



Proposal for Plan Review and Inspection Services (Building, Civil, Fire)

Prepared for:



Prepared: February 28, 2023



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COVER LETTER

February 28, 2023

Scott Dunlop, Director of Development
The City of Manor
105 E Eggleston St
Manor, TX 78653

Mr. Dunlop:

Aoka is pleased to present our proposal for building plan review and inspection services to the city of Manor. Our staff have a minimum of ten (10) years of experience and include licensed engineers and ICC certified professionals. Aoka will perform plan review and inspection services in accordance with all building codes adopted by the city.

We excel at leveraging technology and providing complete digital plan review services. We are experienced in My Government Online platform, we currently use MGO to report inspection results and plan review notes with several municipalities. Our clients have found these offerings save both time and money for their municipalities and their citizens, while improving customer service.

We perform services for single-family residential, multi-family residential, commercial, and industrial projects in numerous municipalities throughout the region and the United States. We hope to add the city of Manor to our list of highly satisfied clients.

At Aoka, we value high-quality customer service, timely job completion, quality work, and cost-competitive solutions. When you choose Aoka you will receive:

- Outstanding customer service and communication
- Licensed, certified, and experienced professional team members
- Technology driven processes – ensuring timely, accurate, and efficient project completion
- Industry leading turnaround times
- Detailed and thorough digital record generation, and delivery
- Cost-effective and unrivaled quality performance

Sincerely,

Ganesh Chapagain, CEO
713-962-0889
ganesh@aokaengineering.com



SCOPE OF SERVICES

We provide our services using a tri-fold approach - an **established process** that is **centered on technology** and uses **qualified people**.

We have extremely qualified plan examiners, inspectors and professional engineers on staff who have ICC certifications and/or licenses in their fields as well as decades of experience in residential, multi-family, commercial, municipal, and industrial projects. This includes **six Master Code Professionals** (the highest designation for code professionals), and **six Certified Building Officials**. Our staff has in-depth code knowledge and can review any kind of plans as well as solve any code problems that may arise. We pride ourselves on the quality of our work including detailed comments which reference and quote the relevant code.

We also have an established process centered on technology that reduces inefficiencies and allows us to turn plans around in industry leading times. We leverage technology to provide easy uploading of documents, digital plan examination, easy communication with contractors/homeowners and quick inspection reporting.

More details about our services can be found below:

Building Plan Review

Our building plan review service ensures building safety all the while helping contractors meet their construction goals. When a contractor submits a drawing of their building to us through the city, ICC professionals well versed in building safety codes will review it to ensure what is being planned to build is safe. We provide building plan review services at an industry leading **turn around time of 3-10 days**. With our expert plan review staff supported by our technology centered process, plans are reviewed accurately and timely.

All plans are eligible for electronic submission. The process is as follows:

- The city intakes the permit application with design documents.
- The project is submitted to us through the city's own system or through an easy upload to Aoka's website.
- Aoka's project manager is notified as soon as the city uploads the design documents.
- The project manager will assign the project to one or multiple relevant plan examiners.
- The plan examiners will review the design documents.
- The plan examiners upload their plan check report according to the direction of the city, either on the city's system or on Aoka's digital platform, which can be accessed by the city in real time.
- The project manager will review the plan check report to ensure quality.
- The city will be notified by email as soon as the plan examination and quality review is completed.
- The city will be able to access the plan check reports prepared by the plans examiner which can be distributed to the permit applicant. Transparency is key.

Building Inspection

Aoka will inspect all residential, commercial, multifamily and industrial projects, to ensure compliance with all model building codes adopted by the State of Texas and all local ordinances.



Aoka inspectors will:

- Maintain all necessary certificates and licenses.
- Provide the City with necessary information to determine what inspections are required for a given application.
- Perform inspections under the direction of Aoka’s Building Official.
- Complete inspections timely and courteously.
- Represent the City in a professional manner.
- Coordinate inspections with other City departments as necessary.
- Maintain specific records of completed inspections and inspection reports and transmit them in real time to the City.
- Assist in complaint investigations, hazardous building inspections, and assist the City in prosecuting violations.
- In addition to on-site inspections, Aoka offers a virtual inspection process. Virtual inspection increases efficiency and reduces costs, and we adhere to all ICC’s virtual inspection guidelines.

Public Works/ Civil Plan Review and Inspection

Aoka provides the highest-level of civil plan review and inspection services. Our staff has performed civil plan review for private subdivisions and development improvement plans for both on-site and public right-of-way improvements. Our review/inspections include, but are not limited to:

- Paving
- Lot Grading
- Retention Pond
- Drainage / Storm Sewer
- Sanitary Sewer
- Street Sign and Sidewalk
- Street Lighting
- Water Layout
- Erosion Control

Public Works Permit Service

Aoka can review residential, commercial, and industrial permit applications for public works permits – including water and sewer services, driveways, roadways, utility installation, and other work within the City’s right-of-way. Our staff can provide customer service and technical information for permit application process related questions, infrastructure requirements, and other public works issues within the City.

Stormwater Plan Review and Inspections

Aoka can provide a Qualified SWPPP Developer (QSD) for stormwater plan review. Plans will be carefully reviewed for compliance with all stormwater technical guidelines. We will review preventative maintenance plans and ensure they meet or exceed regulatory stormwater standards. Our staff has completed plan review for and inspected various treatment methodologies permitted by the C3 stormwater technical guidelines for public, private, and special projects. If needed, we can provide Certified Erosion and Sediment Control Lead (CESCL) training.



Floodplain Manager Service

Permits are required prior to any construction conducted in a floodplain designated by the Federal Emergency Management Agency as “AO,” “AE,” or “Floodway”. Our Floodplain Managers can process, verify, and approve floodplain development permits.

Fire Protection Plan Review and Inspection

Aoka can provide fire and life safety plan review and inspection services to the City of Manor. Our staff include ICC certified fire marshals and NFPA certified fire plans examiners who have performed comprehensive fire and life safety reviews. With proficiency in virtually all types of construction and occupancies, our team will review fire sprinkler system plan, fire alarm plan, fire suppression system plan, CO2 system plan, and fuel storage tank plan. Aoka can check for allowable height and area, fire restrictive construction, means of egress, fire access, hazardous materials, and smoke management systems.

Availability and Turnaround Times

We propose the following turnaround times for the services listed below:

- | | |
|---------------------------------|--------------------------|
| ● Plan Review (<\$5M valuation) | -within 5 business days |
| ● Plan Review (>\$5M valuation) | -within 10 business days |
| ● Plan Review Rechecks | -within 3 business days |
| ● Inspections | -within 24 hours |



REFERENCES

City of Kenedy, Texas

Scope: Building, fire, public works plan review and inspection
Completion Notes: Ongoing
Client Contact: Jamie S. Albiar, Building Official
830-299-0072
codecompliance@kenedytx.gov

City of Pleasanton, Texas

Scope: Building plan review and inspection
Completion Notes: Ongoing
Client Contact: John Rainey, Building Official
830-480-6363
jraney@pleasantontx.gov

City of Boerne, Texas

Scope: Building plan review
Completion Notes: Ongoing
Client Contact: Nathan Crane, Assistant Planning Director
830-248-1521
ncrane@boerne-tx.gov

City of Winona, Texas

Scope: Building, fire, and public works plan review and inspection
Completion Notes: Ongoing
Client Contact: Rachel Moreno, Mayor
903-316-0696
mayor@winonatx.gov

City of Desoto, Texas

Scope: Building inspection
Completion Notes: Ongoing
Client Contact: Esther Willaims, Assistant to the City Manager
469-354-6556
ewilliams@desototexas.gov

City of Longview, Texas

Scope: Commercial Building Plan Review
Completion Notes: Ongoing
Client Contact: Michael Sherley, Director of Development Services
903-237-1059
mshirley@longviewtexas.gov

PAST PROJECT EXPERIENCE HIGHLIGHTS

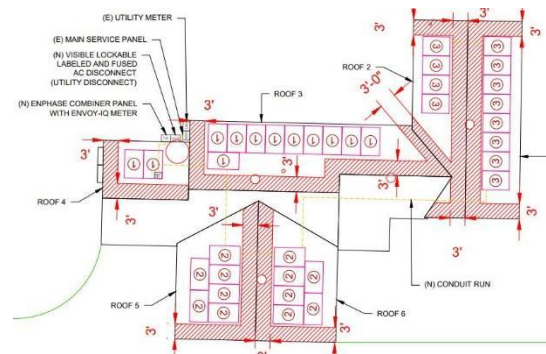
Our team has experience and knowledge in providing comprehensive plan review services. Technologically advanced-efficient digital plan review, industry leading turnaround times, and competitive cost is our hallmark. We have provided a sample of notable projects across multiple construction types.

Residential Solar

Location: Kenedy, Texas
 Date: 2021
 Valuation: \$58K
 Completion time: 1 day

Description

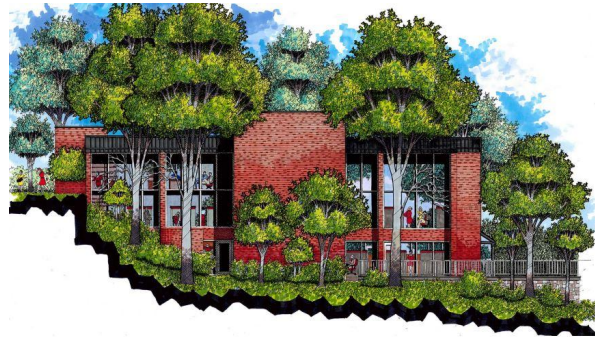
Plan review of a solar installation comprising roof mounting of 36 LG 375 solar panels and 36 IQ7+ micro inverters.



Commercial Construction Plan Review

RPGA Design Group Office

Location: Fort Worth, Texas
 Date: 2023
 Valuation: \$1M
 Sq. Ft.: 9496



Description

Review consisted of design documents to remodel an existing 3-story building to provide meeting and office space for a professional design firm.

HEB Grocery Store

Location: Kenedy, Texas
 Date: 2021
 Valuation: \$48K
 Completion time: 3 days



Description

Plan review of a commercial remodel. Review consisted of building, mechanical, electrical, and plumbing design documents.

Kenedy Meat Market & Bakery

Location: Kenedy, Texas
 Date: 2023
 Valuation: \$686K
 Sq. Ft.: 4994



Description

Plan review of a commercial new construction project. Review consisted of building (structural and non-structural), mechanical, electrical, plumbing, accessibility and civil design documents.

Multi-Family Construction Plan Review

One West Apartments

Location: West Haven, Utah
 Date: 2019
 Valuation: \$16M
 Completion time: 5 days



Description

Review consisted of plans to construct 512 units- 16 buildings multi-family complex. Each unit was roughly 1000 sq/ft. Review consisted of building (structural and non-structural), mechanical, electrical, and plumbing plans.

11 West Apartments

Location: West Haven, Utah
 Date: 2021
 Valuation: \$8.4
 Completion time: 4 days



Description

Review consisted of plans to construct 86 units- total 72,000 sq/ft of multi-family complex. Review consisted of building (structural and non-structural), mechanical, electrical, and plumbing plans.



FEE SCHEDULE

Aoka will bill the City the following percentage of the listed fees:

- Digital plan review and on-site inspection: 70% of the City of Manor’s most current adopted permit fees, and inspection fees (below).
- Digital plan review only: 30% of the City of Manor’s most current adopted permit fees and inspection fees (below).
- On-site inspections only: 50% of the City of Manor’s most current adopted permit fees and inspection fees (below).

Permit	Permit Fee	Insp Rate	Tech Fee
Residential Building Fees			
New building permit fee (1 and 2 family) Note: (1) Trade permits and Certificate of Occupancy are included in rates above. (2) \$100 Non-refundable application fee is included in rates above. (3) Minimum eight (8) inspections charged to each new residential building permit.	\$.60 per sq. ft.	\$60.00 each	\$30.00
Multi-Family Fees			
New building (MEP trade permits are the same as single-family)	\$.20 per sq. ft. Includes trades.	\$60.00 each	\$50.00
Commercial and Educational Building Fees			
Commercial building permit	\$.70 per sq. ft., includes trade permits	\$80.00 each	\$50.00

Additional Notes:

- Plan review includes an initial review and second review- as necessary. Subsequent review (if needed) will be billed at an additional hourly rate of \$80 with a prior approval from the city
- Expedited plan review fee: 150% of the regular plan review fee.



Commercial and Multi-Family Plan Review (Fire Alarm System & Fire Sprinkler System)

Valuation	Fee, Each System
Less than \$6,250.00	\$200.00
\$6,250.00 to \$250,000.00	\$300.00
\$250,001.00 to \$500,000.00	\$425.00
\$500,001.00 to \$1,000,000.00	\$550.00
\$1,000,001.00 to \$3,000,000.00	\$800.00
\$3,000,001.00 to \$6,000,000.00	\$1,200.00
\$6,000,000 and up	\$1,200.00 plus \$0.38 for each additional \$1000.00

Commercial and Multi-Family Inspection (Fire Alarm System & Fire Sprinkler System)

Valuation	Fee, Each System
Less than \$6,250.00	\$300.00
\$6,250.00 to \$250,000.00	\$425.00
\$250,001.00 to \$500,000.00	\$525.00
\$500,001.00 to \$1,000,000.00	\$675.00
\$1,000,001.00 to \$3,000,000.00	\$950.00



\$3,000,001.00 to \$6,000,000.00	\$1,425.00
\$6,000,000 and up	\$1,425.00 plus \$0.38 for each additional \$1000.00

Miscellaneous Fire Related Items	Hourly rate
Underground fire code plan review	\$90
Fuel storage tank plan review	\$90
Underground fire code inspection	\$120
Fire extinguisher inspection	\$120
Fire certificate of occupancy inspection	\$120
Fuel storage tank inspection	\$120
Annual fire safety inspection	\$120

Public Work Services

Plan review	\$90 per hour
Inspection	\$90 per hour