

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into on this 1st day of September 2021, by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Interwest Consulting Group engaged in providing Supplemental Building Plan Check and Associated Consulting Services, herein called ("Consultant"), whose address is 39355 California Street, Suite 200, Fremont, CA 94538. This Agreement is made with reference to the following facts.

I. RECITALS

- 1.1 Town desires to engage a supplemental Building Plan Check consultant to assist in the processing of plan checks and associated services because of Consultant's experience and qualifications to perform the desired work and Town needs to undertake activities to supplement its ability to review building plan checks and enhance customer service, efficiency, and legal requirements.
- 1.2 Consultant represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.
- 1.3 Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain Consultant.

II. AGREEMENTS

- 2.1 Scope of Services. Consultant shall provide services as described in that certain Proposal to Provide Building Division Plan Check Review Services sent to Town on June 4, 2021, which is hereby incorporated by reference and attached.
- 2.2 Term and Time of Performance. This contract will remain in effect from September 1, 2021 to June 30, 2026. Consultant shall perform the services described in this agreement as follows:
 - a. Provide complete Building Permit Plan Check Services, including but not limited to, Initial Plan Check comments on submitted applications, Resubmittal Plan Check comments on revised plans, and written copies of Initial and Resubmittal Plan Check comments.
 - b. As requested by Town, provide copies of work products of all comments, reports, and studies prepared for Town. Consultant shall provide electronic file copies of these documents.
 - c. As requested by Town, provide an updated listing/status report of all Building Permit Plan Checks reviewed for Town.
 - d. When needed by Town, Plan Check Consultant and Building Official shall attend meetings with Town staff, public officials, community leaders, developers, contractors and the general public. (Maximum of 4 additional meetings per month.)

- e. Provide On-site Plan Review services for approximately ten (10) hours per week for Plan check of minor residential and commercial projects.
 - f. Provide Technical Support at pre-design and pre-construction meetings and at field visits as needed. Provide Technical Support and guidance for field inspection personnel.
 - g. Provide services as needed by the Town per Scope of Services – Exhibit A.
- 2.3 Compliance with Laws. Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of the Town of Los Gatos.
- 2.4 Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
- 2.5 Information/Report Handling. All documents furnished to Consultant by Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town's property and shall be delivered to Town upon the completion of Consultant's services or at Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by Town to the public, and Consultant shall not make any of the these documents or information available to any individual or organization not employed by Consultant or Town without the written consent of Town before such release. Town acknowledges that the reports to be prepared by Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by Consultant in connection with other projects shall be solely at Town's risk, unless Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.
- 2.6 Compensation. Compensation for Consultant's professional services shall be based upon Town's pre-approval of each task as noted in the Scope of Services Compensation for each task and shall not exceed the amount per task noted in Consultant's Schedule of Fees attached hereto as part of Exhibit B and incorporated by reference herein. Fees will be reviewed on an annual basis.

- 2.7 Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom, at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:

Invoices:

Town of Los Gatos

Attn: Accounts Payable

P.O. Box 655

Los Gatos, CA 95031

- 2.8 Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of Town at the Consultant's offices during business hours upon written request of Town.
- 2.9 Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to Consultant. No portion of these services shall be assigned or subcontracted without the written consent of Town.
- 2.10 Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.
- 2.11 Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. Consultant has and shall not obtain any holding or interest within Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or

indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at Town's sole discretion, sever any such employment relationship.

- 2.12 Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

3.1 Minimum Scope of Insurance:

- i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant shall provide to Town all certificates of insurance, with original endorsements effecting coverage. Consultant agrees that all certificates and endorsements are to be received and approved by the Town before work commences.
- iv. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

General Liability:

- i. Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant, premises owned or used by Consultant. This requirement does not apply to the professional liability insurance required for professional errors and omissions.

- ii. Consultant's insurance coverage shall be primary insurance as respects Town, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by Town, its officers, officials, employees or volunteers shall be excess of Consultant's insurance and shall not contribute with it.
 - iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Town, its officers, officials, employees or volunteers.
 - iv. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 3.2 All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with Town Clerk.
- 3.3 Workers' Compensation. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.
- 3.4 Indemnification. Consultant shall save, keep, hold harmless and indemnify and defend Town its officers, agent, employees and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of Consultant, or any of Consultant's officers, employees, or agents or any subconsultant.

IV. GENERAL TERMS

- 4.1 Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- 4.2 Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.
- 4.3 Termination of Agreement. Town and Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days written notice of

termination. In the event of termination, Consultant shall deliver to the Town all plans, files, documents, reports, performed to date by Consultant. In the event of such termination, Town shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

- 4.4 Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by Town and Consultant.
- 4.5 Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.
- 4.6 Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos
Attn: Town Clerk
110 E. Main Street
Los Gatos, CA 95030

Interwest Consulting Group
Attn: Avner Alkhas
Chief Financial Officer
39355 California Street, Suite 200
Fremont, CA 94538

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.

- 4.7 Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.
- 4.8 Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, Town and Consultant have executed this Agreement.

Town of Los Gatos by:

Consultant:

DocuSigned by:

Laurel Prevetti

8/25/2021

853FEEA2EB39470...

Laurel Prevetti, Town Manager

A. Alkhas

Avner Alkhas, Chief Financial Officer

Recommended by:

DocuSigned by:

Joel Paulson

8/25/2021

5035A0632FE1477...

Joel Paulson, Community Development Director

Approved as to Form:

DocuSigned by:

Robert W. Schultz

8/25/2021

2FE0938555B744C...

Robert Schultz, Town Attorney

Attest:

DocuSigned by:

Shelley Neis

8/26/2021

B9666F65B1F34F6...

Shelley Neis, CPMC, Town Clerk



Statement of Qualifications to Provide

Building Division Plan Check Review Services

For the

TOWN OF LOS GATOS

Interwest Consulting Group

Ron Beehler, SE, CBO, ICC
Director of Building Safety Services
(916) 273-4663
rbeehler@interwestgrp.com

interwestgrp.com

INTERWEST

June 3, 2021

Robert Gray, Chief Building Official
Town of Los Gatos
Community Development Department
110 E. Main St.
Los Gatos, CA 95030



RE: Qualifications to Provide Building Division Plan Check Review Services for the Town of Los Gatos

Dear Mr. Gray,

Interwest Consulting Group (Interwest) is pleased to present our qualifications to provide Building Division Plan Check Review Services for the Town of Los Gatos Community Development Department. Interwest has extensive experience providing complete building department services to agencies throughout California.

With nearly 500 professional staff, Interwest is large and diverse enough to meet all of your plan check, inspection, and permit technician needs, yet small enough to ensure that we maintain focus and remain responsive to the priorities of the Los Gatos. Our proposed team can provide the full spectrum of the required services efficiently and effectively. Our goal is to provide timely, technically sound, and customer-friendly services to support your departments and development community. Interwest maintains the largest staff of professionals specializing in building safety plan review and inspection services in California.

Interwest offers a highly qualified staff of California licensed structural, civil, mechanical, electrical and fire protection engineers, California registered architects, ICC certified plans examiners, CASp certified access specialists, ICC certified Inspectors, ICC certified Permit Technicians, and additional staff specializing in providing complete Building Safety Services.

Ron Beehler, SE, CBO will act as the Principal-in-Charge on this contract, with the ability to assign staff as-needed. Roger Peterson, SE will act as Project Manager and the Town's Primary Contact for day-to-day for this engagement. Our contact information follows.

Ron Beehler, SE, CBO Principal-in-Charge 916.273.4663 rbeehler@interwestgrp.com	Roger Peterson, SE Project Manager 916.273.4657 rpeterson@interwestgrp.com
Project Office: 39355 California Street, Suite 200, Fremont, CA 94538	

As Vice President of Finance, I am an authorized representative of Interwest Consulting Group, able to sign all documents and enter into contractual agreements. Our proposal will remain valid for a period of 90 days.

We look forward to the opportunity provide the Town of Los Gatos with these valuable services and to discuss our qualifications in greater detail.

Sincerely,

Avner Alkhas, Vice President, Finance
Interwest Consulting Group

General Qualifications

Interwest has extensive experience and a proven track record of successfully providing building plan review and inspection services to public agencies. Interwest has been in business since 2002 and was founded by individuals with a passion for serving municipalities. Our nearly 500 employees span a multitude of disciplines, roles, and job placements to municipalities within building safety and public works departments throughout California.

Our Building Safety Division is the largest in California, with more than 250 California licensed structural, civil, mechanical, electrical and fire protection engineers, registered architects, CAsp professionals, ICC certified plan reviewers, inspectors, permit technicians and administrative personnel. We currently serve more than 200 cities, towns, counties and state agencies.

Building department services that we provide to municipalities include:

- Building Safety Plan Check Services
- Building Official Services
- Building Inspection Services
- Permit Technician Services
- CAsp Plan Check and Inspection Services
- Code Enforcement Services
- Fire Prevention Plan Check and Inspection Services

We also provide a full range of additional services to more than 200 public agencies throughout California including:

- | | |
|--|---------------------------------------|
| ○ Municipal Engineering | ○ Geographic Information System (GIS) |
| ○ Construction Management & Inspection | ○ Information Technology (IT) |
| ○ Traffic Engineering | ○ Planning & Urban Design |
| ○ Real Estate & Right of Way Acquisition | ○ Water Policy & Planning |

Our depth of experience brings a high level of knowledge and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve. We do not offer design services and, as a result, we provide unbiased plan checks and avoid conflicts of interest as could occur with firms engaging in both plan check and design services.



Years Established

Established 2002

Type of Organization

Interwest is a Colorado Corporation, licensed to provide services in California

Number of Employees

500 Company-wide
250 Building Staff

Project Manager / Contact

Roger Peterson, SE
916.273.4657
rpeterson@interwestgrp.com

Qualifications & Resumes

Interwest has extensive successful experience and a proven track record of providing building safety services to many Towns/Cities, Counties and agencies throughout California. Interwest proposes a broad range of qualified staff to provide all of the services requested by the Town.

Below is a listing of Northern and Central California municipal clients to whom we provide similar services to those being requested by the Town of Los Gatos.

CLIENT	SCOPE OF WORK
City of American Canyon	Building Official, Plan Review, Building Inspection
City of Angels Camp	Building Official, Plan Review, Building Inspection
City of Berkeley	Plan Review
City of Calistoga	Plan Review, Building Inspection
City of Dublin	Plan Review
City of Elk Grove	Plan Review, Building Inspection, Permit Technician, Code Enforcement
City of Fairfield	Plan Review
City of Lincoln	Building Official, Fire Plan Review, Building Inspection, Fire Inspection
City of Menlo Park	Plan Review
City of Modesto	Plan Review, Building Inspection
City of Napa	Plan Review, Building Inspection, Permit Technician
City of Placerville	Building Official, Plan Review, Building Inspection
City of Pleasanton	Plan Review
City of Rancho Cordova	Plan Review, Building Inspection
City of Rocklin	Plan Review, Building Inspection
City of Roseville	Plan Review
City of Sacramento	Plan Review, Building Inspection
City of Santa Clara	Building and Fire Plan Review and Field Inspection
City of Sonoma	Building Official, Plan Review, Inspection
City of St. Helena	Building Official, Building and Fire Plan Review, Building Inspection
City of Tracy	Plan Review, Building Inspection, Fire Inspection
City of Turlock	Plan Review
City of Woodland	Plan Review, Building Inspection
County of Fresno	Plan Review, Inspection
County of Madera	Plan Review, Fire Plan Review
County of Napa	Plan Review
County of Placer	Plan Review, Fire Plan Review
County of Yolo	Plan Review
Town of Atherton	Building Official, Plan Review, Building Inspection, Permit Technician
Town of Tiburon	Plan Review
Town of Yountville	Building Official, Plan Review, Building Inspection

IDENTIFICATION OF KEY STAFF

RON BEEHLER, SE, CBO

PRINCIPAL-IN-CHARGE



Ron Beehler // Principal-in-Charge

- BS, Civil Engineering, California State University, Chico
- CA Licensed Structural Engineer | SE3632
- CA Licensed Civil Engineer | CE39404
- International Code Council | 801789

Ron Beehler, SE, CBO, will serve as Principal-in-Charge for the Town. Ron utilizes experience gained through more than 36 years of hands-on experience performing life safety, accessibility and structural plan reviews to successfully manage building departments, building department services and high-profile building projects on behalf of public agencies throughout California. Ron’s experience includes establishing and coordinating on-site building department services for large multi-building projects and unique fast-paced development projects. Ron has served as Chief Building Official for multiple California public agencies including interim assignments. He has provided building department assessments on behalf of municipal clients to identify inefficiencies and implement best practice improvements. Additionally, Ron has developed and taught multiple full- and half-day classes on a variety of building code related topics on behalf of CALBO and local International Code Conference chapters throughout the State.

ROGER PETERSON, SE

PROJECT MANAGER | PRIMARY CONTACT



Roger Peterson // Project Manager

- BS, Civil Engineering, University of Wyoming
- CA Registered Structural Engineer | 3846
- CA Registered Civil Engineer | 46096

Roger Peterson, SE, is our proposed Project Manager and primary point of contact. A California licensed Structural Engineer with more than 30 years of experience in structural design and plan review, Roger is Interwest’s Regional Manager of Building Safety Services. He has designed and provided plan review services for multi-story steel and concrete-framed buildings, as well as one-story structures utilizing steel, concrete, timber and masonry framing systems. His design experience includes schools, commercial and industrial projects, micro-chip production facilities, power plant installations and multi-family residential projects.

ROLES, RESPONSIBILITIES, AND QUALIFICATIONS

Below, we provide a list of licenses, certifications and registrations held by the Interwest staff proposed to provide services to the Town of Los Gatos. Roles of the proposed individuals have been identified primarily as plan review staff with certifications and expertise in structural, fire/life safety, CASp and energy conservation.

Qualifications typical for plan review staff include license as a Registered Civil, Structural, Electrical or Mechanical Engineer in the State of California, or certification as an ICC Certified Plans Examiner.

<i>Name & Role</i>	<i>Current Licenses & Certifications</i>	<i>License / Certification #</i>
Bill Rodgers, SE <i>Sr. Structural Engineer</i> <i>Plan Review</i>	CA Registered Professional Structural Engineer CA Registered Professional Civil Engineer NV Registered Professional Civil Engineer NV Registered Professional Structural Engineer	S4198 C50673 CE18427 SE18427
Elena Hartsough, SE <i>Structural Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C67675 S5538
John Weninger, SE <i>Structural Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C43746 S3740
Hossein Sanikhatam, SE <i>Structural Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C67573 S5514
Charles Nganga, PE, ICC <i>Professional Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer ICC Residential Plans Examiner	C85710 8325618
Christine Jansen, PE <i>Professional Engineer Plan Review</i>	CA Registered Professional Civil Engineer	C79594
Kyle Hansen, PE <i>Professional Engineer Plan Review</i>	CA Registered Professional Civil Engineer	C91071
Thomas Trimberger, ME, CBO, ICC <i>Mechanical Engineer</i> <i>Plan Review</i>	CA Registered Professional Mechanical Engineer *Registered ME in 14 States* ICC Plumbing Code Specialist ICC Mechanical Code Specialist LEED Accredited Professional Build It Green Certified Green Building Professional Build It Green Greenpoint Rater CABEC Residential & Non-Residential Certified Energy Plans Examiner	M26359 866408 866408
Randy Brumley, ME, ICC <i>Mechanical Engineer</i> <i>Plan Review</i>	CA Registered Professional Mechanical Engineer ICC Mechanical Plans Examiner	M37959 8884128
David Castillo, ME, FPE <i>Mechanical Engineer</i>	CA Registered Professional Mechanical Engineer CA Registered Professional Fire Protection Engineer	M31455 FP2013

<i>Fire Protection Engineer Plan Review</i>		
Jingpei Zhang, EE <i>Electrical Engineer Plan Review</i>	CA Registered Professional Electrical Engineer	EE16243
Bill Miller, CASp, CBO, ICC <i>Certified Access Specialist Plan Review</i>	Certified Access Specialist Council of American Building Official ICBO/IAPMO Plumbing Inspector ICVO/IAPMO Mechanical Inspector CA State Energy Auditor ACE III-Initial Disaster Housing Inspector ICC Plumbing Inspector UPC ICC Certified Building Official ICC Building Code Specialist ICC Plumbing Inspector ICC Residential Combo Inspector ICC Combination Dwelling Inspector – Uniform Codes ICC Accessibility Inspector ICC Accessibility Plans Examiner ICC Mechanical Inspector ICC Mechanical Inspector UMC ICC Building Inspector ICC Building Plans Examiner	CASp-087 2171 34090 51131 3134 22121 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718
Annette Mayfield, EIT, CASp, ICC <i>Certified Access Specialist Plan Review</i>	Engineer-in-Training Certified Access Specialist ICC Building Plans Examiner ICC CA Building Plans Examiner	EIT-130173 CASp-538 8018477 8018477
Andrew Burke, CASp, ICC <i>Certified Access Specialist Plan Review</i>	Certified Access Specialist ICC Building Plans Examiner ICC Building Inspector	CASp-710 8250398 8250398
Denise Reese, CBO, ICC <i>Plan Review</i>	ICC Certified Building Official ICC CA Building Plans Examiner ICC CALGreen Inspector ICC Permit Technician ICC Permit Specialist	8096275 8096275 8096275 8096275 8096275
Steven Stokes, CBO, ICC <i>Plan Review</i>	ICC Certified Building Official ICC Accessibility Inspector/Plans Examiner ICC Building Code Official ICC Building Code Specialist ICC Building Inspector ICC Building Plans Examiner ICC Certified Fire Code Official ICC Certified Fire Marshal ICC Commercial Building Inspector ICC Commercial Mechanical Inspector ICC Commercial Plumbing Inspector ICC Fire Code Specialist ICC Fire Inspector I ICC Fire Inspector II	5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096

	ICC Fire Plans Examiner ICC Mechanical Plans Examiner ICC Plumbing Plans Examiner ICC Residential Building Inspector	5312096 5312096 5312096 5312096
Sharon Vanderpool, ICC <i>Plan Review</i>	ICC Residential Plans Examiner ICC Plumbing Plans Examiner ICC Residential Building Inspector	8789037 8789037 8789037
Bob Barks, ICC <i>Plan Review</i>	ICC CA Building Plans Examiner	8020051
Ron Lucchesi, ICC <i>Plan Review</i>	ICC CA Building Plans Examiner	1044401
Cheryl Domnitch, FPE <i>Fire Protection Engineer</i>	CA Registered Professional Fire Protection Engineer Member, International Code Council	FP1206 1046491
Augie Cerdan, FPE <i>Fire Protection Engineer</i>	CA Registered Professional Fire Protection Engineer	FP1579
Daniel Skubal <i>Fire Plan Review</i> <i>Fire Inspection</i>	State Certified Fire Prevention Officer, OSFM Statutes and Regulations-2018, OSFM OSFM Fire Prevention Courses - 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B, Inspector 1A, 1B, 1C, 1D, 2A, 2B, 2C, 2D	
Russell Blair, ICC <i>Fire Plan Review</i>	ICC Fire Plans Examiner Certified Firefighter I – 1986 Fire Prevention 1A – 1990 - CA Fire Prevention 1B – 1993 - CA Fire Prevention 1C – 1992 - CA Fire Prevention 2A – 2003 - CA Fire Prevention 2B – 2006 - CA Fire Prevention 3A – 2001 - CA Fire Prevention 3B – 2000 - CA Fire Investigation 1A – 1997 - CA Fire Investigation 1B – 1995 - CA Fire Instructor 1A – 2007 - CA Fire Instructor 1B – 2007 - CA Hazardous Materials 1A – 1987 - CA Hazardous Materials 1B – 1987 - CA Hazardous Materials 1C – 1987 - CA Hazardous Materials 1D – 1987 - CA Emergency Medical Technician - #D2828 – Sacramento Co.	8092477 011770 - CA
Steven F. Conti, ICC <i>Plans Examiner</i>	ICC Fire Inspector I ICC Fire Inspector II ICC Commercial Fire Sprinkler Inspector ICC Fire Plans Examiner ICC Commercial Fire Sprinkler Plans Examiner ICC Residential Fire Sprinkler Inspector/Plans Examiner	8356876 8356876 8356876 8356876 8356876 8356876

Project Understanding

We have reviewed the RFP and understand that the Town currently does not have a plan check engineer on staff and seeks qualified that the Town of Los Gatos is in need of qualified consultants to provide Building Division Plan Check Review Services, provide structural and non-structural code review and to maintain acceptable plan check timelines.

Interwest will provide the following services for the Town:

- Plan Review Services
- On-Site Plan Review Services (on-site services may be required for approximately 10-hours per week, spread over two separate days)
- Technical Support (including pre-construction/pre-design meetings, site visits, and support for inspection personnel/staff, as needed)
- Miscellaneous Support/Special Tasks
- Pick-up/Delivery of Plans and Plan Check Comments

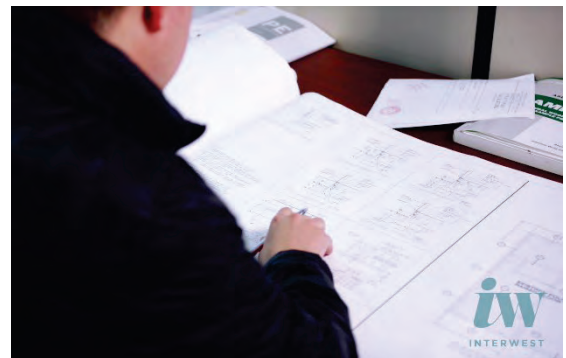
Approach to the Scope of Work

We fully understand and are intimately familiar with the procedures and policies of the Town of Los Gatos. Our experienced staff are ready to assist with solutions and recommendations that are specific to the needs of the development community.

All off-site plan review services will be performed either by a licensed Civil or Structural Engineer, or an ICC Certified Plans Examiner under the direction of a licensed Civil or Structural Engineer and/or licensed Architect.

Interwest staff will provide plan review services consisting of the examination, analysis and review of construction plans for various development projects within the Town to determine compliance with all applicable building regulations. Dependent upon each project assigned, plan reviews may consist of an examination of grading, site drainage, on-site improvement, off site improvement, hydrology reports, geotechnical, structural, life safety, electrical, mechanical, plumbing, disabled access, energy conservation and stormwater management. In addition, a CASp certified professional is available.

Our plans examiners understand and are intimately familiar with applicable building codes and plan review procedures and policies and will readily assist with solutions to complicated plan review issues. Our staff will work with project applicants in a collaborative and professional manner to quickly identify and resolve violations of codes, standards or local ordinances. They will provide thorough plan reviews in an effort to provide complete and accurate construction documents to minimize questions and problems during the construction phase of projects.



Interwest's licensed professional Engineering staff allows us the ability to properly represent the needs of the Town, as our plans examiners have the same licenses and qualifications as the project designers.

Town/City-Focused Services

The Interwest team will maintain a focus on the department's service needs to ensure the smooth implementation of all code and amendments utilized by the Town. We have a unique knowledge and understanding of the Town's processes and requirements from our prior experience and work with municipal staff on the proposed projects.

Responsive Project Management

By cooperating and working closely with all of the entities responsible for project approval, we will maintain a collaborative working relationship that centers on successful project processing. We have an understanding of Town procedures and will continue to work closely with other Town departments and outside agencies as directed to ensure a timely, seamless and efficient development approval process. We will continue to minimize surprises that can lead to costly delays due to plan revisions late in the approval process by beginning work early with the project design team involved with major construction projects. Our facilitative approach to project review stresses building safety while allowing for innovation in approach to resolve complicated building design issues. At Interwest, we also recognize the needs of sensitive projects and those that require special attention to meet the needs of the community.

Communicating Plan Review Results

Plan reviews will consist of clearly written comments which include specific deficiencies and the associated code requirement. We will also accommodate special project plan review needs, such as fast-track or expedited reviews. We will maintain turn-around goals to ensure timely services for permit applicants.

Specifically, plan reviews, when not immediately approved, will result in lists of comments referring to specific details and drawings, and referencing applicable code sections. Interwest will provide a clear, concise, and thorough comment list from which clients, designers, contractors, and owners can work. Comment lists are delivered to the applicant and other designated recipients via email, FAX, and/or reliable overland carrier.

In addition, staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of the plan review service.

Meeting Attendance

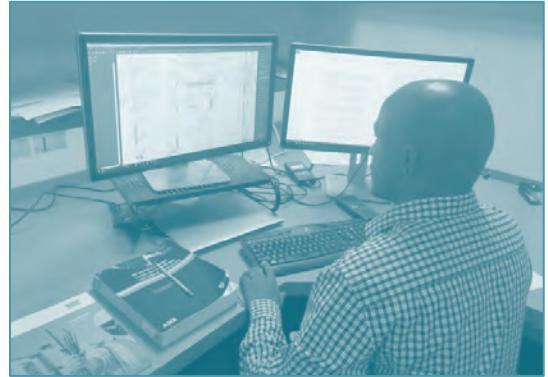
Our staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of our service.

Electronic Plan Check Services

Interwest currently provides electronic plan review services for multiple jurisdictions throughout California, and we are prepared to provide electronic plan check services for the Town.

Many jurisdictions are seeing the benefits of electronic plan review, especially for large, complex projects. Electronic plan review services deliver many benefits to cities/towns, including substantially improved turnaround times; secured accessibility to documents; and reduced paper storage.

While we are experienced and able to work with many different platforms for electronic plan review, our preferred system is Bluebeam Revu, an industry-leading software used by many jurisdictions, design teams and contractors to review and annotate construction documents. We have worked with multiple clients to purchase and deploy Bluebeam software to each user, preparing jurisdiction-specific stamps and tools used in the plan review process, and ongoing training on the use of the software. Additionally, we have set up electronic submittal systems based on Citrix ShareFile, allowing permit applicants to submit their construction documents remotely. This functionality has enabled our clients to continue providing services during a time when COVID-19 put a halt to many municipal functions.



Our staff is experienced providing electronic plan review and can work closely with the Town on any electronic plan check method that is utilized. Our goal is always to collaborate with and support the Building & Safety Division by providing thorough, accurate and timely plan reviews.

Plan Review Tracking Method & Billing Process

We will create and maintain a Jurisdiction File containing our research on any unique amendments or specifications required by your jurisdiction, billing arrangements, contact information and any special requests you would like us to keep in mind.

Interwest uses a custom database to maintain and track all plans throughout the review process from the moment you request a pick-up and/or shipment to delivery of the final, approved documents. Information such as project name, project number, assigned plan reviewer(s), date documents were received, plan review cycle and completion date for current review can be provided. In addition to standard phone communication, custom reports can be emailed. In addition, we can provide online tracking for the Town with a custom-designed web template geared to provide any reporting and information needs required. Our staff is available during standard business hours to answer questions via phone or email regarding the actual plan review in progress. We maintain active email accounts and our staff will be responsive to any Town or applicant needs. If we cannot speak directly to a caller, we will return calls no later than 24 hours.

Code Interpretations

Interwest's engineers and plans examiners will provide unbiased recommendations and background information to the Plan Check Engineer supervisor in order to provide the appropriate recommendation to the Building Official for final review and approval. These recommendations and background information will help applicants understand specific code-related requirements and alternative methods for compliance.

Transporting Plans

Interwest will arrange for all pick-up and delivery of plan review documents from the Town at no additional cost. Interwest uses varied methods of pick-up and delivery with the goal of providing same-day service. In addition, our staff utilize several types of electronic plan review software and editable PDFs to provide more efficient and timely reviews.

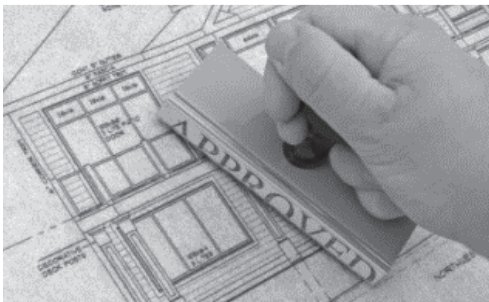
Plan Review Tracking

For plan reviews performed in our local office, Interwest will utilize our custom designed plan review tracking system to track all information pertinent to each plan review project. Information such as the project name, project number, date project was received, date all services were completed, resubmitted dates, assigned plans examiners, plan review cycle, and current plan review status are tracked. Our plan review tracking system provides remote access, allowing real-time plan review status information to be available to the Permit Technician and clients. We will provide a private and secure login that allows our Town-based staff to check, at any time, the status of a plan review project.

Special Projects and Accelerated Service

Interwest is able to accommodate special project plan review needs such as fast-track, multi-phased, or accelerated plan reviews. We establish project specific turn-around goals and procedures with Town staff for these types of projects based on the complexity of the projects as well as the construction schedule. Our staff of engineers and plans examiners will work with the Town to resolve all plan review issues. Our staff will deal directly with applicants and their designers during the plan review process to resolve all issues in a collaborative manner to resolve plan review issues as quickly as possible.

Technical Capabilities for Plan Review



Our plans examiners will provide plan check services, including building, accessibility, architectural, civil, electrical, energy conservation, green building standards, mechanical, plumbing, stormwater/NPDES, structural, geotechnical and seismic to confirm compliance with all applicable codes and amendments, including the latest adopted versions of the California Building Code (CBC), California Residential Code (CRC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Fire Code (CFC), California Energy Efficiency Standards,

CALGreen, (California Green Building Code), Accessibility and Energy Conservation requirements as mandated by State Title 24, and specific regulations and policies, as applicable.

Architectural

Interwest's non-structural plans examiners are experienced with plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 3 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story residential projects to complex high rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the state and model codes.

Structural

Our structural engineers have experience designing and reviewing projects utilizing virtually all building materials. Our structural plan reviewers will verify that structural designs are in compliance with submitted Geotechnical Report findings and recommendations and Ground Motion Hazard Analysis recommendations for design and construction.

Our engineers have designed or reviewed a wide array of structural systems and are experienced with the provisions of the state and model codes.

Mechanical, Plumbing & Electrical

Interwest's Mechanical and Electrical Engineers and Plans Examiners are well versed in the California Mechanical, Plumbing and Electrical codes. We will review submitted design documents to ensure compliance to the current edition of the state codes and Jurisdiction-Adopted Amendments or Ordinances.

Green Building Standards

Our staff is familiar with the incorporation of CALGreen building criteria into project designs and the resulting potential impact as related to the building codes. In addition, staff members have participated in the development of various "green" standards for super adobe, rammed earth, and straw bale construction, to name a few. In addition, for projects pursuing LEED certifications, Interwest has multiple LEED certified individuals on staff available to assist with any certification issues.

T24 Energy Compliance

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

Access Compliance – CASp Review and ADA Evaluation

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

Flood Zones

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

OSHPD 3

Our staff of plans examiners has extensive experience in providing plan reviews for OSHPD 3 projects. Our staff is well versed with the OSHPD 3 requirements contained in the California Building Code. We also employ an OSHPD certified inspector who has recently provided inspection services on behalf of our clients for hemodialysis, outpatient surgery, hyperbolic chamber and general medical clinics.

Estimated Plan Check Turnaround Times

MAXIMUM SERVICE DELIVERY TIMEFRAMES

We consistently complete plan reviews within the timeframes (or faster!) listed below as our standard business practice. We work hard to accommodate any turn-around schedule desired by the jurisdiction. Multi-disciplinary reviews are typically performed in our offices, but we are available for onsite work when required and whenever possible. We can furnish the following tiered turnaround:

	Maximum Turn Around Time	
RESIDENTIAL	First Check	Re-Check
New Construction	10 Working Days	5 Working Days
Addition	10 Working Days	5 Working Days
Remodel	10 Working Days	5 Working Days
NON-RESIDENTIAL	First Check	Re-Check
New Construction	10 Working Days	5 Working Days
Addition	10 Working Days	5 Working Days
Remodel (T.I.)	10 Working Days	5 Working Days

Consultant Rates Schedule

Interwest will provide the following services for the indicated percentage of the Town’s current plan review fees:

<i>Service Provided</i>	<i>Percentage of Total Plan Review Fee</i>
Complete Review.....	6%
Architectural Review only	30%
Structural Review only	30%
MEP Review only.....	20%

Plan review fees listed above shall be considered full compensation for all plan reviews performed. If additional rechecks are required due to incomplete or revised plans for which the Town would collect additional fees from the applicant, Interwest may charge additional plan review time utilizing the schedule of hourly billing rates. Additional services outside the main scope of review will be charged at an hourly rate as agreed upon by the Town.

Expedited plan reviews will be charged at 140% of the regular plan review fees noted above.

SCHEDULE OF HOURLY BILLING RATES

CLASSIFICATION	HOURLY BILLING RATE
Licensed Plan Review Engineer (civil, structural, mech., elect. & fire protection).....	\$145
ICC Certified Plans Examiner.....	120
CASp Plans Examiner/Inspector.....	125
ICC Certified Fire Plans Examiner.....	120
Permit Technician.....	75

** Rates vary depending on experience and certification levels*

- Inspection and on-site services provided in excess of regular 8 hours per day, nights and weekends will be invoiced at 140% of the above fees.*
- Mileage incurred performing inspections for the City will be reimbursed at the current IRS mileage rate.*

Contracts & References

Below we have provided references and descriptions of recent, similar experience. Work for each of the client cities listed below was performed in a timely and cost-effective manner within agreed-upon deadlines and budgets.



City of Elk Grove BUILDING & SAFETY SERVICES

Contact: Darren Wilson, Director, Development Services | 916.627.3446 | dwilson@elkgrovecity.org

Interwest has provided complete building department services to the City of Elk Grove since 2006. Our services include on-site and off-site plan review, building inspection, code enforcement, and permit technician services. Interwest maintains a full staff of certified building inspectors for the City of Elk Grove.

Elk Grove Commons: This project consisted of fourteen (14) separate buildings ranging between 6000 sq. ft. and 100,000 sq. ft. shell only. Our staff worked with the developer, contractors, architects and engineers on requirements for vanilla tenant improvements and full tenant improvements. Disabled access path-of-travel improvements implemented were beneficial. Turnaround times exceeded expectations throughout this project.

Elk Grove Market Place: This project consisted of six (6) commercial buildings including stores such as Toys R Us and Sport Chalet; five were shell only. Our staff worked with the developer, contractors, architects and engineers on requirements for vanilla tenant improvements and full tenant improvements. Issues positively resolved included disabled access path of travel, i.e. additional exits required and grease interceptor concerns.



Town of Atherton BUILDING & SAFETY SERVICES

Contact: George Rodericks, City Manager | 650.752.0504 | grodericks@ci.atherton.ca.us

Interwest has provided the Town of Atherton complete Building Department services since 2011 including plan intake, building official, plan review, and inspection services. Interwest also oversees, manages, and is responsible for the Town's Public Works, Planning, and Code Enforcement functions. We also provide technical assistance and support to the City Manager, City Council, City Council appointed Committees, and the community-on-Community Services programs, policies, activities, and projects. Interwest serves as the primary link between the Community Services Department and other Town departments, elected officials, regional partners/regulatory agencies, and community stakeholders.

Atherton Civic Center Project: Interwest has provided Program Management services to the Town of Atherton since the start of the new Civic Center project. This project consisted of a 30,000 sq. ft. steel framed structure which will house the Town of Atherton's Building, Planning and Police Departments. Interwest provided code compliance plan review and constructability review services, including review of unique materials and structural systems. We also shepherded the plans through multiple budget-driven design changes during review process.





City of Sacramento

BUILDING & SAFETY SERVICES

Contact: Winfred DeLeon, Chief Building Official | 916.808.5475 | wdeleon@cityofsacramento.org

Interwest provides Overflow Plan Review and Inspection services to the City of Sacramento. Services are performed within our fully staffed Roseville regional office.



California Fruit Building: This project is an adaptive reuse of an existing and historic office building, converting it to a boutique hotel. This 10-story building includes a basement and was constructed of non-ductile concrete frames in the early 1900's. The building was seismically-upgraded using the provisions of ASCE 41-13. Ten 220-kip fluid viscous dampers were added at Level 1, with concrete shear walls below the damped bays in the basement. Fiber-reinforced polymer (FRP) was added at the Level 2 slabs to provide tensile lateral load paths to the damped bays; and FRP was added to enhance column confinement at various locations. The existing elevator lobby included a stair open to all stories above, necessitating new two-hour rated framing and openings, and enhancements to existing exterior fire escapes. New MEP systems were installed to support the new hotel tenant. Services were completed in 2018, and construction is in progress.

65th Street Apartment: Interwest provided structural and life safety plan review services on behalf of the City of Sacramento for this new housing development near Sacramento State University. The new complex is located near a light rail station enabling residents' quick access to downtown Sacramento creating a transit-oriented work/live hub. The complex will consist of three buildings which will house a total of nearly 800 residents. The new housing will primarily focus on students.



City of Folsom

BUILDING & SAFETY SERVICES

Contact: Scott Zangrando, Chief Building Official | 916.461.6225 | szangrando@folsom.ca.us

Interwest performs in-facility Plan Review for the City of Folsom. Overflow Plan Review services are performed within our fully staffed Roseville regional office.

Palladio Mall: Interwest Consulting Group provided partial and complete plan review services for several buildings which are part of this mall, including two multilevel S4 concrete parking structures (structural-only) comprising approximately 454,000 square feet; four-level, mixed-use Building 500 comprising approximately 93,000 square feet (Type 1-FR); and one-level Buildings 1600 and 1700, each about 29,000 square feet and Type V-N construction. With the exception of the parking garages, all buildings are structural steel braced frame / moment frame structures.



California ISO Headquarters: Interwest provided complete plan review and consultation services for this \$115 million facility complex. This project achieved LEED Platinum rating from the US Green Building Council. The site is 25 acres with three seismically separated wings encompassing approximately 277,000 gross square feet, with four levels. Occupancy groups for this project are A2, A3, B and S1; the type of construction is Type 1-B. Each wing is constructed using a different structural system: Precast concrete bearing walls, structural steel special moment resisting frames, and hybrid precast concrete moment frames (or PRESSS). The PRESSS system was not recognized in the current code and was reviewed and approved under an alternate materials request. Our staff provided all plan review services for this state-of-the-art award-winning multi-story office complex which included a multi-level post tensioned parking structure.



City of Berkeley BUILDING & SAFETY SERVICES

Contact: Val Dizitser, Senior Plan Check Engineer | 510.981.7446 | vdizitser@ci.berkeley.ca.us

Interwest provides off-site Plan Review services to the City of Berkeley. Plan review services are performed within our fully staffed Roseville regional office.

Bancroft Apartments: This six-story mixed-use building consists of a single-level Type 1A (reinforced concrete) podium with five levels of light, wood-framed Type IIIA construction above. The podium houses 9,300 SF of M, S2 (parking) and R2 Occupancies. Five levels of apartments (R2 Occupancy) comprise 41,000 SF and occur above the podium. The existing building on the site was relocated and the surface parking removed for this high-density project with 50 dwelling units.



3100 San Pablo, Marchant Building: This unique project straddles three Cities: Berkeley, Oakland and Emeryville, with Berkeley as the lead agency. Formerly a factory, this building has been readapted to house a 500,000 SF medical office, a 50,000 SF health club and a parking garage with roof parking. The existing concrete structure was strengthened with extensive use of fiber-reinforced polymer (FRP); new ramps were added to convert the factory floors to parking floors; and new MEP infrastructure was added to facilitate the medical office building and health club tenant improvements. Professional services began in 2013 and are ongoing as construction continues.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/17/2021

ITEM NO:

DATE: August 6, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to execute an Agreement for Consultant Services with Interwest Consulting Group for supplemental Building Division plan check consultant services.

RECOMMENDATION:

Authorize the Town Manager to execute an Agreement for Consultant Services with Interwest Consulting Group for supplemental Building Division plan check consultant services.

BACKGROUND:

The Town has contracted with outside consultants to provide building permit application plan checking services for more than 10 years. The Town needs to retain consultant plan check and structural engineering services because the Town does not have a Plan Check Engineer position.

Staff is recommending that our current Plan Check Consultant, O'Brien Code Consulting, Inc. be the primary Plan Check consultant. Additional plan check and associated services may be needed to augment the services of the primary Plan Check consultant due to the volume of activity in the Building Division. For this reason, staff is recommending entering into an agreement with Interwest Consulting Group (ICG) for supplemental plan check services. This firm was selected using the same Request for Qualifications (RFQ) process that identified O'Brien Code Consulting as the most qualified to be the Town's primary Plan Check consultant.

DISCUSSION:

The Plan Check consultant provides Building Division plan check services to the Town, providing both non-structural and structural code review for building permit applications. Staff sent out a Request for Qualifications (RFQ) to learn the quality and costs of services available in the

PREPARED BY: Joel Paulson
Community Development Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 3

SUBJECT: Interwest Consulting Group

DATE: August 6, 2021

DISCUSSION (continued):

marketplace. Staff sent out RFQs to six plan check consultant firms, and proposals were received from the following firms:

- O'Brien Code Consulting Inc.;
- Interwest Consulting Group;
- 4LEAF, Inc.; and
- Shums Coda Associates.

Staff evaluated the proposals and all the proposals were competitive. ICG was determined to be the most qualified firm based on their staff experience and competitive pricing to provide supplemental plan check and associated services, including:

- Plan Review services of complex projects;
- On-site Plan Review of less complex projects - two days per week;
- Technical support;
- Miscellaneous support, expedited services, emergency response;
- Pick-up/delivery of plans and comment letters;
- Building Inspection services; and
- Permit Technician services.

The principal and staff of ICG have the experience and qualifications to provide supplemental plan check services, building inspection services, and permit technician services. ICG has the following qualifications:

- Licensed Civil and Structural Engineers;
- International Code Council Certified Plans Examiner;
- Leadership in Energy and Environmental Design Accredited Professional Certified;
- California Accessibility Specialist Program Certified; and
- International Code Council / Uniform Building Code Building Inspectors.

ICG also provides similar services to a large number of jurisdictions in California.

CONCLUSION:

ICG is able to provide supplemental plan check and associated services in addition to building inspection and permit technician services.

Staff recommends that the Town Council authorize the Town Manager to enter into an agreement (Attachment 1) with ICG for the reasons stated in this report.

PAGE 3 OF 3

SUBJECT: Interwest Consulting Group

DATE: August 6, 2021

COORDINATION:

This report was coordinated with the Town Manager's Office, Town Attorney's Office, Community Development Department, and Finance Department.

FISCAL IMPACT:

All costs for Plan Check Consultant contracts are borne by applicants and no costs to the Town are incurred.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Interwest Consulting Group Agreement for Consultant Services
2. Consultant Statement of Qualifications



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RBN Insurance Services 303 E Wacker Dr Ste 650 Chicago IL 60601	CONTACT NAME: Symone White PHONE (A/C, No, Ext): 312-856-9400 E-MAIL ADDRESS: swhite@rbninsurance.com FAX (A/C, No): 312-856-9425												
INSURER(S) AFFORDING COVERAGE													
INSURED Interwest Consulting Group P.O. Box 18330 Boulder CO 80308	IHH: 21.096 SAFELLC-01												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A : Hartford Fire Insurance Co.</td> <td style="width: 20%;">NAIC # 19682</td> </tr> <tr> <td>INSURER B : Hartford Casualty Insurance Co</td> <td>29424</td> </tr> <tr> <td>INSURER C : Navigators Insurance Company</td> <td>42307</td> </tr> <tr> <td>INSURER D : Great American E&S Ins. Co.</td> <td>37532</td> </tr> <tr> <td>INSURER E : Twin City Fire Insurance Co.</td> <td>29459</td> </tr> <tr> <td>INSURER F : Princeton Excess & Surplus Lines Insurance Co.</td> <td>10786</td> </tr> </table>		INSURER A : Hartford Fire Insurance Co.	NAIC # 19682	INSURER B : Hartford Casualty Insurance Co	29424	INSURER C : Navigators Insurance Company	42307	INSURER D : Great American E&S Ins. Co.	37532	INSURER E : Twin City Fire Insurance Co.	29459	INSURER F : Princeton Excess & Surplus Lines Insurance Co.	10786
INSURER A : Hartford Fire Insurance Co.	NAIC # 19682												
INSURER B : Hartford Casualty Insurance Co	29424												
INSURER C : Navigators Insurance Company	42307												
INSURER D : Great American E&S Ins. Co.	37532												
INSURER E : Twin City Fire Insurance Co.	29459												
INSURER F : Princeton Excess & Surplus Lines Insurance Co.	10786												

COVERAGES

CERTIFICATE NUMBER: 539988203

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y		83UENZV3951	10/3/2020	10/3/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			83UENPY9100	10/3/2020	10/3/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			CH20EXC885600IC	10/3/2020	10/3/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	83WECE0623	5/12/2021	5/12/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D F	Professional Liability Excess Liab (2nd) Layer			TER 286-10-59 8E-A3-XL-0000121-00	10/3/2020 10/3/2020	10/3/2021 10/3/2021	Each Claim/Aggregate 10,000,000 Each Occ/Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Los Gatos, its officers, officials, employees and volunteers are listed as Additional Insured on a primary non-contributory basis with respect to General Liability as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Town of Los Gatos
 110 East Main Street
 Los Gatos CA 95030

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

***This Page
Intentionally
Left Blank***