

# SAFEbuilt.



Together, we design, build, and create beautiful places  
We partner with the business community for their development and infrastructure needs to support initiatives that ensure projects, schedules, and budgets are realized.

## PROFESSIONAL BUILDING SERVICES

Manor, TX

### Tracy Rodriguez

SAFEbuilt Business  
Developer, Building Official  
(936) 647-6773  
trodriguez@bbgcode.com

### Sasha Landrigan

SAFEbuilt Sales Developer  
(970) 237-2238  
slandrigan@safebuilt.com

### Craig Rush

SAFEbuilt Account  
Manager  
(469) 836-7587  
crush@safebuilt.com

### Kevin Taylor

SAFEbuilt Operations  
Director  
(972) 746-6671  
ktaylor@bbgcode.com

SAFEbuilt Texas, LLC is pleased to present our proposal for professional plan review, building and civil inspections, and services for Manor. Accurate and timely plan reviews and inspections are critical to the safety of your city and the citizens who live there. SAFEbuilt offers efficient and effective solutions, using proven methods to deliver high customer satisfaction at a reasonable cost.

It is essential to choose a company with demonstrated experience capable of fully delivering the professional services needed for Manor. Our long-term experience with municipalities and developers throughout Texas provides SAFEbuilt with a thorough working knowledge of the requirements and expectations required in Manor. Our previous work provides us with the technical expertise needed to perform these services in a timely, well-qualified, and resourceful manner.

Our team consists of building service professionals, including permit techs, plan examiners, inspectors. We prioritize the education of our team ensuring they know the most updated codes along with completing and exceeding the required ICC-training hours with our internal SAFEbuilt Academy. Your city will be staffed with ICC-certified professionals who hold multiple licenses, including a State of Texas Plumbing Inspectors License.

We have 56 FTEs in the State, allowing us to provide professional residential and commercial plan review, and inspections services throughout Texas. We practice outstanding customer service, clarity, and communication with all our clients. SAFEbuilt is your local partner with the capacity to customize services to meet your needs. We will seamlessly implement services, delivering the solutions your community needs in a manner that elected officials and citizens desire and deserve.

We keep your city's development on schedule by staffing multiple plan examiners, and inspectors during periods of peak demand.

SAFEbuilt is excited to deliver outstanding professional building services to Manor. We enthusiastically present this proposal, which outlines our services and fees for your review and evaluation.

Thank you for your time and consideration in reviewing our qualifications. Please feel free to contact me with any questions at (970) 237-2238 or email [slandrigan@safebuilt.com](mailto:slandrigan@safebuilt.com)

Best Regards,  
Sasha Landrigan



Sales Development Representative  
SAFEbuilt Texas, LLC



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## SAFEbuilt History

In 1992, SAFEbuilt began providing exceptional Community Development services to local governments. Today, we are a national leader performing value-added professional, technical, and consulting services in 31 states and the District of Columbia for the efficient delivery of third-party solutions.

While we started by simply providing construction inspections and plan reviews for several communities in Northern Colorado, our areas of service have expanded over the past 29 years to include:

✓ Full Service and Supplement Building Department	✓ Roof Inspections	✓ Accessibility Inspections
✓ Commercial & Residential Inspections	✓ Structural Inspections	✓ Substandard Structure
✓ Commercial and Residential Plan Review	✓ Electrical Inspections	✓ Accessory Building
✓ Education and Hospital Inspections and Plan Review	✓ Plumbing Inspections	✓ Irrigation
	✓ Mechanical Inspections	✓ Swimming Pool
	✓ HUD Inspections	✓ On-Site Sewage Facilities
	✓ Mobile Home	✓ Post-Disaster Inspections

## Qualifications

Working together with your team, we will deliver services efficiently and accurately, meeting the service needs to keep the project on schedule. Your SAFEbuilt team is current with certifications and fully compliant with continuing education requirements. Also, our team is well-versed in understanding and working in compliance with the following: Texas Department of Licensing and Regulation, 2020 National Electrical Code (NEC), Texas State Board of Plumbing Examiners, 2015 and 2018 International Code Council (ICC), 2020 National Electrical Code (NEC)

***Our team is committed to meeting all requirements, including all code years up to 2021***

✓ 2021 International Building Code	✓ 2021 International Pool and Spa Code
✓ 2021 International Residential Building Code	✓ 2021 International Energy Conservation Code
✓ 2021 International Plumbing Code	✓ 2021 International Existing Building Code with Resource A
✓ 2021 International Fuel Gas Code	✓ 2021 International Fire Code and All Other Required Fire Codes
✓ 2021 International Mechanical Code	✓ 2021 ANSI Standards
✓ 2021 International Property Maintenance Code	✓ 2021 National Electric Code NFFA 70

## The SAFEbuilt Approach

The SAFEbuilt Team is committed to a partnership-style approach to delivering services. Through clear and consistent communication, our promise to sustain quality services, and our ability to provide the necessary qualified staff for your needs, SAFEbuilt will maintain a continuously high customer satisfaction level—our top priority.

Together, we design, build, and create beautiful places

832 Sandy Lane, Fort Worth, TX 76120 OR 1420 Wilson Street, Houston, TX 77019

Our solid reputation as an industry leader demonstrates our knowledge, flexibility, and cost efficiencies, giving us the reliability, you need in a team. You'll find our people love what they do and eagerly contribute solutions and recommendations that are proven, time-tested and specific to your needs. Our staff recognizes that an educational, informative approach is the most effective way to improve the customer's experience. Our team brings virtually all skills and experiences needed to meet our clients' development management needs.

### SAFEbuilt will provide the following services:

- ✓ Plan review of partial and preliminary plans and code interpretation assistance to identify potential issues as early as possible in the design and construction document production phases.
- ✓ Plan review staff to determine compliance with the Building, Mechanical, Electrical, and Plumbing codes as adopted by the Jurisdiction of Authority.
- ✓ Field inspections during the construction phases to determine compliance with Building, Mechanical, Electrical, and Plumbing codes adopted by the Jurisdiction of Authority.
- ✓ Provide needed resources to ensure inspection needs are met during periods of peak demand.
- ✓ Utilize our permit tracking system, CommunityCore, to record all inspections and notes.
- ✓ We will provide in-field consultations during scheduled inspection visits at no additional charge.

### All SAFEbuilt Team Members will:

- ✓ Wear/display proper identification.
- ✓ Possess/maintain required certifications and are experienced performing compliant inspections and plan reviews.
- ✓ Be knowledgeable of the principles of design, local zoning, and topographical site plans.
- ✓ Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- ✓ Offer exemplary customer service while performing their duties and interacting with the other teams who are will be a part of the project.
- ✓ Always exhibit professional and courteous conduct and an appropriate appearance during interactions both on and off the job site.
- ✓ Meet all job safety requirements and OSHA safety standards.
- ✓ Be available to perform inspections during standard business hours. If services are needed outside of standard business hours, SAFEbuilt will arrange to provide these services for an additional fee. Any requests for services outside of standard business hours will require 48 hours of advance notice.

## Plan Review Services

SAFEbuilt ensures submittals are properly coordinated and tracked by following an established internal plan check process. Each plan is entered into our database, processed, and returned to the client on time. Our plan tracking procedures track each submittal throughout the review process and maintain accurate and comprehensive records.

SAFEbuilt Plan Examiners/Reviewers will provide all services identified in the Plan Examiners/Reviewers' Scope of Work.

### *Some highlights of the Plan Examiners' responsibilities include:*

- ✓ Screen and log each application to ensure timely routing to all plan reviews.
- ✓ Review submittals for compliance with all relevant requirements. The log serves as a tracking device to assure turnaround times and completeness of the review.
- ✓ Plan reviews will be done in accordance with Local, State, and Federal regulations with which local jurisdictions are mandated to enforce, as well as all codes and ordinances in effect.
- ✓ Preliminary consultations are provided to the applicant upon request to assist and guide them in the design and plan preparation process.
- ✓ The information shown on each permit application is verified.
- ✓ Construction valuation is based on information provided and compared to estimates provided by the applicant.
- ✓ Provide plan check management.
- ✓ Use compliance checklists during plan reviews.
- ✓ Provide (at a minimum) the following in the plan review letter:
  - Cite the applicable construction drawing sheet number(s).
  - Note code section(s) and provide the code language.
  - Provide a brief but concise comment explaining the identified issues.
- ✓ Provide design advice only in the context of achieving code compliance (written and verbal communication).
- ✓ We assure that corrections are handled within established timeframes and as succinctly and clearly as possible.
- ✓ We will help each project through the plan review process.
- ✓ All corrections are identified based on compliance with specified codes and regulations.
- ✓ Written corrections will be issued.

- ✓ Provide oral and written communications with project representatives, as needed.
- ✓ The authority having jurisdiction approves the development of any customized correction sheets.

Correction sheets for specific projects shall be forwarded along with a cover memo containing at a minimum, the following:

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

### Plan Review Turnaround Times

We understand this project will have large plans to be reviewed. Thus, we will customize our turnaround times to meet your schedule. Our team will work directly with the designers to reach code compliance quickly and efficiently.

The following table outlines SAFEbuilt's proposed plan review turnaround times:

<b>INSPECTION SERVICES</b>	Inspections requested before 4:00 p.m. completed the following business day		
<b>PRE-SUBMITTAL MEETINGS</b>	Provide pre-submittal meetings to applicants by appointment		
<b>PLAN REVIEW TURNAROUND TIMES</b>	Provide comments within the following timeframes: Day 1 = first full business day after receipt of plans and all supporting documents		
	<u>Project Type:</u>	<u>First Comments</u>	<u>Second Comments</u>
	✓ Single-family	5 business days	3 business days or less
	✓ Multi-family	10 business days	5 business days or less
	✓ All Commercial	10 business days	5 business days or less
	✓ OSSF	7 business days	5 business days or less

### Inspection Services

We work with you to develop a customized inspection notification process and inspection timeframes that meet your needs. We use a GPS routing program, ensuring that inspections are conducted efficiently and within the allotted time. Inspection checklists and building guides are accessible from the Inspector's iPad to assist customers in the field.

### Some highlights of the Building Inspector's responsibilities include the following:

- ✓ Review all plans submitted before each inspection.
- ✓ Adhere to inspection times as scheduled.
- ✓ Verify approved plans are onsite and verify construction has not deviated from approved plans.
- ✓ Verify onsite condition is consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable.

- ✓ Perform field inspections, including building, mechanical, electrical, and plumbing in accordance with the City’s adopted ordinances, codes, and standards.
- ✓ Perform job site inspections and issue notices to contractors for cleanliness, tree protection, stormwater pollution prevention, and sanitation requirements as detailed in the city’s code of ordinances.
- ✓ Use inspection checklists and codebooks during the inspections.
- ✓ Provide all required inspections and record the results for those inspections.
- ✓ Identify code violations per the national and state building codes, city codes ordinances, and local amendments.
- ✓ Work with contractors to facilitate appropriate remedies for code violations.
- ✓ Inspectors will result inspections on their tablets and review the reports and comments with the construction contractor onsite whenever possible.
- ✓ Provide the written inspection results to the Project Manager or their designee within a reasonable amount of time following the inspection, but not to exceed 24 hours.
- ✓ Provide Inspection reports to all parties.
- ✓ Maintain inspection logs and records.
- ✓ Perform work at a level of competency in accordance with industry standards.
- ✓ All inspections will be performed by ICC-certified personnel.

### Code Knowledge

With our exceptional reputation and licensed professional staff, our team is ideally suited to meet your permitting goals and objectives. All staff is highly skilled and adept in their chosen disciplines. We provide:

- ✓ Registered Structural, Civil, and Electrical & Mechanical Engineers
- ✓ International Code Council (ICC) Certified Building Plans Examiners
- ✓ ICC Certified Building Officials
- ✓ ICC Certified Inspectors
- ✓ ICC Certified Permit Technicians

All our staff attends various training courses presented by such building organizations as the International Code Council (ICC). Many of our staff members are highly sought after to lecture, teach, and mentor. We also provide in-house training and cross- training to our staff on a regular basis. Through our dealings with other client building departments, our plan review staff is well trained in the use of multiple building permit software programs and permit application processes.



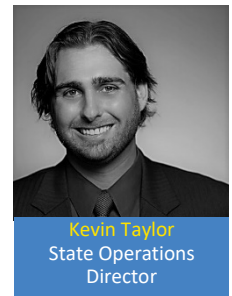
## Personnel Qualifications

Due to our far reach across many states, we can utilize staff when/where needed, adjusting our service levels based on need. Hiring and retaining qualified staff is the foundation for any successful technical and customer-centric operation. Through our work with similar communities in Texas, as well as our valued staff longevity, you can be assured our team will provide the necessary resources, expertise, and customer-focused attitude throughout our work.

### Team Members

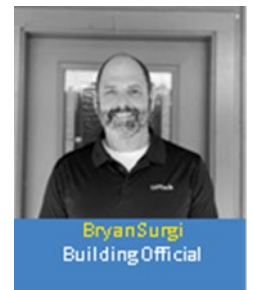
Between our National Plan Review and Fire Code Review offices, Building Inspectors and Code Enforcers located in Texas, we are fully staffed with employees prepared to accommodate your plan reviews and inspection services.

**Mr. Kevin Taylor** joined SAFEbuilt in 2022, bringing more than 15 years of experience in Building Services Support roles. Mr. Taylor successfully ran the firm BBG, which was acquired by SAFEbuilt in 2022, when he joined us as the **State Operations Director**. His previous experience includes working in Bellaire, Baytown, and Jersey Village. Kevin’s ICC certifications include Master Code Professional, Certified Building Official, and American Concrete Institute Concrete Field-Testing Technician Grade 1.



Kevin Taylor  
State Operations  
Director

**Mr. Bryan Surgi** will also support the client in the role of **Building Official**. Mr. Surgi joined SAFEbuilt 2020 in the role of Building Official. Mr. Surgi has a strong background in building inspections starting with field service as an Electrician in 1998 and before coming to SAFEbuilt he was the Building Official Hutto



Bryan Surgi  
Building Official

# KEVIN TAYLOR, ICC, CBO, MCP

Texas Operations Director

Kevin is a construction professional with more than 15 years of experience in residential and commercial construction as an Inspector, Plans Examiner, Supervisor, and Manager. He is one of just over 800 individuals in the country to have achieved the status of Master Code Professional and one of the few individuals in the State of Texas to be both a Licensed Plumbing Inspector and Master Code Professional.

Kevin's inspection experience includes quality control for all phases of commercial and residential construction, infrastructure, environmental construction, and projects for both public and private-sector clients.

## EXPERIENCE

- **Contract Services for Plan Review and Inspection Services** City of Rosenberg
- **Contract Services for Plan Review and Inspection Services** City of Bellaire
- **Contract Services for Plan Review and Inspection Services** City of Baytown
- **Contract Services for Plan Review and Inspection Services** City of Dickinson
- **Contract Services for Plan Review and Inspection Services** City of Jersey Village
- **Houston Area Manager** Energy Inspectors Corp. | June 2014 – March 2016
- **Senior Plans Examiner** City of Baytown | Nov 2012 – June 2014
- **Municipal Operations Manager** Building Code Consulting Services | Nov 2011 – Dec 2012

## LICENSES & CERTIFICATIONS

American Concrete Institute Concrete Field-Testing Technician Grade 1  
International Code Council (ICC)  
Certified Building Official (CBO)  
Master Code Professional (MCP)  
Accessibility Inspector  
Accessibility Plans Examiner  
Combination Inspector  
Building Plans Examiner  
Building Inspector  
Commercial Electrical Inspector  
Commercial Energy Inspector  
Commercial Energy Plans Examiner  
Commercial Mechanical Inspector  
Commercial Plumbing Inspector  
Commercial Building Inspector



Plumbing Plans Examiner

Mechanical Plans Examiner

Residential Electrical Inspector

Residential Plumbing Inspector

Residential Mechanical Inspector

Residential Energy Inspector

Residential Plans Examiner

Residential Building Inspector

Texas State Board of Plumbing Examiners

Licensed Plumbing Inspector #3082

Texas Flood Plain Management Association Certified Flood-Plain Manager (CFM) #2480-13N



# BRYAN C SURGI

Construction  
Administrator

Construction  
Inspector

## EDUCATION

**Associates of Science  
Electronic Engineering**  
R.E.T.S., Metairie, LA  
1993

## CERTIFICATIONS

ICC certified Building Official.

ICC certified Combination  
inspector (Building, Electrical,  
Plumbing and Mechanical)

Texas state licensed  
plumbing inspector

## PROFESSIONAL EXPERIENCE

- **Building Official**, SAFEbuilt, LLC, Austin, TX, June 2020 to Current
- **Construction Administrator / Construction Inspector**,  
DBR Engineering Consultants, INC, 2018 to Current
  - Inspect renovation and new construction commercial construction projects including but not limited to, Austin ISD schools, hospitals, low rise buildings and retail centers. Prepare detailed observation reports that include a narrative for corrective action. Review RFIs and proposal request for change orders. Observe M.E.P. work to verify engineering specifications and code compliance are being followed. Review and document project material submittals. Attend equipment startups to ensure correct procedures are followed.
- **Chief Building Official**, City of Hutto, TX, 2017 to 2019
  - Accepts management responsibility for activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of professional and technical employees and contract personnel to ensure that codes are properly enforced with uniformity, equity, and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with other City departments, outside agencies, contract service providers and organizations.
  - Performs residential and commercial plan review
  - Performs residential and commercial inspections to ensure code requirements are followed.
- **Chief Building Official**, City of Harahan, LA, 2015-2017
  - Accepts management responsibility for activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of professional and technical employees and contract personnel to ensure that codes are properly enforced with uniformity, equity, and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with other City departments, outside agencies, contract service providers and organizations.

- Performs residential and commercial plan review
- Performs residential and commercial inspections to ensure code requirements are followed.
- **I.E.C.I.**, Metairie, LA , October 2011
  - Perform 3rd party electrical, mechanical, gas and building inspections.
  - Perform 3rd party construction and demolition consultations and inspection audits on residential and commercial buildings.
  - Perform 3rd party plan review to ensure national and local codes are followed.
  - Document inspections and ensure local governments receive inspection reports.
  - Train and mentor new inspectors.
  - Ensure inspections are scheduled and performed in a timely, efficient manner.
- **Independent Software Consultant**, (Contract basis only not full time. Worked full time in construction industry), Houma, LA, June 2004 to October 2011
  - Design and implementation of software interface engines and EDI translation in hospital pharmacy and materials management departments.
  - Consulted for Intellidot corp, GHX, Patient Safe Solutions, West Jefferson Medical Center and Neoforma.
- **Electrical Inspector**, City of New Orleans Inspection Dept. New Orleans, LA, March 2008 to February 2009
  - Perform residential and commercial electrical inspections
  - Perform electrical plan review
- **Owner Partner**, Surgi Services, LLC, Metairie, LA, February 2007 – March 2011
  - Building and electrical general contractor
  - Renovated residential and commercial buildings to include electrical, mechanical and building trades.
  - Building and electrical general contractor
  - Renovated residential and commercial buildings to include electrical, mechanical and building trades.
- **Interface Engineer / Field Service Technician**, Cardinal Health, San Diego, CA, May 1998 to June 2004
  - Design and implementation of software interface engines and EDI translation in hospital pharmacy and materials management departments.
  - Repaired or replaced computer and network equipment in hospital environment
- **Bio-Med Engineer / Electrician**, Natchez Regional Medical Center Natchez, MS, February 1996 to May 1998
  - Maintain hospital medical equipment.
  - Maintenance electrician

# NATHAN DUDLEY

## Lead Inspector

### ICC CERTIFICATIONS

Building Inspector  
Combination Inspector  
Commercial Building Inspector  
Commercial Combination  
Inspector  
Commercial Electrical Inspector  
Commercial Mechanical Inspector  
Commercial Plumbing Inspector  
Electrical Inspector  
ICC / AACE Property Maintenance  
and Housing Inspector  
Mechanical Inspector  
Plumbing Inspector  
Residential Building Inspector  
Residential Combination Inspector  
Residential Electrical Inspector  
Residential Mechanical Inspector  
Residential Plumbing Inspector

### LICENSES

**Texas State Board of Plumbing  
Examiners**  
Plumbing Inspector License  
#I-2902

### CONTINUING EDUCATION

NFPA 99C Medical Gas & Brazing  
(attended 40-hour course)  
Cross Connection Control and  
Backflow Prevention  
(attended 40-hour course)  
Basic Code Enforcement  
(attended 36-hour course)

### EXPERIENCE

- **Inspector** SAFEbuilt, LLC | 06/2020 to Present
  - Perform assigned field inspections in accordance with adopted codes.
  - Collaborate with other inspectors to discuss code information and code interpretations to help ensure consistency of inspections.
  - Interpret and enforce the adopted building codes in a consistent manner for each jurisdiction assigned.
  - Document inspection results so that the information is clear, concise, complete, and understandable.
  - Perform inspections for existing client jurisdictions while identifying areas for improvement in customer service levels and implement changes with the approval of the Building Official.
  - Suggest/recommend procedures to improve operations.
  - Answer code related questions from builders and the general public.
  - Schedule/assign inspections, complete/result inspection tickets, generate and print out inspection tickets in jurisdiction relevant software package.
  - Attend jurisdictional board meetings, planning meetings or pre-construction meetings as required or requested.
  - Compensation for attending board and planning meetings after normal work hours is addressed under SAFEbuilt Ambassador Program.
  - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites. Keep safety equipment in proper working condition and notify supervisor of any malfunctioning or missing safety equipment.
- **Construction Manager** Caledonia Builders; Austin, TX | 12/2019 to 06/2020
- **Combination Inspector** Bureau Veritas; Austin, TX | 05/2011 to 12/2019
- **Combination Inspector** DPIS Engineering; San Antonio, TX | 02/2010 to 03/2011
- **Combination Inspector** City of Cibolo; Cibolo, TX | 03/2007 to 02/2010

# SCOTT WILLIAMS

## Building Official

### LICENSES & CERTIFICATIONS

Certified Flood Plain Manager  
Electrical Plans Examiner  
Building Inspector  
Building Code Specialist  
Mechanical Plans Examiner  
Building Plans Examiner  
Commercial Mechanical Inspector  
Commercial Building Inspector  
Certified Building Official  
Residential Building Inspector  
Commercial Electrical Inspector

Scott is a construction professional with more than 16 years of experience in the building inspection and plan review services. He has worked as a Building Official for many communities and has implemented building codes while managing a team of Inspectors, Permit Clerks, and other building department staff.

Scott started his career in building services while working for a plumbing company. He also has experienced the importance of flood everyday management and building codes in terms of a natural disaster. In August 2017, the Houston Metropolitan Area suffered Hurricane Harvey, which unleashed a record amount of rainfall. With the adoption of building codes, drainage criteria, and improvements to drainage, the Houston area fared better than it would have otherwise.

### EXPERIENCE

- **Building Official** City of Pearland | June 2017 – Feb 2022
- **Chief Building Official** City of Baytown | July 2012 – June 2017
- **Chief Inspector** City of Pasadena | Nov 2007– March 2011
- **Building Inspector** City of Seabrook | Jan 2005 – Nov 2007
- **Plumbing/Mechanical Inspector** City of Pasadena | Nov 2001 – Jan 2005



# EVAN DUVALL, AICP

**Planner**

## EDUCATION

**University of California at Irvine**

Masters of City and Regional  
Planning  
Bachelor of Arts in Social  
Ecology

## LICENSES & CERTIFICATIONS

American Institute Certified  
Planners (AICP)  
Commercial Energy Inspector  
Commercial Energy Plans  
Examiner  
Commercial Building Inspector  
Building Plans Examiner

## PROFESSIONAL AFFILIATIONS

Member of Bike Houston  
Member of Texas American  
Planning Association

Evan has worked on a variety of current and long-range projects throughout his almost 10-year career as a Planner. This experience has enabled him to find solutions to complex problems whenever possible and work diligently on achieving the short and long-term goals of a City. He is responsible for all current and long-range functions for the City of Webster. Evan coordinates development projects with other departments, businesses, and staff. He manages planning projects from beginning to end.

Evan evaluates community issues and provides solutions for community issues such as food trucks, walking signs, fun-runs and sensitive land uses. He facilitates the long-range planning functions for the community, including the 2013-2014 update of the comprehensive plan, utilizing existing staff, and conducting community surveys. Evan coordinate and assists economic development to achieve the goals of the City's Comprehensive Plan and ensure an economically sustainable community.

## EXPERIENCE

- **Planner II** City of Webster | July 2012 – July 2019
- **Planner II** City of Pearland | July 2010 – July 2012
- **Planner I** City of Las Vegas | September 2007 – May 2010





# CHRIS TAYLOR, ICC

## Project Inspector

### LICENSES & CERTIFICATIONS

DSA Class 1 #2626

ICC Master of Special Inspections

ICC Reinforced Concrete Special  
Inspector

ICC Structural Masonry Special  
Inspector

ICC Pre-Stressed Concrete Special  
Inspector

ICC Structural Steel & Welding  
Special Inspector

ICC Structural Welding Special  
Inspector

ICC Structural Steel and Bolting  
Special Inspector

ACI Concrete Field-Testing Technician  
Grade I

ICC Spray-Applied Fireproofing  
Special Inspector

ICC Commercial Plumbing Inspector

ICC Residential Plumbing  
Inspector

ICC Residential Building  
Inspector

ICC Commercial Building  
Inspector

ICC Building Plans Examiner

ICC Residential Electrical  
Inspector

ICC Residential Mechanical  
Inspector

ICC Commercial Mechanical  
Inspector

Residential Combination  
Inspector

Texas State Licensed  
Plumbing Inspector #3662

Chris is a construction professional with 33 years of experience in commercial and publicly funded construction as an Inspector, Supervisor, Manager and Licensed General Contractor. He is certified in several disciplines of construction including a Master of Special Inspection and State of California DSA Class 1 Inspector. Chris' inspection experience includes Inspector of Record and Quality Control Manager for all phases of commercial and publicly funded construction primarily focused on K-12 construction projects in California.

Mr. Taylor's experience in quality control includes oversight of site preparation, reinforcement, concrete placement, framing, plumbing, electrical, and mechanical systems for additions, modernizations, remodel, and new K-12 schools and higher education, as well as commercial development.

### RELEVANT EXPERIENCE

- General Construction
- Public and Private Works
- Pre-Construction Design
- Cost Estimation
- Scheduling



# TONYA PALMER- MACHANN, ICC, CBCO

## Senior Plans Examiner

### EDUCATION

**Texas Tech University**  
Certified Public Manager

### LICENSES & CERTIFICATIONS

ICC Certified Building Inspector  
ICC Certified Building  
Code Official  
ICC Certified Combination  
Inspector  
ICC Certified Plans Examiner  
ICC Disaster Inspector's  
Endorsement

Tonya is a dedicated Public Administrator with a 35-year career in City Government working with the general public, Builders, Architects, Engineers, and Developers to promote residential and commercial growth while gain compliance with numerous City-adopted building codes and ordinances.

Ms Palmer-Machann is a respected community leader and Director of code enforcement, building permits, inspections, and health departments, managing a team of 12, and working with numerous Division Managers, Service Area Managers, and City staff on various projects including code and ordinance adoptions. She is a seasoned Plans Examiner with over 15 years of commercial, industrial, and residential plan review experience.

### EXPERIENCE

- **Building Official/Plans Examiner** City of Rosenberg | June 2009 – Dec 2017
- **Building Official** City of San Angelo | May 1983 – April 2009



# JEFF TAYLOR, ICC

## Senior Inspector I/ Plan Reviewer

### LICENSES & CERTIFICATIONS

American Concrete  
Institute Concrete Field-Testing  
Technician Grade I  
International Code Council (ICC)  
Certified Building Official (CBO)  
Master Code Professional (MCP)  
Accessibility Inspector  
Accessibility Plans  
Examiner  
Combination Inspector  
Building Plans Examiner  
Building Inspector  
Commercial Electrical Inspector  
Commercial Energy  
Inspector  
Commercial Energy Plans  
Examiner  
Commercial Mechanical Inspector  
Commercial Plumbing Inspector  
Commercial Building Inspector  
Residential Electrical Inspector  
Residential Plumbing Inspector  
Residential Mechanical Inspector  
Residential Energy  
Inspector  
Residential Plans Examiner  
Residential Building  
Inspector  
Reinforced Concrete Special  
Inspector  
Residential Energy Plans Examiner

Jeff has 14 years of experience in the construction industry managing Quality Control and Quality Assurance. He has managed over 1 billion dollars in construction costs. Jeff has provided QA/QC management for healthcare, aviation, higher education, mixed use high rise, hospitality, and public works projects. His duties included developing and implementing a QA/QC plan, performing on-site inspections, and managing the commissioning and close out process.

### EXPERIENCE

- **QA/QC Manager** Austin Commercial; Dallas, TX | April 2014 – September 2019
- **Inspector of Record** JT Inspection, Inc. | 2009 – March 2015



# KYLE CHEW, ICC

## Building Official

### EDUCATION

Texas State Technical College

Associate of Science in  
Construction Management

Kyle has 25+ years of experience in the construction industry as a Residential Building Inspector, Construction Manager, and Estimator. He has strong documentation, records retention, and work paper organizational skills.

Kyle's experience includes contract administration, scheduling, estimating, and construction cost reporting. He understands and interprets/ explains engineering designs, plans, specifications, and contract documents for projects. Kyle has the ability to manage people and resources effectively. He has excellent people skills and is able to communicate effectively with clients.

### EXPERIENCE

- **Building Official** TX BBG Consulting, Inc. | Aug 2021- Present
- **Building Official** West University | 2009 – Aug 2021
- **Construction Consultant** Burgess Construction Consultants | 2005 - 2009
- **Owner** Houston Home Remodeling, LLC | 2003 - 2005
- **Construction Manager** Madison Custom Homes | 2002-2003
- **Estimator** Home Lumber & Hardware | 2000 - 2003
- **Construction Manager** Houston and Austin | 1983 - 2000

### LICENSES & CERTIFICATIONS

ICC Certified Building Official  
ICC Commercial Mechanical Inspector  
ICC Commercial Plumbing Inspector  
ICC Residential Plans Examiner  
ICC Residential Building Inspector  
ICC Residential Mechanical Inspector  
ICC Residential Electrical Inspector  
ICC Residential Plumbing Inspector  
ICC Residential Plans Examiner  
ICC Residential Combination Inspector  
ICC Plumbing Inspector  
ICC Mechanical Inspector  
ICC Mechanical Plans Examiner  
ICC Plumbing Plans Examiner  
Texas Licensed Plumbing Inspector #3068  
TRCC Inspector #1242  
TREC License#4174  
NAHB Green Home Verifier  
2-10 HBW Inspector  
Zurn Pex Plumbing Certification #13072  
Certified Flood Plain Manager



# VICKI MIKEL, ICC

**Inspector I/Planner I  
/Accounts Manger**

## **EDUCATION**

**Norther Arizona University**

Bachelor of Science in  
Business Management

**Alvin Community College**

Associates Degree in Science

## **LICENSES & CERTIFICATIONS**

ICC Fuel Gas Inspector  
Residential Electrical Inspector  
Residential Mechanical Inspector

Vicki is presently working toward her Plumbing certification and splits her time between the planning side, being responsible for account management, and in-field residential. She also assists Contractors in smoothly and efficiently working together to build and create more prosperity within the community.

## **EXPERIENCE**

- **Contract Services for Plan Review and Inspection Services TX**  
BBG Consulting, Inc. | 2015 – Present  
– Vicki began at BBG Consulting in 2015 after a 15-year career in the medical field. At BBG Consulting, started as an Accounts Manager, then branching out to Planner I and Mechanical and Electrical Residential Inspector. She now works in Contract Services for Plan Review and Inspections.



## EXHIBIT A – SCOPE AND FEE SCHEDULE FOR TEXAS SERVICES

### 1. FEE SCHEDULE

- 1.1. Beginning 24 months after the execution of this Agreement, and annually thereafter, the flat rates and lump sum rates listed shall be increased by 4.5% or based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4.5% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- 1.2. Consultant fees for Services provided pursuant to this Agreement will be as follows:

### 2. CODE REFERENCE

- 2.1. Plan Review and Inspection of commercial and residential construction to verify compliance with the Municipality’s locally adopted codes and amendments to those locally adopted codes and the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, and the current edition of the National Electrical Code (or later versions as adopted by the Municipality), as published by the National Fire Protection Association.

### 3. PLAN REVIEW

- 3.1. Plan Review shall be performed within five (5) days of notification by the Municipality. All reasonable effort shall be made by Consultant to perform plan reviews when, at the request of the Municipality, there is a need for immediate services.

PLAN REVIEW FEES	
<b>Residential Projects</b>	
Residential Single-Family Home (New or Addition)	\$ 175 per plan review
OSSF (On-Site Sewer Facilities)	\$ 275 per plan review
Residential Miscellaneous (Remodel or other plan review)	\$ 125 per plan review
<b>Commercial Projects</b>	
Commercial Projects < \$200k project value	\$ 225 per plan review
Commercial Projects > \$200k project value	30% of Muni Comm Permit Fee

## EXHIBIT A – SCOPE AND FEE SCHEDULE FOR TEXAS SERVICES

### 4. INSPECTIONS

4.1. Inspections shall be performed within 24 hours of notification by Municipality. All reasonable effort shall be made by Consultant to perform inspections when, at the request of Consultant, there is a need for immediate services. Such inspections shall be performed at no additional cost to Municipality. Consultant will provide next day inspection services for all inspection request received before 4 pm. Inspection only services for all projects will be provided on a stop per day basis fee as detailed in the table below:

INSPECTION FEES	
Residential and Commercial Building, Mechanical, Electrical, Plumbing – Local	
Price per stop	\$ 50 per stop
Residential and Commercial Civil – Local	
Price per stop	\$ 80 per stop
EXAMPLE OF A STOP – One Address, All Inspections = One Stop	
123 Alphabet Lane	Plumbing Rough - Electrical Rough - Mechanical Rough

### 5. HOURLY RATES – SERVICES BEYOND PLAN REVIEW AND INSPECTIONS

- 5.1. Consultant may provide Municipality with a qualified Floodplain Review, Building Official, City Planner, Fire Plan Review & Inspector, Civil Engineer, and Code Enforcement Officer to perform duties as needed.
- 5.2. Assist the Building Department in implementing procedures to make the building department more effective, advise and assist with engineering reviews, zoning ordinance review and edits, project management, code adoption or other services as requested. Consultant staff shall make a diligent effort to recommend and implement agreed upon improvements.
- 5.3. Municipality from time to time may request building code interpretation or explanation from the Consultant based on their expertise in this field. Even when Consultant is performing Building Official responsibilities for the Municipality, the final interpretive authority rests with the Municipality.
- 5.4. Consultant provides Code Enforcement Inspection Services on an as reported basis. Typically, this service includes investigations into a reported issue, attendance at council meetings for specific discussion, attendance at meetings to discuss known issue coming before municipality, attendance for representation of issue going before the municipal court, and assistance in code writing for issue prevention or enforcement process. For this service all time worked is on an hourly basis per fee schedule below.
- 5.5. These services detailed shall be performed at an hourly rate for a fee as detailed below:

HOURLY RATE SCHEDULE	
Building Official / City Planner	\$ 105 per hour
Fire Plan Review & Inspector	\$ 125 per hour
Civil Engineer	\$ 250 per hour

**EXHIBIT A – SCOPE AND FEE SCHEDULE FOR TEXAS SERVICES**