2021 or 2018 Exam Prep
- IPMC 2021 Overview
- Landlord Tenant Disputes
- Legal Aspects
- Marketing Your Code Enforcement
- Mobile Vending
- Mold, Lead, Asbestos, & Vectors Enforcement
- Multi-Agency Task Forces
- Officer Safety – Drug Awareness for the Code Enforcement Officer
- Officer Safety – Encountering Mental Illness in the field of Code Enforcement (Self-Care)
- Officer Safety – Field Inspection Protocols for the Code Enforcement Officer
- Officer Safety – Gang Awareness for the Code Enforcement Officer
- Officer Safety – Hazardous Building Safety for the Code Enforcement Officer
- Planning And Zoning Basics
- Property Maintenance



## Community Outreach

4LEAF will review current outreach and engagement initiatives and make appropriate recommendations to the City. Items typically reviewed include:

- Opportunities for involvement in community events
- Creation of pamphlets and marketing material
- Social media engagement
- News media outlets
- Municipal Code Enforcement web page
- Review of frequently asked questions



## Department Assessments

4LEAF is working with many Community Development Departments to provide assessments of their code units reviewing closely staffing levels, Standard Operating Procedures (including branding/rebranding, target issues, prioritization of existing Code Enforcement cases, community engagement strategies, written materials such as compliance notices, postings and door hangers, data entry, inspection response time management, and training programs. Additionally, 4LEAF provides in-house assessments and regular meetings with directors and municipal stakeholders for plan implementation and execution.

## Hearing Officers

4LEAF has Hearing Officers available for contracted municipalities. Our seasoned officers are trained to understand the existing Municipal Code as well as other adopted codes and make a knowledgeable determination regarding the validity of a violation. Results may include the issuance of fines or granting additional time for compliance for respondents with unusual hardships.

## Inspections

4LEAF can provide certified and qualified staff to perform inspections in a lawful manner that respects the reasonable expectations of privacy and security of residents and their properties. Inspections conducted will determine if conditions on the properties are compliant with applicable sections of the current editions of the International Property Maintenance Code (IPMC), Municipal Code, Zoning Code, California Health and Safety Codes, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Building, CA Residential Code, CA Building Code, and trade codes.

Upon assignment, 4LEAF's Code Enforcement staff will be ready to respond and provide compliance solutions to code cases, new and existing, with minimal impact to current processes.



4LEAF Code Enforcement Inspectors are qualified to do the following:

- Perform inspections for violations of Building Codes and Ordinances as adopted by the municipality.
- Research properties for prior approvals, permits, and general information relating to violations.
- Investigate and take necessary action when a violation of municipal codes exists.



- Consult with the City Council as required, when requested by the Code Enforcement Manager/Director, and when escalated enforcement may be required.
- Comply with the City’s procedures for reporting inspection results and deficiencies.
- Use City inspection correction forms.
- Complete necessary digital entries that capture site inspection results, case status communications and any documentation of notices provided to responsible parties and stakeholders.
- Conduct follow-up inspections as needed.
- Notify the responsible parties of other agency approvals prior to closing a Code Enforcement action.
- Maintain records as needed for the efficient and effective operation of the City.
- Meet with members of the public and municipal staff on a daily basis as needed.

### **Short-Term Rental Programs**

One of the fastest-growing programs within Code Enforcement Divisions is short-term rentals. 4LEAF assists with compliance with municipal short-term rental ordinances that require property owners to adhere to several rules, including limiting the number of daytime and overnight guests, prohibiting events and amplified sound, and posting specific rules and emergency information, among others. Short-term rentals are presenting challenges within our communities. While these rentals offer unique opportunities for travelers and hosts, they have also brought forth various concerns that warrant immediate attention. Housing availability, neighborhood dynamics, and safety considerations have raised valid apprehensions among residents. 4LEAF understands these issues and is pleased to present a comprehensive scope of services designed to regulate short-term rentals effectively, fostering a harmonious coexistence for all stakeholders involved. Our proposed solution encompasses meticulous research, the development of fair regulations, stringent compliance inspections, and a robust enforcement system to address illegal postings and operations. With these measures in place, we can resolve the prevailing issues and create a sustainable short-term rental ecosystem that benefits the entire community. We look forward to collaborating with you all in implementing this solution and achieving a positive and lasting impact on our neighborhoods. These are scopes of services that we provide, including but not limited to:

1. **Research and Analysis:** Conducting a thorough study of the local short-term rental market is crucial to understanding the current landscape and potential impact on the community. This data-driven approach enables your jurisdiction to make informed decisions and design effective regulations tailored to your specific needs.
2. **Developing Regulations and Policies:** Developing clear and well-defined regulations is essential for creating a level playing field for all short-term rental operators. These policies help establish guidelines, standards, and boundaries that ensure the industry operates responsibly, benefiting both residents and hosts alike.
3. **Licensing and Registration:** Implementing a licensing and registration system ensures that only eligible and responsible operators are allowed to offer short-term rentals. This process helps your jurisdiction track and communicate with operators, making it easier to enforce regulations and ensure compliance with safety and tax requirements.



4. **Compliance Inspections:** Regular compliance inspections are vital to guarantee the safety and quality of short-term rental properties. By verifying adherence to regulations, your jurisdiction can maintain community safety, prevent potential hazards, and protect the rights of both guests and neighbors.
5. **Enforcement and Penalties:** A robust enforcement mechanism, including penalties for non-compliant operators, serves as a deterrent against illegal or irresponsible practices. By imposing consequences for violations, authorities can discourage unlawful behavior and encourage operators to adhere to the established regulations.
6. **Data Monitoring and Reporting:** Implementing or ensuring that proper documentation is completed is standard operating procedure for 4LEAF. A proper data monitoring system provides insights into the short-term rental market's impact on housing and the local economy. It enables evidence-based decision-making, helping your jurisdiction adjust regulations if necessary and fostering transparency in the regulatory process.
7. **Public Awareness and Education:** Public awareness campaigns educate both short-term rental operators and residents about their respective rights and responsibilities. By promoting best practices and addressing concerns, these campaigns foster a sense of community understanding and cooperation, reducing potential conflicts.
8. **Collaborative Partnerships:** Partnering with short-term rental platforms and law enforcement agencies fosters cooperation and facilitates compliance. Data sharing and joint efforts between these stakeholders help streamline the enforcement process and address challenges more effectively.
9. **Complaint Resolution:** a complaint resolution empowers residents to report issues and complaints related to short-term rentals. Swift and fair resolution of complaints helps maintain harmony within the community and ensures that any problems are addressed promptly.
10. **Periodic Review:** Regularly reviewing and updating regulations allows your jurisdiction to keep pace with changes in the short-term rental industry and adapt to new challenges or opportunities. This flexibility ensures that the regulatory framework remains relevant and effective in achieving its intended goals.

### **Lead Abatement**

Although lead-based legislation has been around since the 1950s, nationwide regulation was not enforced until 1971 with the introduced of the Lead-Based Paint Poisoning Prevention Act (LBPPPA), which prohibited the use of lead-based paint in residential structures constructed or rehabilitated by the Federal government or with Federal assistance. In 1973, an amendment to the LBPPPA stated that lead-based paint should be removed from pre-1950 housing and structures. Our Code Enforcement team follows the requirements set forth by the State of California to ensure proper lead safe practices are taking place in removal of lead-based paint to protect citizens from exposure.



Additionally, our team participated at the National Healthy Homes Conference in 2022 in Baltimore, MD, where we spoke on the importance of Code Enforcement for Lead Paint Abatement Programs to safeguard communities.



### **Massage Parlor Enforcement**

This scope can often be utilized for undercover stings with partnering agencies for businesses that not only violate criminal laws but also building code violations, licensing requirements, and potential massage parlor ordinances in the City. Early detection is vital in these cases and steps include background checks and other reasonable means of identification and clearances. Our team has championed programs specializing in identifying and mitigating illegal actions in massage parlors.

### **Parking Enforcement**

4LEAF has the capabilities of providing parking enforcement. This includes:

- Enforcement of state and municipal parking regulations.
- Removal of abandoned and nuisance vehicles from the public right-of-way.
- Issuance of parking citations and review of contested citations.

### **Policy Review**

4LEAF shall review and read current policies and procedures and define policy clearly to set the tone for your municipality's Code Enforcement Program. A clear policy communicates defined expectations to stakeholders whether it's how they handle complaints, how Code Enforcement Officers conduct compliance reviews, or any other aspect that the municipality needs to have communicated and consistently followed. 4LEAF will develop a well-defined user-friendly format.

### **Program Analysis**

4LEAF understands that Code Enforcement is an essential part of a community's public health and safety, providing a regulatory mechanism to ensure the public's overall wellbeing. Addressing the community's concerns in a timely and efficient manner is paramount to a successful Code Enforcement Program. 4LEAF personnel will perform the following:

- Conduct investigative inspections of unpermitted activities.
- Create standard operating procedures, if required.
- Conduct review of all administrative/misdemeanor citations.
- Provide guidance for resolution of high case load along commercial corridors.
- Assist with complex code enforcement cases.
- Provide guidance for resolution of existing cases.
- Provide in-house and/or field training of traditional Code Enforcement protocols.
- Create an outreach plan to address and deter unpermitted vending/commercial corridor violations.

### **Program Development**

4LEAF project managers have experience in working collaboratively with clients to further develop and enhance their Code Enforcement Program when requested. Our project managers are currently working with local jurisdictions to revise and strengthen Code Enforcement Programs to gain voluntary compliance, provide resident education, and effectively communicate with the public. 4LEAF staff takes an approach in recommending, implementing, and executing program assessments, creation of policies and procedures, creation of training manuals for new hires, providing educational materials for the public, providing staff with up-to-date training, teaching current Code Enforcement staff options for compliance using adopted ordinances, and providing



recommendations to cases that may require specialized expertise that may be sensitive in nature. 4LEAF staff also has designated staff tracking recent legislation to ensure the municipality follows state regulations and clients are aware of upcoming legislation that may affect their Code Enforcement Program.

### Project-Specific Assignments

Our Code Enforcement Directors are often brought on board by municipalities to provide consulting for long-standing cases that need a fresh set of eyes and assessment. The Code Enforcement team at 4LEAF will lend their considerable expertise in bringing those difficult cases into compliance. We will review your most challenging cases, assess the work done to date, and confer with the Municipal Code and your department's Standard Operating Procedures. Once our analysis is complete, 4LEAF will provide you with a detailed report of our findings and specific step-by-step strategies to get those cases off the active roster. 4LEAF personnel will be available to speak with stakeholders such as Department Heads, Council, and other elected officials. If necessary, we can also provide Expert Witness Testimony.

### Rental Housing Enforcement

Our team will assist with the inspection of residential rental properties on a routine and comprehensive basis to assure the overall quality of the unit meets the requirements of the Health and Safety Code and property maintenance guidelines. This includes educating property owners, property managers, and tenants about those requirements.



### Review and Develop SOPs

4LEAF routinely works with Code Enforcement Divisions to review the current Standard Operating Procedures and provide suggestions for enhancing SOPs. Our staff can also help implement and train the existing municipal personnel in these changes. Currently, we are providing these services for California municipalities such as the cities of Escondido, Del Mar, and San Diego.

### Staff Augmentation (After-Hours / On-Call Officers)

4LEAF specializes in providing personnel to municipalities on a part-time or full-time basis. At your request, our staff arrives at your door with training opportunities, study materials, company phones, and energy- saving fleet vehicles. When necessary, **4LEAF is capable of providing Code Enforcement staff outside of normal business hours to improve response times, address code violations, and improve response times and maintain public space integrity.** 4LEAF's Code Enforcement Staff Augmentation personnel categories include:

- Department Director
- Department Manager
- Code Enforcement Manager and Training Officer
- Senior Code Enforcement Officer
- Code Enforcement Officer I & II
- Code Enforcement Coordinator/Technician
- Hearing Officer





### Stormwater Enforcement

4LEAF provides Stormwater Enforcement. This includes the visual inspection of infrastructure dedicated to the management of rainwater. Violations would include having inadequate erosion/sediment controls for property, failing to conduct/document inspections, illegal dumping, overgrowth of vegetation, and flooding.

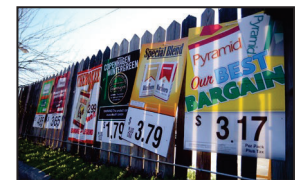
### Substandard Housing

One of the major areas of code enforcement throughout the U.S. is the inspection of Substandard Housing. 4LEAF Code Enforcement Officers routinely inspect and report any violations to housing codes including substandard and uninhabitable conditions, un-permitted construction, unlawfully created units or spaces, inadequate or non-existent heating, accumulated trash and debris, lack of utilities, property maintenance, mold, and rodent/insect infestations.



### Tobacco Enforcement

These programs ensure that retailers are properly licensed/permitted for the sale of tobacco and such establishments are posting proper notification such as STAKE Act stickers at each point of sale. In addition, we can assist in compliance with work-place smoking and vaping prohibitions.



### Vendor Enforcement

In many areas across California, unlawful street vending has become a pressing concern. These vendors, offering a wide variety of products, often operate without adhering to established regulations, leading to challenges such as littering, public right of way obstructions, and unfair competition with authorized businesses. While California has taken commendable steps, such as the introduction of Senate Bill 946 and Senate Bill 972, both of which are designed to regulate and decriminalize certain aspects of street vending, there remains much work to do. Many vendors, driven more by economic desperation than defiance, continue to bypass these regulations, resulting in a surge of potentially unsafe vending operations, many of which are food vendors. This not only jeopardizes public health but also diminishes the state's regulatory efforts.



4LEAF is an experienced solution-oriented firm that recognizes the complexities of this issue. Beyond mere law enforcement, the 4LEAF team understands the socio-economic intricacies driving vendors towards this livelihood. Our tailored programs are designed to address the root causes, ensuring vendors have pathways to legitimate operations while helping jurisdictions maintain public safety and order. Through a partnership with the City, 4LEAF is poised to offer a comprehensive strategy and service that not only aligns with state regulations but also provides sustainable solutions for the challenges of unlawful street vending.



QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

SECTION 5

---

REFERENCES



4LEAF, INC.



## SECTION 5: REFERENCES

### City of Sand City

*Inspection, Plan Review, Code Enforcement, Permitting, and Chief Building Official*

4LEAF is the City of Sand City’s Building Department consulting firm. Our services include:

- Chief Building Official
- Building Inspections / Project Inspections
- Building and Civil Plan Reviews
- Permit Technician/Permit Processing
- Traffic Engineering
- Fire Review and Inspection
- Code Enforcement



In 2025, 4LEAF was selected as the sole provider of Plan Review and Inspection Services for three major developments to be constructed over the next five years. 4LEAF provides inspection services and plan review for each project which will utilize 4LEAF’s internal management system EZ Plan Review and GoFormz.

#### **South of Tioga**

4LEAF provides Project Management, Plan Review, and Inspections on this mixed-use (residential) 10.64 acre site bounded by Tioga Avenue to the northeast, California Avenue to the southeast, East Avenue to the southwest, and the Merle Street right-of-way to the northwest, and includes 356 multi-family residential units, 216 hotel units, and a restaurant. There will also be a surface parking lot as well as a multi-story parking garage. Also included in this development, is a proposed new road that will be dedicated as a City Right-of-Way. The project will merge existing lots, abandon existing public rights-of-way, creates six new parcels (HI, HIA, H2, H2A, R-1, and R-2), relocates an existing wastewater lift station, dedicates additional right-of-way to, or relocation of, existing streets, and dedicates right of-way for new public streets. The project will be separated into five (5) separate components.



- Demolition of multiple buildings on approximately 41 existing parcels.
- Completion of new public streets and rights-of-way, utility and infrastructure installation, and preparation of development pads on each of the projects newly created parcels.
- Construction of a five-story wood frame building consisting of a 216-room Hotel and restaurant with associated parking adjacent to the building
- Construction of a seven-story wood frame building consisting of 125-unit multi-family residential structure.
- Construction of a seven-story wood frame building consisting of 231-unit multi-family residential structure with an associated four-story concrete parking garage.

**Client Name:** City of Sand City  
**Client Contact:** Vibeke Norgaard, City Manager  
**Client Address:** 1 Pendergrass Way, Sand City, CA 93955  
**Client Telephone:** (831) 394-3054 ext. 212  
**Project Dates:** 2020 – Present  
**Client Email:** [Vibeke@SandCityCA.org](mailto:Vibeke@SandCityCA.org)



**City of Pacific Grove**

*Inspection, Plan Review, Permitting, and Code Enforcement*

4LEAF is currently the City of Pacific Grove’s only Building Department Consulting Firm. Our duties include:

- Chief Building Official
- Building Inspection Services
- Project Inspection Services
- Building and Civil Plan Review Services
- Permit Technician/Permit Processing
- Code Enforcement Services
- Planning



4LEAF has been the sole provider of Plan Review and Inspection Service for two major developments to be constructed over the next three years. 4LEAF has been providing inspection services and plan review for each of these projects for the entirety of the project cycle. These developments will utilize 4LEAF’s internal management systems EZPlan Review and GoFormz.

**Pacific Grove Hotel**

4LEAF is providing the plan review, inspection, and Project Management on Pacific Grove’s first new construction hotel project since 1983. This luxury four-star hotel will feature 102 guestrooms and suites with ocean views from all four floors, luxury amenities, and elevated Spanish colonial design. Amenities include a chef driven Restaurant and Bar, Day Spa, Expanded Fitness Center, Redwood Saunas with Himalayan Rock Wall, and Two Pro-Style Virtual Golf Simulators.



**ATC Hotel and Commercial Project**

4LEAF is providing the plan review, inspection, and Project Management on a project to replace the existing 165,000 square feet of “factory outlet” and related uses with a new hotel and commercial uses. The hotel and commercial uses would provide 225 guest rooms in two primary guest wings



(Family/Group Wing and Executive Wing) with a restaurant and bars, meeting and gathering spaces, spa and fitness center and approximately 20,000 square feet of street retail uses along the Ocean View Boulevard frontage. These street retail uses would retain and incorporate portions of the existing industrial structure.

**Client Name:** City of Pacific Grove  
**Client Contact:** Tori Hannah, City Manager  
**Client Address:** 300 Forest Ave, Pacific Grove, CA 93950  
**Client Telephone:** (831) 648-3106  
**Project Dates:** 2019 – Present  
**Client Email:** [CityManager@CityofPacificGrove.org](mailto:CityManager@CityofPacificGrove.org)



## City of Hollister

### *Plan Review, Inspection, and Permit Technician Services*

4LEAF has been providing full Building Department Services to the City of Hollister since 2012. Currently, 4LEAF provides the City with more than 14 full-time employees at the City’s Building and Planning Departments who perform Building Official, Building Permit Issuance, Building Inspector, Code Enforcement, Planning, and Building Plan Checker services, essentially all standard functions of a Building Department. 4LEAF also provides off-site Plan Check and Fire Plan Check services.

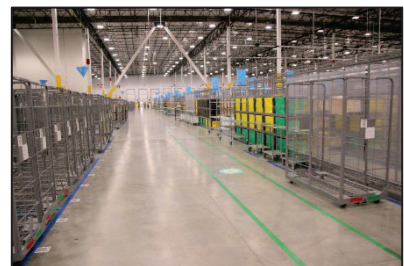


### **Services provided to the City include:**

- Combination inspections to verify with City of Hollister’s latest adopted and amended Title 24 California Building Codes, parts, 2,3, 4, 6, 8, and 12 covering structural, fire, life-safety, disables access, energy conversion, plumbing mechanical and electrical installations.
- Off-site plan review. 4LEAF’s off-site plan review team completes residential and commercial plan reviews on any projects not performed by on-site personnel. Plans include an initial review and subsequent rechecks. All pick-up or shipping expenses are covered by 4LEAF. All initial plan reviews for residential, commercial, and large commercial are completed within (10) working days of submittal. Subsequent reviews are completed within (5) working days of the resubmittal.
- Preparation of all building permits and related paperwork to be submitted to the City for collection of permit fees.
- Collection of all fees for building inspection and review services at Building Department office and submits to the City’s Finance Department all received payments by the close of each business day.
- Fire plan review for alarm permits, fire sprinkler systems, hood system, and underground storage tanks for compliance with all applicable, local, state, and federal codes. Provides all approved plans to the city fire department to make inspections. Collects fees for fire plan checks, fire permits and fire inspections.

### **Project Highlight:**

4LEAF is currently closing out Project Almond which is **Amazon’s** signature fulfillment center and office space for the Silicon Valley area. 4LEAF provided two full-time Inspectors of Record and Public Works personnel for the entirety of the project. This included 1 million sq. ft. on a 1,500-acre lot is estimated at more than \$50 million.



**Client Name:** City of Hollister  
**Contact Contact:** Gabriel Martinez, CBO  
**Client Address:** 375 Fifth Street, Hollister, CA 95023  
**Client Telephone:** (831) 636-4355  
**Project Dates:** 2012 – Present  
**Contact Email:** [Gabe.Martinez@Hollister.ca.gov](mailto:Gabe.Martinez@Hollister.ca.gov)



## City of Cupertino

### *On-Call Building Inspection and Plan Review Services*

4LEAF currently performs on-call building inspection and plan review services for the City of Cupertino. 4LEAF has completed numerous residential and commercial projects on behalf of the City. Some of the highlighted projects include:



#### Apple Park

4LEAF provided the Building, Fire, and Public Works Department Inspection services on the largest private commercial construction project in the Country. 4LEAF was tasked with mobilizing a **project team of more than 20** Building, Fire, and Public Works Inspectors, Project Administration Staff, and Engineering team for this more than **\$6 Billion project**. 4LEAF was responsible for coordinating the inspections in relation to the City’s permits and ultimately packaging milestones of the project for occupancy approval from the City’s Chief Building Official.

- **Main Building** – The Main Building accommodates up to 12,000 employees and comprises approximately 2.8 million square feet.
- **Corporate Fitness Center** – Comprising approximately 100,000 square ft.
- **Corporate Auditorium** – Comprising approximately 120,000 square feet and will hold up to 1,000 people.
- **North and South Parking Structures** – Two above-grade parking structures of approximately 6,000 spaces.
- **Central Utility Plant** – Integrated parking structure and serves all buildings on the Main Building site.
- **Phase 2 Research and Development Buildings** – 600,000 square feet of office, research, and development.



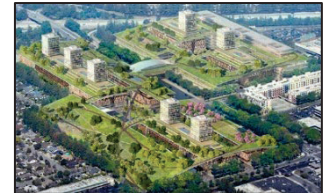
#### Main Street Cupertino

4LEAF completed the plan review and inspections for the 17.4 acre Downtown Cupertino project that includes 130,000 sq. ft. of retail space, 100,000 sq. ft. of office space, and 160 units of high-end senior Housing. The project in its entirety is valued at over \$500 million.



#### Vallco Town Center

The Vallco Town Center project is a mixed-use development on the site of the former Vallco Shopping Mall in Cupertino, encompassing housing, office space, retail, and a large green roof park, with plans for almost 2,700 housing units. For this \$2.2 billion project, 4LEAF is conducting the plan review and inspection.



**Client Name:** City of Cupertino  
**Client Contact:** Sean Hatch, CBO, Chief Building Official  
**Client Address:** 10300 Torre Ave, Cupertino, CA 95014  
**Client Telephone:** (408) 777-3231  
**Project Dates:** 2010 – Present  
**Contact Email:** [SeanH@Cupertino.org](mailto:SeanH@Cupertino.org)



# 4LEAF, INC.

CONSTRUCTION MANAGEMENT · PLAN CHECK  
INSPECTION · PLANNING · CODE ENFORCEMENT

## City of Palo Alto

### *Building Inspection, Permit Technician, and Plan Review Services*

Since 2007, 4LEAF has provided several combination inspectors to assist the City staff with routine daily inspections for commercial and residential properties located throughout Palo Alto. Our inspection services vary from full-time to temporary part-time staff.

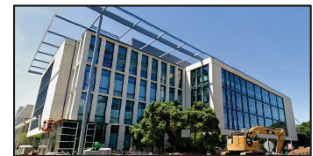


### On-Site Plans Examiners

Since 2010, 4LEAF has provided on-site plans examiners for the City of Palo Alto. All Plans Examiners are registered Engineers in the State of California and are responsible for reviewing larger projects between \$100,000 to \$50,000,000 under the direction of the Chief Building Official. In addition, they will also assist the Permit Counter with over-the-counter plan reviews and general questions from the public. Some of the most recently reviewed projects include Skype, Stanford Medical Center, Technology Credit Union, and VMware. 4LEAF is currently reviewing and inspecting the following projects:

### Stanford Biomedical Innovation Building – \$126 Million

New research laboratory building for Stanford University School of Medicine. Four-story above garage and one below grade for a total of 216,647 SF. Wet-bench research laboratories and associate support spaces, faculty offices and open office spaces workstations, conference rooms and staff amenity spaces.



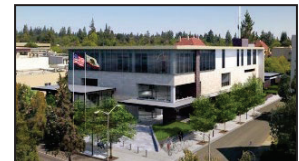
### 2600 El Camino Real – \$13.5 Million

New four-story 62,616 SF office building over one level of basement garage parking (36,957 SF) office is structurally connected to a two-story above grade parking garage (24,059 SF)



### City of Palo Alto Public Safety Building – \$84 Million

New three-story, 136,873 SF City of Palo Alto Public Safety Building will have 2 levels of underground parking and will house the Police Department, 911 Emergency Dispatch Center, the Emergency Operations Center, the Office of Emergency Services, and the administration needs of the Fire Department.



### 744 San Antonio Rd. – \$42 Million

Courtyard by Marriott and an AC Hotel by Marriott. Two, five-story hotels (164,764 SF) hotels offering a combined 294 rooms with surface and underground parking.



### ISO 1 Rating

With approximately 13 full-time personnel working at the City of Palo Alto, 4LEAF was instrumental in the program put in place to achieve an ISO 1 Rating. In March of 2015, Palo Alto became the 8<sup>th</sup> City in the Country out of 14,000 Building Departments to achieve this status.



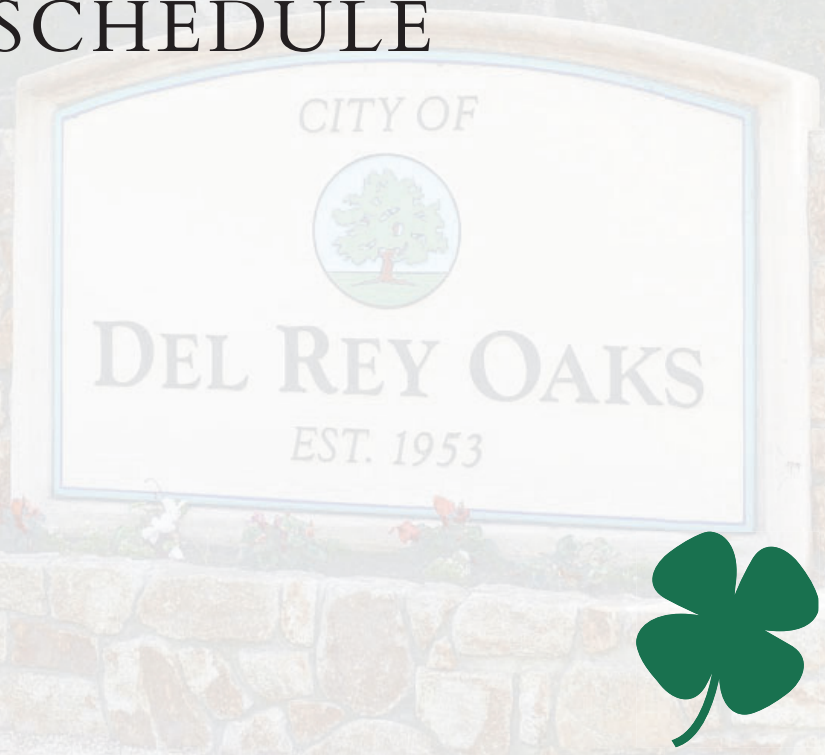
**Client Name:** City of Palo Alto  
**Client Contact:** George Hoyt, CBO, Chief Building Official  
**Client Address:** 285 Hamilton Ave, Palo Alto, CA  
**Client Telephone:** (650) 329-2368  
**Project Dates:** 2007 – Present  
**Contact Email:** [George.Hoyt@CityofPaloAlto.org](mailto:George.Hoyt@CityofPaloAlto.org)

QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

SECTION 6

---

FEE SCHEDULE



4LEAF, INC.





---

## **BASIS OF CHARGES**

Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- All invoices will include a 3% administrative fee.
- Cancellation of Building Inspection services within 24 hours of scheduled inspection will incur a minimum 2-hour charge.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
  - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
  - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the FY2025-2026 contract period. There will be a 3% escalation for FY2026-2027, FY2027-2028.
- Overtime and Premium time will be charged as follows:

- <i>Regular time (work begun after 5AM or before 4PM)</i>	<i>1 x hourly rate</i>
- <i>Nighttime (work begun after 4PM or before 5AM)</i>	<i>1.125 x hourly rate</i>
- <i>Overtime (over 8-hour M-F or Saturdays)</i>	<i>1.5 x hourly rate</i>
- <i>Overtime (over 8 hours Sat or 1<sup>st</sup> 8-hour Sun)</i>	<i>2 x hourly rate</i>
- <i>Overtime (over 8 hours Sun or Holidays)</i>	<i>3 x hourly rate</i>
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF’s non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

QUALIFICATIONS TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES  
TO THE  
CITY OF DEL REY OAKS

APPENDIX

---

RESUMES

A stone sign for the City of Del Rey Oaks. The sign is white with a blue border and is mounted on a stone base. It features a circular logo with a tree in the center. The text on the sign reads: "CITY OF", "DEL REY OAKS", and "EST. 1953".

CITY OF  
DEL REY OAKS  
EST. 1953



4LEAF, INC.

---

# Craig Tole

## Vice President, Community Development

---

### Experience

20+ years

### Education

Bachelor of Science, Economics, 2000  
Sonoma State University

### Industry Affiliations

International Code Council (ICC)  
CALBO  
CBOAC  
APWA

### Experience Summary

Craig has led 4LEAF's Community Development efforts directly under the supervision of the President of 4LEAF for the last two decades. Among Craig's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Fire Life Safety, Engineering, Construction Management, and Plan Check industries. **Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion.** Craig also manages numerous Building, Fire, and Code Enforcement clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

---

### Select Project Experience

#### 4LEAF, Inc. – Apple Campus 2 Project

##### Executive Project Manager

##### City of Cupertino, CA

Craig was responsible for consultant building department services to the City of Cupertino Building Department on behalf of 4LEAF. Services include on-site plan review engineering, permitting, plan review, and project inspection services. Craig is the Consultant Project Manager for the **\$6 Billion Apple Campus 2**. Craig was responsible for hiring, placement, and supervision of



a project team that will reach more than 20 personnel. This project construction spanned nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus will include a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings.

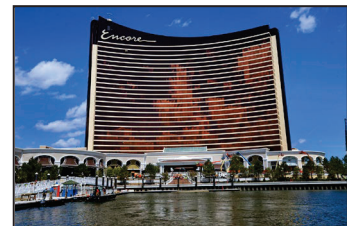
#### 4LEAF, Inc. – Encore Boston Harbor Project

##### Inspection Services Project Manager

##### City of Everett, MA

Craig was the Inspection Services Project Manager for the new \$2.4 Billion Wynn Casino Development in Everett, Massachusetts. The project highlights include:

- **Luxury Hotel (629 Rooms)**
- **Gaming Area**
- **Retail Space, Gym/Spa**
- **Food & Beverage Outlets**
- **Convention & Meeting Space**
- **Parking Garage**



## 4LEAF, Inc. – County of San Mateo’s Project Development Unit (PDU)

### Executive Project Manager

#### Redwood City, CA

Craig is responsible for this \$1.2 billion program consisting of up to 18 projects over the course of more than five years. 4LEAF is responsible for the combination building inspections, fire inspections, fire plan check, and inspection reports related to all projects. 4LEAF is currently performing Plan Check and Inspector of Record services for multiple projects on behalf of the County of San Mateo’s Project Development Unit, including the new **\$150 Million County Office Building III**, and the **\$128 Million Cordilleras Health Campus**.



## 4LEAF, Inc. – Building Department Management / Inspection Services

### Project Manager

#### Pleasanton, CA

Craig is currently the Building Department and Code Enforcement Manager on behalf of 4LEAF. Craig is responsible for all staff augmentation assignments performed for clientele including building official, building inspection, permit technicians/counter services, code enforcement, etc. Craig is responsible for recruiting and placing all building department staff as well as the pick-up and delivery and assignment of plan reviews to appropriate engineers and certified staff. Craig manages including:

- ◆ City of Cupertino Building Department
- ◆ City of Palo Alto Building Department
- ◆ City of Saratoga Building Department
- ◆ City of Sunnyvale Building Department
- ◆ City of Seaside Building Department
- ◆ City of Hollister Building Department
- ◆ City of Dublin Building Department
- ◆ County of Santa Clara Building Department
- ◆ County of Santa Clara, Facilities & Fleet
- ◆ County of Monterey Building Department
- ◆ County of San Benito Building Department
- ◆ County of Alameda, Capital Projects

## 4LEAF, Inc. – Various Universities and Community College Districts

### Project Manager

Craig has managed multiple consultant agreements with the California State School System, University of California, and Community College Districts. These contracts include Construction Management and Inspector of Record services for both On-Call agreements and project specific assignments. Our university clientele includes:

- San Jose State University
- Cal Poly San Luis Obispo
- California State University, Dominguez Hills
- California State University, Stanislaus
- University of California, Merced
- University of California, Santa Barbara
- University of California, San Francisco
- University of California, Davis
- Stanford University School of Medicine
- Stanford University Facilities Department

---

# Michael Loomis, SE, CBO, CASp, PMP

## Director of Structural Engineering

---

### Experience

28+ years

### Education

MS, Structural Engineering, Santa Clara University, 2022

BS, Civil Engineering, Santa Clara University, 2022

Additional Coursework: Stanford University, San Jose State University, De Anza College, Foothill College, Skyline College, Monterey Peninsula College, CalPoly San Luis Obispo

### Registrations

CA & NV Registered Structural Engineer

CA, TX & FL Registered Civil Engineer

NY Registered Professional Engineer

### Certifications

ICC Certified Building Official

ICC California Building Plans Examiner

ICC CALGreen Plans Examiner

ICC Accessibility Inspector/Plans Examiner

ICC California Residential Building Inspector

ICC California Commercial Building Inspector

ICC Building Inspector

ICC Plumbing Inspector

ICC CA Residential Plumbing Inspector

ICC CA Commercial Plumbing Inspector

Certified Access Specialist, CASp

SAP Evaluator (CalOES)

### Teaching and Accomplishments

"Accessibility in the Public Right-of-Way"  
CASI Central, Volume #8, Summer 2019

Adjunct Lecturer (Earthquake Engineering, Timber Design, Strength of Materials)  
Santa Clara University, Department of Civil Engineering 2008 - 2017

Instructor (various topics) CALBO & ICC  
2010 - 2021

### Experience Summary

With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp).

Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside. Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience. He prides himself on his ability to solve problems and react well under pressure, while maintaining the effectiveness of his team.

Michael is a Registered Professional Structural Engineer in the states of California and Nevada and is a Registered Professional Civil Engineer in California, Texas, and Florida.

---

### Select Professional Experience

#### 4LEAF, Inc.

#### Director of Structural Engineering

#### 2024 – Present

Michael is 4LEAF's Director of Structural Engineering. Michael manages a large area of 4LEAF including the Silicon Valley and Monterey Areas and is responsible for the management of 4LEAF's nationwide technical plan reviews. Michael also performs critical commercial reviews on behalf of 4LEAF. In addition, Michael leads the firm in Plan Review recruitment and training to help bolster 4LEAF's team as well as additional contributions to the Building and Safety industry. Michael is a key contributor to our page-turn sessions for complex projects for Cities, Counties, Universities, and other Large Government agencies such as laboratories, when assigned.

**ABS Consulting, Houston, Texas**

**Director of Engineering, Natural Hazards**

**2023**

- Oversaw technical staff evaluating, monitoring, and mitigating risk from natural hazard events. Staff included engineers, meteorologists, computer programmers and support staff.
- Managed budget for approximately \$3.5 million service line. Reduced operating expenses by approximately 10% in the first 12 months.
- Business development and marketing, including developing new service offerings through collaboration with other departments.
- Changed leadership during reorganization. Mentorship of emerging leaders.
- Collaborated with other directors on resource allocation, development of fees and cross-promoting services.
- Hired, trained, reassigned, and addressed redundancies among staff as needed based on team requirements and market conditions.

**CSG Consultants, Inc., Foster City, California**

**Building Services Manager, Building Official, Senior Principal Structural Engineer**

**2008 – 2023**

- Chief Building Official, City of Salinas, City of Gonzales, Town of Woodside. Designated building official as needed for multiple additional jurisdictions.
- Assisted jurisdictions on interpreting and implementing laws and code changes.
- Acted as owner's representative and subject matter expert for design-build and design-bid-build projects at public agencies, performing code analysis and interpretation, value engineering, and technical peer review of complexes for multi-phase projects.
- Oversaw building plan review services for the Northern California Region. The annual department revenue was approximately \$6 million including processing almost 2,000 submittals per month. Managed a multidisciplinary team of over 25 staff with 6 direct reports located in 4 regional offices as well as remote workers.
- Set quality standards and ensured accuracy of code and legal interpretations company wide.
- Interfaced with other internal departments regarding resource allocation, proposal writing, and marketing.
- Responded to RFPs and RFQs. Set project budgets and identified project team. Attended interviews for potential jobs.
- Program manager and project manager over dozens of contracts. Managed cross-disciplinary contracts. Ensured project delivery from each service line. Negotiated budgets and scheduled across services lines.
- Worked closely with public agencies to study and resolve complex code issues related to structural design, disabled access, egress, and other critical building systems.
- Multi-discipline plan review for thousands of projects located throughout California.
- Performed site inspections to verify compliance with approved design. Worked with the design team and contractors to develop solutions to field conditions.

**GPLA, Inc, Santa Clara, California**

**Associate / Production Manager**

**2004 – 2008**

- Coordinated workload throughout the organization to meet client expectations.
- Managed a growing team of engineers and technical staff on a wide variety of projects in almost

every region of the country.

- Hired and trained new staff, developed client relationships, issued proposals, and maintained budgets.
- Traveled throughout the county representing the company at project sites, client offices, and at public agencies.
- Worked with the federal government on designs incorporating anti-terrorism and progressive collapse requirements.
- Performed structural design and drafting.

**Peoples Associates Structural Engineers, Milpitas, California**

**Project Engineer**

**1997 – 2004**

- Responsible for the design of hundreds of projects in Northern California.
- Specialized in multi-family light-frame construction, seismic retrofit/rehabilitation, and industrial projects.
- Developed project budgets and schedules. Issued proposals.
- Worked with AHJ, architects, and contractors to drive project success.
- Managed assistant engineers and drafters.
- Addressed field issues and change orders from active construction sites.

---

# Pedro “Pete” Roque

## National Director of Code Enforcement

---

### Experience

20+ years

### Education

B.S., Management & Human Resources  
Minor in Organizational Leadership  
California State University Dominguez  
A.A., General Education  
Long Beach City College

### Certifications

EPA Lead Renovation, Repair, & Painting  
Environmental Protection Agency  
National Storm Water Inspector, National  
Stormwater Center  
Certified Code Enforcement Officer, CA  
Association of Code Enforcement  
PC 832  
Renovation, Repair, Painting (RRP)  
Certified  
CalOES Safety Assessment Program  
(SAP) Certified

### Experience Summary

Pete is a Code Enforcement expert with PC 832 and Advanced Certificates. He brings with him over 20 years of experience in Code Enforcement and has served in the capacities of Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple California public agencies.

With a demonstrated history of working in the government administration industry, Pete is skilled in government, emergency management, and law enforcement. He is a strong business development professional with a Bachelor of Science in Business Administration. Pete is proficient in conflict resolution and has a wealth of knowledge in the subjects of permit regulations, City codes, housing investigations, citation issuance, and lien appeals. Pete is also skilled in working with others to achieve compliance while maintaining a safe working environment.

---

## Select Professional Experience

### 4LEAF, Inc.

#### National Director of Code Enforcement

##### 2021 – Present

Pete is the Director of Code Enforcement where he is responsible for a growing division of more than 30 Code Enforcement Officers and Managers. Pete is experienced in receiving and documenting complaints from citizens regarding jurisdictional ordinance violations. Pete regularly recruits and trains new Code Compliance personnel and provides classroom and field training throughout California. Pete also works in a director level capacity assisting with Standard Operating Procedures updates to focus on recommendations on abatement for violations of fire, building, business license, zoning, housing, dangerous building and property maintenance codes, and ordinances regulating abandoned vehicles, trash, and weeds. In addition, Pete also takes on complicated Code Cases for legal action and can provide testimony at administrative hearings, City Council, Planning Commission hearings, and court proceedings. Some of Pete’s current Code Enforcement clients include:

- City of Fontana, CA
- City of Glendale, CA
- City of Artesia, CA
- City of Lomita, CA
- City of Lathrop, CA
- City of Apache Junction, AZ



**City of Garden Grove**

**Code Enforcement Administrator**

**2018 – 2021**

- Supervised Senior and Junior Code Compliance Personnel as well as Administrative Staff.
- Prepared staff evaluations and performance measures.
- Acted in the capacity of Grant Coordinator of Proposition 56 Tobacco Grant Program.
- Prepared criminal prosecutions and receivership.
- Created and implemented divisional policies and procedures.
- Public Speaking and Training Facilitator for Building, Safety, and Law Enforcement personnel.
- Performed community outreach to multiple agencies and community groups.
- Prepared and presented City Council and other commission hearings/presentations.
- Oversaw cost recovery and neighborhood preservation programs.

**City of Montebello**

**Code Enforcement Manager**

**2014 – 2018**

- Supervised Senior and Junior Code Compliance Personnel.
- Formulated and implemented municipal code text amendments and ordinances.
- Evaluated staff performance and created professional development plans.
- Prepared and presented staff reports for City Administrator and City Council.
- Prepared criminal prosecutions for nuisance properties.
- Prepare outstanding problem properties for receivership process.
- Created and implemented departmental policies and procedures.
- Provided public speaking and training to Community Development Department.
- Spearheaded community outreach programs for seniors, community events, and schools.
- Prepared City Council and various commissions hearings and presentations.
- Created and implemented Cost Recovery and Neighborhood Preservation Programs.
- Program Coordinator and Administrator for the Community Development Block Grant (CDBG).

**City of Bellflower**

**Community Development Inspector II / Lead Code Enforcement Inspector**

**2005 – 2014**

- Created and Implemented Cost Recovery and Neighborhood Preservation Programs.
- Program Coordinator and Administrator for the Community Development Block Grant (CDBG).
- Created and administered Administrative Citation Program.

**United States NAVY**

**Gas Turbine Systems Engineer - Petty Officer Third Class**

**1996 – 1999**

- Contributed to the repair and maintenance of gas turbine electrical systems.
- Supervised 15 officers.

---

# John Kuehl, CBO

## Area Manager / Building Official

---

### Experience

30+ years

### Certifications

ICC Building Code Specialist  
ICC Certified Building Official  
ICC Building Plans Examiner  
ICC Building Inspector  
ICC Mechanical Inspector UMC  
ICC Plumbing Inspector UPC  
Contractor License #455709

### Associations

International Code Council (ICC)  
ICC Monterey Bay Chapter  
Past President 2017

### Experience Summary

John is a seasoned Building Official and licensed Inspector with more than 30 years of inspection and construction experience. With 21+ years as the Chief Building Official at the City of Monterey, John is an integral part of our team and has the technical knowledge to provide quality deliverables to our clients. Whether he is out in the field or in the office, John's expertise helps guide his team to complete jobs on time and with successful results. Additionally, John is a skilled plans examiner and has mentored numerous industry personnel in the Building Department Services arena.

John is one of 4LEAF's Area Managers in the Monterey Coast where he provides Project Management and Building Official Services for two municipalities (Sand City and Pacific Grove). These complex projects require an industry expert with many years of field and management experience.

---

### Select Professional Experience

#### 4LEAF, Inc. – Sand City & Pacific Grove, CA

#### Inspector of Record / Building Official / Area Manager

#### 2019 – Present

John has covered as Building Official for both the City of Sand City and the City of Pacific Grove. John is responsible for the management of all Department personnel and advises City Management on Building processes. John is also managing two high level projects on behalf of 4LEAF, which include performing Civil and Building scopes for the Pacific Grove Hotel and American Tin Cannery Projects in Pacific Grove, which will convert a waterfront retail space into a hotel development, and the South of Tioga projects in Sand City that will develop two hotels totaling \$55 Million.

#### City of Monterey, CA

#### Building Technician / Senior Inspector / Building Official

#### 1998 – 2019

- Served the City of Monterey for over two decades before retiring as Building Official and Senior Inspector.
- His responsibilities for the City included inspecting industrial, commercial, and public works projects that required City Building Permits.
- Managed the entire Building Division and Inspectors, Plans Examiners, and Counter staff.

---

# Scott Martin, PE

## Quality Control Manager / Senior Plan Review Engineer

---

### Experience

26+ years

### Education

B.S., Civil Engineering  
University of California, Irvine

### Certifications

CA Registered Civil Engineer  
License # 59091  
NV Registered Civil Engineer  
License # 019922  
ICC, Building Plans Examiner

### Professional Affiliations

ICC – International Code Council  
Structural Engineers of Northern  
California (SEAOC)  
ASCE

### Experience Summary

Scott has more than 26 years of engineering experience and has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

In addition, Scott is often tasked with the education of building code to applicants. He is instrumental in establishing the new templates for all new clients to establish the municipal preferences for commercial and residential plan check and makes an asset to any team, project, and jurisdiction he is assigned.

---

## Select Professional Experience

### 4LEAF, Inc.

#### Plan Review Engineer/Quality Control Manager

##### 2014 - Present

Since 2014, Scott has been 4LEAF's Senior Plan Check Engineer with a focus on Structural review. Scott has worked on a plethora of 4LEAF's largest commercial reviews. Currently, Scott reviewed the Zuckerberg Chen School for the City of East Palo Alto, several large Commercial Projects for the County of San Mateo's Project Development Unit including a \$120 Million Medical Office Building, two large County facility buildings, and several large reviews for the University of California, Santa Barbara including the \$1.5 Billion Munger Hall Project. In addition, Scott is 4LEAF's Lead Quality Control Plan Review Manager where he is responsible for the final reviews of all outgoing projects. Scott also regularly trains 4LEAF personnel (Engineers and non-structural) on various plan review guidelines and code updates.

### 4LEAF, Inc. (City of Palo Alto)

#### Structural Plan Check Engineer

##### 2012 - 2013

Starting in December of 2013, Scott accepted a position to perform and manage plan reviews in the Central Valley and Central Coast for many of 4LEAF's clientele. Since 2012, Scott has worked for 4LEAF as a structural plan review engineer and was tasked to the City of Palo Alto where he was often assigned to work with the public and architects to answer building code related questions and to provide excellent customer service. In addition, Scott performed many large-scale plan reviews for the City including:

- Workday Campus (6 Stories) - \$50 Million
- Stanford Medical Center (6 Stories) - \$32 Million
- VMWare HTE Tenant Improvement - \$25 Million
- Hilton Hotel and Underground Parking - \$18 Million
- VMWare Parking Structure 2 - \$14 Million
- Stanford Hospital Site Development - \$13 Million
- 260 California (3 Story mixed-use & underground parking) - \$10 M
- Thermal Vacuum Chamber - \$9.7 Million
- VMWare Parking Structure (4 Levels) - \$6.8 Million
- 4-Story Tenant Improvement for Survey Monkey - \$6.1 Million

### **Willdan Engineering – Fresno, CA**

#### **Structural Plan Check Engineer**

**2007 - 2010**

Scott performed structural plan reviews on behalf of Willdan Engineering for numerous jurisdictions throughout California. Scott was tasked with the plan review, creation of the plan check letter, communicating with project stakeholders, and educating the applicants on current building codes and standards. Some of Scott's projects included:

- CSU Humboldt Student Center Expansion; Arcata, CA
- Park Place: Res/Office/Retail over Parking; Paso Robles, CA
- CalRENEW-1 Solar Power Farm; Mendota, CA
- City of Winters Police/Fire Complex; Winters, CA
- UC Davis Hyatt Place Hotel; Davis, CA

### **Advanced Structural Design, Inc. – Fresno, CA**

#### **Project Engineer**

**1998 - 2007**

Scott was a Project Engineer for nearly ten years with Advanced Structural Design out of Fresno. Scott was responsible for engineering design, drafting (AutoCAD & hand), shop drawing review, and coordination with clients.

- Mt. Whitney Classroom Buildings; Visalia CA (DSA #02-107633)
- Plumber's Union Expansion; Fresno, CA
- Oak Valley New Admin; Tulare Co., CA
- Paul Evert's RV Expansion and New Canopies; Fresno, CA
- Grizzlies Stadium; Fresno, CA

---

# Alejandra (Alex) Molina

## Code Enforcement Manager

---

### Experience

20+ years

### Education

Lee College, BS  
College of the Canyon, AA

### Certification

PC 832  
Situation Awareness Specialist (SAS)  
Applied Verbal De-Escalation (AVDE)

### Memberships

California Association of Code  
Enforcement  
American Association of Code  
Enforcement

---

### Experience Summary

Alejandra is a highly dedicated professional with extensive experience relating to Code Enforcement Management. She is detail-oriented and precise, with superb organizational talents and is adept in strategically planning project directions and management systems that produce at the most effective performance levels. Alejandra is an excellent bilingual communicator who interacts effectively with property owners, building contractors, government officials, and citizens to address and resolve any problems.

## Select Professional Experience

### 4LEAF, Inc.

#### Code Enforcement Manager

2023 – Present

Alejandra joined 4LEAF as a Code Enforcement Manager and is responsible for:

- Planning, directing, coordinating, and reviewing the work plan for Code Enforcement staff.
- Assigning work activities, projects, and programs and reviewing and evaluating work products.
- Overseeing and providing direction in the management and enforcement of all Code Enforcement programs.
- Selecting, training, and evaluating Code Enforcement personnel, including the coordination of staff training.

### City of Santa Monica

#### Lead Code Enforcement Officer

2022 – 2023

- Responsible for business development and operational functions involving Code Enforcement Management for various government agencies.
- Serviced existing accounts and built new relationships to establish new clients.
- Build relationships with Code Enforcement Departments/Staff and advise on services.

### City of Malibu

#### Code Enforcement Officer

2018 – 2022

- Coordinated and executed the Code Enforcement division work plans.
- Managed the development and implementation of Building and Code Enforcement.

---

# Vanessa Morales

## Plan Review Coordinator Manager

---

### Experience

9+ Years

### Skills

Data Entry  
Quickbooks  
Microsoft Office  
Inventory Management

### Education

AA Business Administration  
Las Positas College

### Experience Summary

Vanessa is a highly organized Plan Review Coordinator Manager with years of experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public's needs at the Building Department counter, and her excellent interpersonal skills heighten her capacity to build rapport with clients. Vanessa is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely. Vanessa has a remarkable drive to excel, and she routinely offers motivation and support to colleagues who need extra encouragement.

---

### Select Professional Experience

#### 4LEAF Inc.

#### Plan Review Coordinator Manager

2021 – Present

Vanessa is a dedicated team member who demonstrates natural leadership qualities in her position as Plan Review Coordinator Manager. She helps operate and maintain Building Departments by assisting customers, reviewing applications and plan submittals, collaborating with other departments and agencies, handling fees, and scheduling inspections. Her responsibilities include:

- Oversees the end-to-end intake and routing process for incoming plan review projects, ensuring efficient alignment with scope, jurisdictional guidelines, and client-specific needs.
- Provides high-level management and strategic direction to plan review coordination teams, ensuring consistent execution across all projects and jurisdictions.
- Directly supervises and mentors a team of permit technicians and coordinators, including both internal 4LEAF personnel and staff from contracted jurisdictions.
- Leads and develops comprehensive training programs for new and existing staff, enhancing plan intake, permit processing, and jurisdictional compliance knowledge across multiple departments.
- Coordinates with senior engineers, plans examiners, and project stakeholders to assign plan reviews based on technical expertise, workload balance, and project complexity.
- Maintains executive-level client communication to ensure service delivery meets or exceeds expectations while proactively addressing concerns and ensuring tailored solutions.
- Drives process improvement initiatives, leveraging feedback and performance data to streamline coordination procedures and elevate client satisfaction.

**The North Face**

**Operations Supervisor**

**2019 - 2021**

- Achieved store sales goals by ensuring associates delivered brand standards, exceptional customer service, and utilized their selling model.
- Provided administrative support and participated in business operations.
- Collaborated with the management team to compose forecasts of sales goals and subsequent courses of action.
- Assessed payroll and made necessary budgeting adjustments.

**The North Face**

**Sales Supervisor**

**2017 - 2019**

- Contributed to the achievement of target shrink percentage.
- Audited business operations according to company standards and devised methods to improve company productivity.
- Implemented training and accountability tools to better support brand standards.
- Followed process protocols, investigated in-transit units to verify receipt and tracked and reported missing units.

**V & D Jewelry**

**Bookkeeper**

**2016 - 2018**

- Recorded transactions and transferred translated data into Quickbooks.
- Provided financial statements upon request and/or regularly scheduled posts.
- Tracked fixed and current expenses and maintained daily records.
- Restructured inventory processes, subsequently improving overall business performance.
- Monitored inventory levels and ensured that the needs of the business were satisfied.

---

# Shane Mckeithen, MPA

## Code Enforcement Officer

---

### Experience

8+ years

### Education

MPA, Public Management Analysis,  
CSU, Long Beach

BA, Sociology, UC Los Angeles  
PC 832 (Currently Enrolled)

### Affiliations

Independence Square Housing Corp.  
(Board Member)

### Skills

Municipal Code Compliance  
Property Inspections  
Documenting & Reporting  
Public Outreach

### Additional Languages

Spanish

---

### Experience Summary

Shane brings with him nearly a decade of experience in local government, municipal operations, policy analysis, and field enforcement. He relies on his extensive background in public policy and regulatory compliance to serve municipal clients with professionalism and integrity.

Shane's strong communication skills and bilingual proficiency allow him to work effectively with a wide range of stakeholders, from property owners to agency partners. His solid foundation in legislative processes, commitment to public safety / community well-being, and proactive approach make him a valuable asset to any jurisdiction.

## Professional Experience

### 4LEAF, Inc.

#### Code Enforcement Officer

2025 – Present

Shane will perform Code Enforcement duties for 4LEAF's Code Enforcement Team. Some of the services he will be responsible for providing to our clients include, but are not limited to:

- Inspecting land, structures, vehicles, and storing materials for compliance with applicable planning, zoning, and other codes, and laws.
- Responding to complaints regarding municipal and other code violations, laws, or statutes.
- Issuing citations to property owners and worked with them to bring property into compliance.
- Compiled notes and photographs on assigned cases and researched property ownership.
- Preparing inspection and abatement warrant for approval.
- Investigating codes, licenses, and fee violations and issued appropriate warnings and citations.
- Issuing violation notices, stop-work orders, and construction and occupation permits.

### County of Santa Cruz

#### Sr. Policy Analyst

2021 – 2025

- Conducted field investigations and reporting on a wide range of issues, including code enforcement, public works, animal services, and law enforcement.
- Provided comprehensive, actionable reports to streamline problem-solving across departments.

- Spearheaded critical policy research and analysis that led to the advancement of key community initiatives, including updates to the Short-Term Rental and Cannabis ordinances, expanded tenant protections, and the adoption of Appendix M – California Building Code.
- Collaborated directly with the County’s Code Compliance team, gaining firsthand experience working within a jurisdictional framework.
- Acted as the district’s representative in high-level meetings with government agencies, labor unions, and non-profits to ensure collaborative problem solving.

**City of Long Beach**

**Sr. Field Representative**

**2017 – 2021**

- Served as a key liaison and problem solver for the 7<sup>th</sup> District, building strong constituent relationships and addressing a wide range of community concerns.
- Specialized in the early detection and documentation of code violations, providing comprehensive reports with all necessary evidence to streamline the enforcement process for the City’s Code Enforcement team.
- Maintained community awareness by providing regular legislative updates at meetings, producing official newsletters, and organizing events to promote civic engagement.