



**BUREAU  
VERITAS**

BV BUILDING & INFRASTRUCTURE, FACILITIES DIVISION

# STATEMENT OF QUALIFICATIONS

ON-CALL PLAN CHECKING SERVICES

**FOR THE CITY OF HERMOSA BEACH, CA**

Public Works Department  
1315 Valley Drive Suite 100  
Hermosa Beach, California 90254

November 8, 2022

## **CONTACT REGARDING THIS SOQ**

Craig Baptista, MBA, Vice President - Facilities Division, West Region  
Bureau Veritas North America, Inc.  
220 Technology Drive, Suite 100  
Irvine, CA 92618  
P. 916.514.4516 (Direct) | 916.291.9151 (Mobile)  
E. [craig.baptista@bureauveritas.com](mailto:craig.baptista@bureauveritas.com)

**BUREAU VERITAS** 220 TECHNOLOGY DRIVE, SUITE 100, IRVINE, CA 92618  
P 949.860.4800 | [WWW.BVNA.COM](http://WWW.BVNA.COM)

Proposal No. 4771096



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# 1. COVER LETTER

November 8, 2022

ATTN: Michelle Licata  
Public Works Department  
1315 Valley Drive Suite 100  
Hermosa Beach, California

## Re: RFP for City of Hermosa Beach - On-Call Plan Checking Services

Dear Ms. Licata,

Bureau Veritas North America, Inc. (BV) is pleased to submit our qualifications to provide **On-Call Plan Checking Services** to the City of Hermosa Beach (City). Our proposal will highlight our previous experience of providing similar services to nearby jurisdictions. We have the breadth and depth of resources, skills and expertise needed to provide the requested services for the City. We have served nearly 200 agencies throughout California in an on-call capacity, including civil plan review.

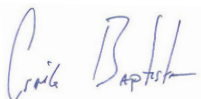
We are keenly aware of the desire for high-quality customer service, timely reviews, reliability, responsiveness and cost-effective solutions. Our commitment to provide accurate and appropriate solutions to our clients and our ability to quickly and efficiently meet the needs of the communities that we serve makes BV an ideal partner for the City. We offer optimal solutions to deliver quality services:

- Unparalleled civil plan review expertise by licensed and certified professionals
- Proven experience in serving jurisdictions in Los Angeles County and throughout California
- Established relationships to ensure timely reviews, transparency and responsiveness
- Depth of resources to maximize flexibility and deliver quality services
- Electronic review and best practices to consistently meet turnaround schedules

Our partnership with the City of Hermosa Beach will be managed through our regional office in Irvine, with support as needed by additional staff, enabling quick and efficient responses. Your point of contact for this proposal with full authority to bind the terms of the proposal is Craig Baptista, Vice President, Facilities - West Region. The administrator serving as your day-to-day contact for provision of services is Mehdi Keshmiri, P.E. **Mr. Baptista HAS READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR QUALIFICATIONS AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENT REFERENCED.**

BV looks forward to a successful, professional relationship with the City of Hermosa Beach by providing excellent On-Call Plan Checking Services, promoting transparency in our work, improving efficiencies and exceeding your expectations.

Sincerely,



Craig Baptista, VP - Facilities Division, West Region  
Bureau Veritas North America, Inc.  
220 Technology Drive, Suite 100, Irvine, CA 92618  
P. 916.514.4516 (Direct) | 916.291.9151 (Mobile)  
E. craig.baptista@bureauveritas.com



Mehdi Keshmiri, P.E., Project Manager  
Bureau Veritas North America  
220 Technology Drive, Suite 100, Irvine, CA 92618  
P: (949) 231-0205  
E: mehdi.keshmiri@bureauveritas.com

## 2. FIRM PROFILE

### FIRM PROFILE

BV is highly qualified to support the needs of the City of Hermosa Beach and its over 100,000 residents, and is dedicated to meeting all of the requirements of the RFP by providing experienced, expert staff who will deliver timely, convenient and responsive **Plan Checking Services**. Our project team will be available to work in the roles proposed and will not be reassigned, removed or replaced without consent of the City.

### Official Name and Address:

Bureau Veritas North America, Inc.  
220 Technology Drive, Suite 100, Irvine, CA 92618

### Name, Address, Email and Telephone of Primary Contact:

Craig Baptista, VP - Facilities Division, West Region  
220 Technology Drive, Suite 100, Irvine, CA 92618  
E. craig.baptista@bureauveritas.com  
P. 916.514.4516 (Direct) | 916.291.9151 (Mobile)

### Type of Business Entity:

Bureau Veritas North America, Inc. was incorporated in the State of Delaware on March 26, 2003. BV is a Delaware corporation founded in 2003.

### Federal Employer ID Number:

06-1689244

### Firm Ownership:

BV is a wholly owned subsidiary of Bureau Veritas Holdings, Inc. (a Delaware corporation – founded in 1988), which in turn is a wholly owned subsidiary of Bureau Veritas S.A. (BVSA) (founded in 1828) a company publically traded on the Euronext. BVSA has one shareholder owning greater than ten percent (10%), Wendel Investissement S.A.

### Number of Years in Business Under Present Name:

Bureau Veritas (BV) is a multi-national corporation with a history which includes 194 years of providing worldwide regulatory compliance service to industry and governmental agencies. Founded in 1828, Bureau Veritas is a global leader

in quality assurance, health, safety, and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations and with over 80,000 employees, Bureau Veritas has unparalleled resources to manage projects requiring a broad range of expertise across vast geographies. With operations in 140 countries and all continents, BV draws on the synergies between its local teams and dedicated technical centers worldwide.

### Number of Years Providing These Services:

We are the largest plan review firm in the United States, with a long-established operation in California. In addition, we have provided other public works services for multiple jurisdictions throughout California for 47 years.

### Failure/Refusal to Complete a Contract:

Please understand in the course of our business meritless claims arise from time to time. It is the Company's policy not to comment on any current claims or pending litigation. However, without waiving its policy, the Company has no judgments, pending litigation, liens, or claims that would adversely impact the financial stability, insurability, or performance of professional services of the Company. As one of the largest firms providing professional testing, inspection and code compliance services, BV is the recognized leader in its field worldwide."

### COMMITMENT TO PROVIDING SERVICES

BV will always strive to deliver excellent service and work hard to meet and exceed the City's expectations regarding all agreed upon turnaround times. Our proposed program establishes a process to ensure that the City will receive only the highest quality plan reviews. We will provide the City with services with the objective of verifying compliance with the City's adopted civil codes, zoning ordinances, drainage regulations and other adopted ordinances, policies and standards, as well as other relevant program standards and requirements.

Our staff knows the value of clear and transparent communication and how to work together as a team in conjunction with a jurisdiction. This philosophy is put into practice on all of our projects and is a great value to our municipal clients. Our intimate familiarity with the

## 2. FIRM PROFILE

City of Hermosa Beach, exceptional attention to customer service, large pool of experienced personnel and ability to provide value-added services make BV the optimal choice for meeting the City's ongoing Plan Review needs.

The firm's range of experience in this arena covers every key area of service defining a engineering department. The firm is skilled at helping existing departments augment or refine their current level of client service and is also capable of crafting a department from the ground up. Service offerings include:

- Building Plan Review
- Building Inspections
- Fire Plan Review
- Construction Management & Inspection
- Engineering Reviews
- Permitting
- Planning
- Code Interpretation
- Code Enforcement
- Code Adoption and Ordinance Preparation
- Planning and Zoning Meeting Attendance
- City Council Meeting Attendance
- Building Official Duties
- Permit Tracking and Record Keeping
- Budget and Staffing Planning
- Pre-Design and Pre-Construction Meetings
- Fee Schedule Evaluation and Updates

BV will consistently provide excellent customer service and qualified staff for all project types.



# 3. PROJECT UNDERSTANDING AND APPROACH

## PROJECT UNDERSTANDING

BV has an understanding of the On-Call Plan Checking Services needed by the City of Hermosa Beach and will be able to administer all of the duties and responsibilities set forth in the RFP. Our highly qualified team will seamlessly assist the City in engineering analysis, plan conformance with Engineering Division requirements and as required by the City Municipal Code.

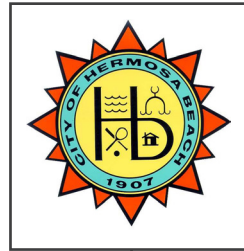
BV understands that plan review services are needed for all civil improvement plans including but not limited to:

- Conducting field visits of all new plan check projects with City Staff and any follow up field visits as needed.
  - Being available to meet with City Staff or answer City Staff emails and inquiries pertaining to plan check projects within 8-hours or one business day.
  - Providing a process or digital platform for submitting plans and documents and tracking plan check progress.
  - Reviewing plans submitted by developer applicants and provide written comments to the City. Reviews may include: overall site design including notes on plans, grading, streets, sidewalks, storm drains and storm drain pipelines, sanitary sewer manholes and pipelines, water pipelines, off-site improvements, and landscaping plans.
  - Reviewing plans submitted by City consultants and designers for City projects and provide written comments to the City. Plans may include: civil, HVAC, mechanical, plumbing, utility, demolition, electrical, solar, structural, architectural, building, etc.
  - Reviewing and providing written comments to the City for project submitted cost estimates as requested.
  - Reviewing and providing written comments to the City for project submitted reports including but not limited to soils reports, hydrology reports, sewer hydraulic reports, environmental, biological, dewatering and water hydraulic reports.
  - Reviewing and providing written comments to the City for project related MS4 permit documents, NPDES documents, or LID documents.
- Attending video conference calls, coordination, reporting, and follow up meetings with the Public Works Department, residents, applicants, and design engineers as needed.
  - Providing reviews and written comments to the City for parcel maps, vesting tentative maps, encroachment permits, wireless facility Right-of-way permits, easement dedications, title reports, and other documents as needed.
  - Developing of guidelines for design (such as parkways, dining decks, encroachments, etc.), for trees and plantings, development of City standards plan and details, fees, processes improvements, easement policy, etc.

# 3. PROJECT UNDERSTANDING AND APPROACH

## ORGANIZATIONAL CHART

The following organizational chart consists of BV's proposed team for the City of Hermosa Beach. BV has a robust in-house team of professionals and will round out the team with subcontractors to fulfill all the services categories for the City. Mehdi Keshmiri will be the primary point of contact for the contract. Resumes of the management team members highlighted in red below can be found in the following pages.



### Management Team

Craig Baptista, MBA  
Principal-in-Charge

Mehdi Keshmiri, P.E.  
Project Manager

Leo DePaola, CBO  
QA/QC Manager

### Plan Review Team

#### Civil Engineers

Reza Soltani, P.E.

Christian Chang, P.E.

Benjamin De La Cruz, P.E.

Matthew Addington, PE, PLS, Q.S.D./Q.S.P.

Monte Bowers, P.E.

John Che, P.E., Q.S.D./Q.S.P.

Michael Foreman, P.L.S.

Wendy Haggard, P.E.

Jee Choy, P.E.

Craig Hamner, P.E.

Michael Middleton, P.E.

#### Civil Plans Examiners

Orland Obterra, EIT, LSIT

Benjamin Kang, EIT

Bijan Shakiba

## 3. PROJECT UNDERSTANDING AND APPROACH

### APPROACH TO WORK PROGRAM

BV has the ability to perform all of the requirements outlined in the City of Hermosa Beach's RFP for On-Call Plan Checking Services - Civil Engineering in order to meet the City's plan review needs in serving its residents.

We are committed to meeting and exceeding your project objectives and goals and are extremely well positioned to perform plan checking services for the various engineering plans, maps, and studies in the manner and time frame that has yielded accurate, timely, high quality and cost effective reviews for many clients over the past 47 years.

The following response will illustrate that BV can be the comprehensive provider of choice for all the City plan review contracting needs. BV is the firm with the right skill set to provide the City with Plan Checking Services. We are the largest plan review firm in the United States, with a long-established operation in California.

Our staff is registered, certified and dedicated to our municipal clients. In addition to meeting your civil plan review needs, BV can assist with other development review tasks, such as entitlement processing and developing conditions of approval, updating and incorporating policies, procedures, guidelines, and standards. BV offers a wide range of engineering and other services that may be employed to suit your evolving needs.

BV will always strive to deliver excellent service, and will work hard to meet and exceed your expectations regarding agreed upon review times. Our proposed program establishes the process necessary to ensure that the City will receive only the highest quality and timely reviews. We will provide the City and its submittal applicants with clear written comments to submitted documents with the objective of verifying compliance with the City's adopted civil codes, zoning ordinances, drainage regulations and other adopted ordinances, policies and standards.

Our plan review team knows the value of clear and transparent communication and knows how to work together in conjunction with the jurisdiction. This philosophy is put into practice in all of our projects and is a great value to our municipal clients. BV's experience, resources and knowledge enable us to provide the City with very competitive plan review fee and labor rates. Because of our extensive knowledge of municipal project plan review we are open to renegotiating future fees for large scale projects, on a case by case basis, as determined by the City.

As a result of our exceptional attention to customer service, large pool of experienced personnel and ability to provide value-added services like electronic plan review, BV is the right choice for meeting the City's municipal engineering needs. By selecting BV, the City can be assured that their chosen firm is able to supply superior service. Our #1 goal is to meet and exceed the service levels required by our clients. We are committed to providing staff continuity, close communication, immediate accessibility to staff and information, implementation of best practices and pro-actively solve issues not clearly identified in the code.

BV will pro-actively ensure exceptional customer service, balance development momentum with code compliance/ processing requirements and seamlessly serve as an extension of your staff. The City can be confident that BV is the right choice for your On-Call Plan Checking Services - Civil Engineering needs.

### CIVIL PLAN REVIEW SERVICES

BV's extensive experience providing On-Call Plan Checking Services to public agencies throughout California enables us to evaluate items which are essential to providing effective services to the City.

We offer services that range from reviewing and inspecting a single, complex or unique project to handling all plan review and inspection needs for a City. Our staff are dedicated to providing the highest level of customer service and ensuring that all work is in conformance with all requirements. Our resources can be adjusted on fast-track projects, as needed, to meet demanding schedules.

### Plan Review Compliance Standards

Our professional staff evaluates all city, state, and federal requirements applicable to the project before beginning a review. Requirements for civil infrastructure originate from multiple sources including statutory requirements, local ordinances and design guidelines, federal requirements including ADA and NPDES, state requirements including Title 24, and the requirements of any affected utilities, districts, or agencies.

Civil infrastructure and site plans are reviewed for conformance to the following quality standards:

- Greenbook
- Geotechnical Report recommendations



## 3. PROJECT UNDERSTANDING AND APPROACH

- Conditions of Approval of the use permit or Tentative Map
- Municipal Code and local ordinances
- Jurisdiction's design guidelines and standard plans and specifications
- ADA and Title 24 accessibility standards
- NPDES C.3 requirements when applicable
- Environmental mitigation requirements
- Requirements of affected outside agencies and utility districts

Our professional plan reviewers will provide a comprehensive assessment of the conformance of submitted improvement plans to these quality standards.

### Improvement Plan Review Tasks

The following outlines our typical scope of services for the review plans:

- Check design for conformity to the approved tentative map and conditions of approval
- Evaluate the layout for consistency with the final map
- Review grading plans for consistency with the applicable drainage standards and grading ordinance
- Erosion and sediment control provisions
- Storm Water Pollution Prevention Plans and RWQCB N.O.I.
- Review horizontal and vertical alignment of streets for conformance to the applicable street design standards, check pavement structural section against geotechnical recommendations
- Review storm and sanitary sewer systems and hydrology/hydraulic calculations
- Review water distribution system for fire hydrant and valve spacing
- Street light spacing, and location for potential conflicts
- Review underground utilities for crossing clearances and conflicts
- Review for compliance with outside agency requirements
- Review quantities, estimates and schedules

Prompt delivery of quality plan reviews is the hallmark of our service. Ideally, the review process involves no more than two plan submittals, perhaps three under extraordinary circumstances. To achieve this, it is important for the plan reviewer to see the “big picture” during the approval process, and to expedite the review, while assuring adherence to all City standards and requirements.

At the completion of each review, comments noting any deficiencies are prepared for the applicant. Review comments may be distributed by the City staff, or directly to the applicant by BV, depending on the City's preference. Copies of review letters are always forwarded to the City for its records and files. Our customary practice is to provide comments in narrative form in a memorandum. We find this method to be more precise than just marking the submittal alone. Additionally, this method facilitates the transmission and preservation of comments in electronic format.

### Development Review & Entitlement Processing

Accurate, timely Civil Engineering Plan and Final Map Reviews facilitating land development projects requires a strong public-private partnership. Project momentum must be balanced with engineering, water quality, traffic, public safety, and final map plans that comply with applicable codes, requirements, and design standards. The various parties need impartial counsel from registered engineers and land surveyors and quick turnaround review comments.

Development review and entitlement processing involves working seamlessly with the public agency and developer in the preliminary planning stages to facilitate development agreements along with the review of civil engineering plans and maps for conformance with conditions of approval along with local and other applicable ordinances and standards. All work is performed under the direction of a registered Civil Engineer. BV utilizes proven best practices, staff specialists, and comprehensive web-based tools to provide timely review, responsiveness, and accurate and detailed review comments.

# 3. PROJECT UNDERSTANDING AND APPROACH

## PLAN REVIEW TURNAROUND TIMES

BV is able to meet or exceed the City’s requirements for plan review turnaround times.

Typical timeframes for delivering services are:

Type of Plan Check	Turnaround Times
<b>Standard</b>	
Initial Submittal	10 business days maximum
Subsequent Submittals/ Resubmittals	10 business days maximum
Extremely Large or Complex Projects	Varies based on scope and size of project
<b>Fast Track</b>	
Initial Submittal	*5 business days
Subsequent Submittals	*5 business days

\*Depends on size and complexity

### Fast Track Plan Review

BV provides plan review activities on a fast track basis to reduce the impact on project contraction schedules. Turnaround times for each submittal relate to the size and nature of the submittal and impact on the project schedule. To reduce turn around times for plan review, the firm uses electronic submittals, phased submittals, conference calling, videoconferencing, and site visits by plan review staff.

BV has built long-term partnerships with many agencies and municipalities. The firm understands accuracy, efficiency, and integrity in all aspects of professional services is required. Testimony to BV’s professional excellence is the fact it has a large number of repeat clients and client referrals. Because of the firm’s large pool of accessible resources it is able to assemble experienced personnel in order to assist with project schedule recovery when necessary. BV maintains efficient turnaround times on all reviews as a key measurement of its performance for plan review services.

BV also accommodates preliminary reviews to facilitate fast tracked or accelerated projects. This aids with timely turnaround and creates good public relations. The firm’s staff makes recommendations for resolutions if requested.

## CARE PROGRAM

Our plan review process highlights the tools and techniques we will employ to deliver quality, accurate, timely, and responsive plan reviews:

- **Reliable & Responsive Service.** Our project manager, through our CARE plan review and processing program, proactive communication, proven project management tools, and best practices, will anticipate your needs and quickly respond with accurate and detailed information every step of the way. We are available to meet with the City at your convenience to discuss procedures and projects to maintain momentum and schedule.
- **Efficiently Meet Turnaround Review Schedule & Maintain Development Momentum.** A premium will be placed on our staff’s already well-grounded knowledge of your processes and requirements to proactively facilitate communication and processing. We will work to ensure proven quality assurance and schedule control measures are implemented.
- **Maintain Accuracy & Cost Savings Through Proven Processes & Continuity.** BV is able to provide integrated, standardized processes and innovative digital, web-based solutions at no additional cost. Utilized by seasoned staff members who have worked successfully on plan review projects, this helps ensure that reviews are consistent, thorough, accurate and done right, the first time. We are able to customize our approach for the City based on your needs in order to deliver solutions with positive results.
- **Customized Check Lists and Tracking Logs.** A key to maintaining close communication is the ability to give the stakeholders status updates on where their projects are in the review process. We will utilize customized check lists and tracking logs for the City of Hermosa Beach according to your needs to ensure the successful delivery of our services.

### CARE Program – A Proven, Formalized & Integrated Plan Review Process

The plan review process we follow for efficient completion of concurrent task management is shown in the flowchart below and managed through our CARE Program, a

# 3. PROJECT UNDERSTANDING AND APPROACH

formalized and integrated process whereby Coordination, Analytical, Review, and Expert management/quality control functions are consistently implemented on each and every project. We will implement a comprehensive program based on best practices to validate that each and every review is thorough, accurate, consistent, and timely. This system's success is based on thousands of hours of practical, real-world experience by our dedicated personnel and their unique ability to interact quickly and efficiently with your staff. The specific roles of each of our CARE elements include:

**Coordinator:** Our clerical staff will handle various administrative functions, such as logging information (project tracking, time budgeting), managing project controls, maintaining and distributing communications, reviewing agendas and ordinance issues, and fielding calls on project status. The Coordinator is the first line of contact for each project submittal.

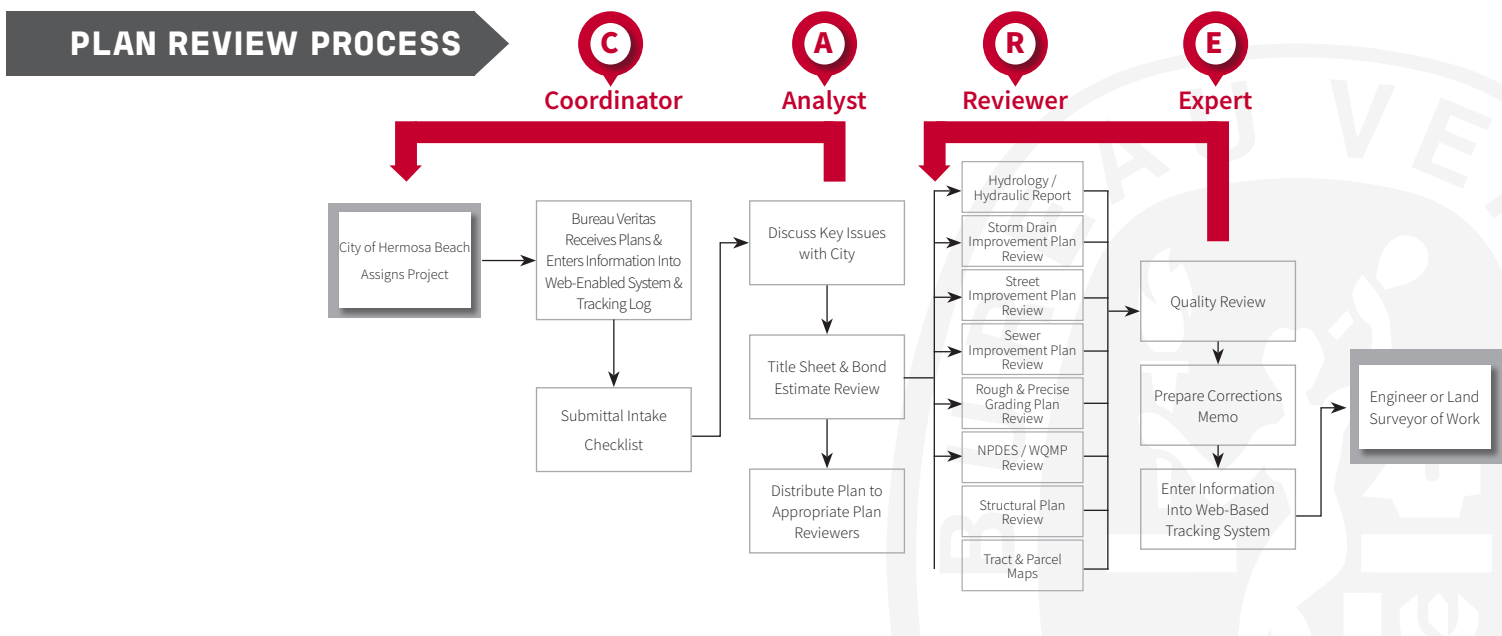
**Analyst:** Our analysts will review submittals, title sheets, and non-design items; maintain files; monitor due dates; monitor contract budget and status tracking reports; and coordinate invoicing. Our analysts also maximize and “right place” staff resources to meet turnaround times in a quality manner. When assigning resubmittals to staff, our Analyst ensures consistency by passing the project to the same reviewer that performed the previous reviews. Reassignments are done when unforeseen circumstances dictate.

**Reviewer:** Our experienced public works plan reviewers will routinely review agency standards, ordinances, guidelines, and checklists; create comments letters; coordinate project return with the coordinator; attend review meetings; and communicate questions/solutions to project stakeholders. Because of our depth of resources and project tools (checklists, corrections letters, etc), reassigned projects can be reviewed without missing deadlines or causing unnecessary rechecks.

**Expert:** Our experts will provide quality review of applicable plans, studies, and reports in accordance with all accepted engineering and industry professional practices and shall comply with the applicable regulations; visit the client contact regularly; monitor project progress with the reviewer; disseminate project/agency information to the team; train team members; peer review comments letters; and communicate questions/solutions to stakeholders. Our Experts provide the quality assurance reviews to each project which will minimize the number of resubmittals.

## CARE Plan Review Process Flow Chart

Our staff's quality provides you with proven staff extension that binds the varying interests of your operations, the citizens you serve, and legal and regulatory considerations into a dynamic, flexible working system. The success of this system is based on thousands of hours of practical, real-world experience by our dedicated personnel and their unique ability to interact quickly and efficiently with your staff.



## 3. PROJECT UNDERSTANDING AND APPROACH

### ADDITIONAL SERVICES

#### Map Review and Land Surveying

Our professional staff can provide comprehensive City Surveyor services as may be required by the City:

#### Final Maps and Parcel Maps

Review Final Maps and Parcel Maps for conformance to the requirements of the Subdivision Map Act, the Land Surveyors Act, the City's Municipal Code and ordinances, the approved Tentative Map, and any conditions of approval which have been set by the Planning Commission. Certify the technical accuracy of approved maps in accordance with §66442 and §66450 of the Subdivision Map Act.

#### Reversions to Acreage

Review Reversions to Acreage Maps prepared pursuant to §66499.11 of the Subdivision Map Act.

#### Lot Line Adjustments and Parcel Mergers

Review of legal descriptions prepared to affect Lot Line Adjustments pursuant to §66412(d), and Parcel Mergers pursuant to §66451.10 of the Subdivision Map Act.

#### Legal Descriptions and Plats

Review and/or preparation of legal descriptions and plats for right-of-way takes, easements, or for other purposes when necessary.

#### Certificates of Correction

Review of proposed map amendments and Certificates of Correction prepared pursuant to §66469 of the Subdivision Map Act.

### ROLES AND RESPONSIBILITIES FOR CITY STAFF

BV's proposed team is capable of performing all aspects of the proposed scope of work.



## 4. PROJECT MANAGEMENT PLAN

Our team becomes familiar with the requirements of a public agency before beginning a review and continually monitors trends and legislation in order to advise the City on ordinances and standard practices to consider for adoption. BV has extensive public sector experience, which assures that public interests are fully protected. We understand that careful consideration of issues and impacts is needed in addition to technical expertise. We have devoted a great deal of time over the years to refining our approach and developing documentation to assist our clients and train our staff to ensure highly efficient plan review procedures.

BV will work to ensure that submittals are properly coordinated and tracked by following an established internal plan check coordination process in which each plan received for review is entered into our Protrack database, processed and returned on time to the client. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal. To accomplish this we:

- Screen and log each application to assure that they are routed to all plan reviewers in a timely manner.
- Submittals are reviewed for compliance with all ordinances and the City of Hermosa Beach's General Plan. 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 by adoption at the time of plan review. Preliminary consultations will be provided to the applicant upon request, to assist and guide them in the design and plans preparation process.
- Information shown on each permit application is verified. Construction valuation is based on information provided by the City of Hermosa Beach and compared to estimates provided by the applicant.
- Provide a thorough civil plan review of design drawings and details for compliance with all state and local codes
- Preparation of a review letter report
- Review of developer response letter to the review

- Plan review management.
- BV assures that corrections are handled as quickly and as clearly as possible. Our goal is to help the applicant through the plan review process. All corrections are identified based on compliance with specified codes and regulations.

Generally, corrections are identified in two ways. Notes are made on plans during electronic review or on hard copy plans if appropriate and a correction sheet is generated detailing what items need to be addressed before plans can be approved. The City shall approve the development of any customized correction sheets. Correction sheets for specific projects shall be forwarded to the City along with a cover memo containing at least the following:

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

During the plan review process, BV is prepared to meet with the applicant or architect/engineer, City employees or consultants at any time. Telephone discussions or meetings at project sites are welcomed to assure that any plan review issues are handled efficiently. We propose to meet at the offices of the engineering division or at a particular project site. Our goal is to issue approved plans as quickly as possible but in full compliance with laws, codes, ordinances and regulations. Upon completion of the plan review, the following information package is prepared and logged as a minimum:

- Completed plan check documents including sign-offs
- Transmittal letter documenting any conditions associated with issuance of a permit, if any
- Marked up plan review documents
- Two sets of approved engineering plans
- Backup documents and reports
- Documents provided in desired City format

## 4. PROJECT MANAGEMENT PLAN

### Transmittal of Plans and Correction Lists

BV assumes responsibility for the pickup and return of plans. All plans shall be picked up from the City offices within 24 hours of notification. Should the volume of work be sufficient, we propose to establish regular pick up of plans on a consistent basis. We will also utilize shipping courier, at no additional cost to the City. Upon completion of each plan review, we will forward a copy of the correction list to both the City and the applicant, by email. When corrected plans are resubmitted, the previous procedure will be followed or the applicant may schedule an office visit to go over any corrections in person. When plans are completed they are stamped, signed and forwarded by BV staff. Our transmittal forms will be customized for the City of Hermosa Beach.

### COMMUNICATION

Our staff utilizes a series of proven technologies to streamline service delivery, enhance communication, and promote transparency. BV also has its own comprehensive, web-based project management system that delivers secure access 24/7 to project data, generates e-mail updates, and digitizes the entire plan review, map review, and inspection process. We also use electronic plan review, where reviews and comments are accessible in real time via the web. These tools encourage collaboration, enhance expedited requests, save money and time, reduce waste and storage space, build consensus, and promote project transparency.

### QA/QC APPROACH

To ensure that the work assignment is being performed at the highest professional level, BV relies on the management and technical excellence of its personnel and a proven QA/QC program. This assures the quality of all the work performed under this contract meets client approval. BV has developed and implements corporate QA policies, consistent with all applicable federal and state regulatory requirements and standards, covering all aspects of project performance, technical quality, and peer review. These policies are implemented at each professional and technical level to provide a well-balanced, independent QA program, which assures the quality of reports, technical reviews, annuals and other documentation prepared by BV. This ensures that the product is consistent with the

established standards from the standpoint of quality, validity, and legal defensibility.

At BV, we all share the responsibility for continual improvement of our quality management process and believe that our program, supported by our BV business model and our code of ethics, will ensure the continual delivery of high quality products and services to City. Like the City of Hermosa Beach, BV believes in community health and wellness. We will establish BV as a City of Hermosa Beach preferred supplier in conformity assessment and certification services in the fields of quality assurance, health and safety, environment, and social responsibility (QHSE). Our quality management system provides the framework for continual improvement of our internal management processes and resources which will in turn add value for City through the services offered and delivered. In addition, our quality management system gives the company and City the confidence that the provision of services and products will be delivered consistently to predetermined high standards.

### QA/QC MANAGER

#### Leo Depaola, C.B.O.

Leo has 28+ years of experience as a manager, inspector, plan reviewer, code enforcement supervisor, and building official. With expansive industry knowledge and strong customer relations skills, Leo is a valuable member to any professional team. Leo will serve as Special Advisor for this contract, should our team be selected. In addition to his technical expertise, Leo is an exceptional leader and emphasizes flexibility while maintaining safety and code compliance. He firmly believes our role as code consultants is to help facilitate code compliance rather than putting up road blocks for projects. Leo has a Associates of Arts in General Studies and is a Certified Building Official, and holds numerous ICC Certifications. He served as Community Development Director overseeing planning and building in the City of Chico, and previously served as building official for the City of Chico and Town of St. Helena. Leo worked with the City of Santa Rosa to provide support services after the Tubbs Fire devastation in October 2017. It is now the second most destructive wildfire after the Camp Fire of 2018.

## 5. EXPERIENCE AND QUALIFICATIONS

### SUMMARY OF RELEVANT PROJECTS AND EXPERIENCE

Below are highlights of our experience in serving California jurisdictions with similar services with the delivery of civil plan review services on other projects.

### BUILDING & CIVIL ENGINEERING, PLAN REVIEW & INSPECTION SERVICES

#### Orange County Public Works

CITY CONTACTS: ROSE FISTROVIC, ASSOCIATE DEVELOPMENT CONTROL MANAGER

ADDRESS: 300 NORTH FLOWER STREET, SANTA ANA, CA 92703

TELEPHONE: 714.667.8858

DATES OF SERVICE: 2012 – PRESENT

CONTRACT VALUE: TIME & MATERIALS

BV has been providing building and civil engineering plan review and inspection and services since 2012 Orange County Public Works. BV is the Prime Consultant. Select projects include:



#### Rancho Mission Viejo (The Ranch) Development Plan Check

Bureau Veritas has provided plan check and map check review of various projects and backbone infrastructure associated with Planning Area 1 of the Ranch Plan. The 23,000-acre development is composed of 6,000 buildable acres. Bureau Veritas staff reviewed tentative maps, site development plans, rough grading and precise grading plans, Runoff Management Plans, hydrology and hydraulic studies, Water Quality Management Plans, revetment plans, storm drain plans, and street improvement plans, checking for conformance to the County of Orange standards and regulations, easements and right-of-way requirements and for conformance to the conditions of approval. BV is currently collaborating with OCPW as they prepare to begin the next Planning Areas of this development. The scope of these next phases includes the development of 3,313 gross acres (2,666 development acres and 647 open space acres), 7,500 maximum dwelling units, over 3.2 million sq. ft. of non-residential development, a 201 acre urban activity center, a 19 acre neighborhood activity center, and a 50 acre business park.

#### John Wayne Airport Terminals A and B

On behalf of Orange County Public Works, BV reviewed plans for the seismic strengthening of Terminals A and B of John Wayne airport for OCPW. The terminals were constructed with steel moment frame system in the 1970s. Each terminal is around 160,000 sf. After strengthening, both terminals will meet ASCE-41 criteria as essential facilities. In 2013, a seismic analysis was conducted to investigate the ability of JWA to maintain Essential Facility performance in Terminals A and B. The terminals were originally constructed with steel framing with flat and high bay arched metal roof systems that included brittle wide flanged-beam connections which lacked the ductility to withstand major earthquakes. The seismic strengthening and retrofit included improvements to architecture, electrical infrastructure, heating, ventilation, air conditioning, mechanical systems, lighting systems, ADA compliance, IT systems, security and closed circuit television (CCTV) systems, general aesthetics improvements, and fire sprinkler and alarm systems.

Key Project Team Members: Moe Heivand, Monte Bowers, Steve McCarthy

## 5. EXPERIENCE AND QUALIFICATIONS

### UPGRADE TO 29 EXISTING BUS STOPS DESIGN BUILD

#### City of Torrance

CITY CONTACT: CHONG PARK (AP CONSTRUCTION)  
ADDRESS: 130 S. MAIN STREET, LAKE ELSINORE, CA 92530  
EMAIL: CPARK@AP-CONSTRUCTION.COM  
TELEPHONE: 310.793.2310  
DATES OF SERVICE: 2019  
CONTRACT VALUE: \$63,000



Torrance Transit's Line 3 Rapid Bus route is an "East-West" bus line that operates from the South Bay Galleria in Redondo Beach, passes through Torrance, and runs all the way to the Long Beach Transit Mall (and vice versa) during peak service hours. The service is popular and useful for residents for traveling, work, school, shopping and other types of trips. Combined with the Transit's regular route 3 service, the line accounts for over half of Torrance's transit ridership. To further enhance Line 3 Rapid Bus service, LACMTA agreed to partially fund the fabrication and installation of 29 new shelters that are exclusive for Line 3.

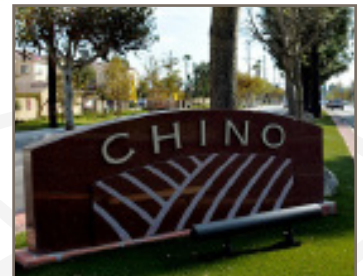
As part of a Design-Build project with AP Construction, BV's civil engineering and ADA compliance team upgraded 27 bus stops in the City of Torrance. BV worked closely with AP Construction and the City to provide project management, preliminary design, site survey coordination, preparation of construction documents, construction administration and prepare record drawings. Deliverables included: utility design and relocation, site survey, underground utility survey, ADA transition plan and specification preparation.

Key Team Members: Mehdi Keshmiri, Reza Soltani, Christian Chang, Orland Obterra

### ON-CALL ACCESSIBILITY DESIGN DRAFTING AND PLAN CHECK SERVICES

#### City of Chino

CITY CONTACT: KAREN CAMPBELL, PUBLIC WORKS PROJECT MANAGER  
ADDRESS: 13220 CENTRAL AVENUE, CHINO, CA 91710  
EMAIL: KCAMPBELL@CITYOFCHINO.ORG  
TELEPHONE: 909.334.3403  
DATES OF SERVICE: 2019 - 2021  
CONTRACT VALUE: TIME & MATERIALS



BV is currently providing on-call accessibility design, drafting, and plan check services for ADA grievance projects and pedestrian accessibility for public works capital improvement projects. The project includes scope, design, and construction of new improvement and alteration projects in compliance with Federal, State, and Local accessibility regulations; including ADA, California Building Code, and the City of Chino ordinances and policies.

Key Team Members: Mehdi Keshmiri, Reza Soltani



## 5. EXPERIENCE AND QUALIFICATIONS

### PLAN REVIEW, BUILDING INSPECTION, & PLANNING SERVICES

#### City of Lake Elsinore

CITY CONTACT: REMON HABIB, P.E., CITY ENGINEER  
ADDRESS: 130 S. MAIN STREET, LAKE ELSINORE, CA 92530  
EMAIL: RHABIB@LAKE-ELSINORE.ORG  
TELEPHONE: 951.674.3124, EXT. 213  
DATES OF SERVICE: 1992 - PRESENT  
CONTRACT VALUE: TIME & MATERIALS



BV has proudly provided as-needed public works plan review, water quality report review, and extension of staff services for nearly 30 years. Technical reviews have ensured that plans and maps are compliant with City ordinances, standards, conditions of approval, and the Subdivision Map Act, stormwater quality regulations, and local, state, and federal regulations. Among the many projects completed are public works plan review for the final phases of Canyon Hills Specific Plan and associated infill projects, as well as the 12-phase, 1,600 home Alberhill Ranch development.

Key Team Members: Monte Bowers, Michael Foreman, Bijan Shakiba

### CIVIL PLAN REVIEW, BUILDING / FIRE PLAN REVIEW AND INSPECTION SERVICES

#### City of Rancho Cucamonga

CITY CONTACT: MOISES ESKENAZI, SENIOR PLANS EXAMINER  
ADDRESS: 10500 CIVIC CENTER DRIVE, RANCHO CUCAMONGA, CA 91730  
EMAIL: MOISES.ESKENAZI@CITYOFR.C.US  
TELEPHONE: 909.591.9884  
DATES OF SERVICE: 2014 - PRESENT  
CONTRACT VALUE: TIME & MATERIALS



BV was selected to provide plan review and inspection services for the City of Rancho Cucamonga on an as-needed basis. Projects include single family residential, multi family residential, commercial tenant improvements, new commercial, additions, and others.

Key Team Members: Trang Huynh - Project Manager; Moe Heivand - Plan Review Engineer

## 5. EXPERIENCE AND QUALIFICATIONS

### AS-NEEDED MAP REVIEW AND PLAN REVIEW SERVICES

#### City of Murrieta

CITY CONTACT: BOB MOEHLING, P.E., CITY ENGINEER

ADDRESS: 1 TOWN SQUARE, MURRIETA, CA 92562

EMAIL: BMOEHLING@MURRIETA.ORG

TELEPHONE: 951.461.6036

DATES OF SERVICE: 1991 – PRESENT

CONTRACT VALUE: TIME & MATERIALS



BV has provided development review/processing and map review to the City since its incorporation in 1991. We have also provided architectural/building/fire plan review services, as well as staff augmentation for the Building Department.

Originally, when the City first incorporated, BV initiated policies and procedures for the transition of development cases from the County and were instrumental in writing the City's grading code and manual. Reviewed projects have run the full scale in size and type from improvement and grading plans and maps for large, low-density estate type subdivisions, to single commercial lots and single-family residences as well as drainage plans per RCFC&WCD's standards. Our plan review personnel have reviewed major road improvement projects, business parks, shopping centers, new residential housing developments, infrastructure, and public right-of-way projects. Staff assignments have included infrastructure, mass grading, roads, sidewalks, curb and gutter, underground utilities, AC overlay, sub grade, structural, and NPDES compliance. In addition, we have also been responsible for providing on-site extension of engineering staff to work with designers, developers, property owners, contractors, and permitting agencies to develop and condition projects.

Key Team Members: Craig Baptista; Monte Bowers, John Che, Michael Foreman

"I'm glad we have your firm's services. Your knowledge of the physical confines of the City is impressive and your work ethic is impeccable...Thanks for all your years of dedication to the City of Murrieta."  
Bob Moehling, PE, Engineering Manager, City of Murrieta

# 5. EXPERIENCE AND QUALIFICATIONS

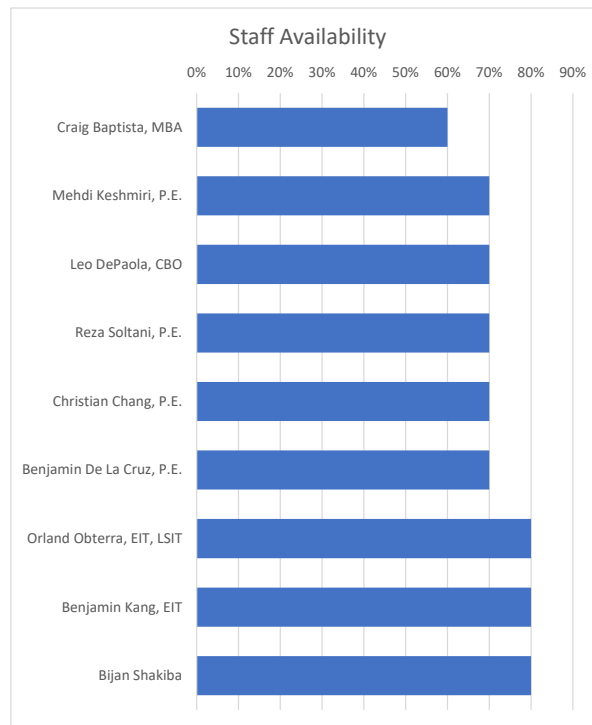
## ASSIGNMENT OF KEY PERSONNEL

BV has a robust team dedicated to providing the City of Hermosa Beach with exemplary Engineering Plan Checking Services. The firm’s team of expert professionals and the technical resources allow it to provide complete engineering department administration for jurisdictions both large and small. BV aims to partner with existing jurisdiction staff in a way which best complements their efforts and talents. In some instances, providing a plan review engineer “behind the counter” for two days a week is enough, while other jurisdictions may need a complete engineering department staff on-site for several years. BV has the capacity to seamlessly adjust its personnel and resources to facilitate both ends of the spectrum and everything in-between.

Partnering with BV provides the City immediate resources. As the demand on the agency increases, the firm supplements the additional workload by augmenting its resources. Because of the firm’s familiarity with the policies and procedures necessary for maintaining a engineering department, it has the ability to immediately begin assisting the jurisdiction with its engineering department administration needs. One of BV’s key assets is the depth of experience its staff possesses. Professional personnel with years of industry experience coupled with a wide-ranging collection of business resources allows BV to uniquely customize and focus on its client jurisdiction’s specific needs and requirements. BV has worked directly with jurisdictions in a variety of capacities and is familiar and comfortable working in the fast-changing pace of a growing city with evolving departments.

BV is adept at selecting and managing personnel from administrative to key management positions, using creative and leading-edge approaches to reaching successful solutions to tough problems. Because the firm’s back office deals with the public, they always display good interpersonal skills and listening skills, which are needed for assessing and understanding customers’ needs. BV’s’ management team is dedicated to serving the City of Hermosa Beach and providing the resources necessary to ensure successful Engineering Plan Review Services and other related services. The firm’s management team will directly oversee the review of submittal documents, bulletins, and change orders to assess compliance with the regulations contained in the various civil codes, and recommend action with respect to the permit.

Bureau Veritas’ staff availability for key personnel is outlined below:



## 5. EXPERIENCE AND QUALIFICATIONS

### Manuel “Craig” Baptista Vice President, West Region

#### EDUCATION

M.B.A.  
B.S., Business Management

#### REGISTRATIONS/ CERTIFICATIONS

Six Sigma Green Belt Certified  
OSHA 30  
United States Navy: Honorable  
Discharge

#### TENURE AT BV

7+

#### TOTAL YEARS OF EXPERIENCE

20+

Prior to joining Bureau Veritas, Craig served as Director of Operations and is a business professional experienced in leading multiple branch offices in various states. Craig has over 20 years of experience in the construction industry. He is results-oriented and has exceptional experience building and managing successful programs and relationships. He is a skilled communicator capable of articulating complex ideas in a concise and persuasive manner. Craig has proven experience as a facilitator of solutions for client problems and is a strategic thinker with the ability to translate vision into tactics. He is self-motivated, passionate and resourceful. Craig has expertise identifying client needs and is able to execute problems quickly by utilizing his professional business management skills. He is equally effective working independently or collaborating with others.

#### SELECT PROJECT EXPERIENCE

Craig has managed various projects as Director of Operations and successfully reduced operating expenses by 18% through implementation of a preventative maintenance program and establishment of a baseline repair cost matrix. He provided leadership, mentoring, direction and training for a 35 member Operations team that included Branch Managers, Project Managers, and other staff. He developed annual business plans, market strategies, operations and sales goals which resulted in year over year growth. Craig has worked on various significant projects, including, but not limited to:

- Apple Campus II in Cupertino, CA
- Cal Trans - Bay Bridge Project in Oakland, CA
- Tesla Gigafactory in Sparks, NV
- Souza Construction - Lemoore Naval Air Station Project in Fresno, CA
- Advance Range Solution - Fort Hunter Liggett in Jolon, CA
- Hensel Phelps - Mule Creek Prison in Lone, CA

#### Vice President, Facilities - West Region

##### Bureau Veritas North America, Inc.

##### 2015 - Present

Serves as Vice President for the West Coast code compliance division. Manages over 50 employees throughout California, Arizona, Nevada, Washington, and Utah. Oversees plan review and inspection activities to ensure BVNA has ample resources to meet turnaround times and provide quick response to inspection requests. Works directly with plan review team to gain efficiencies in turnaround times. Effectively reduced the number of reviews by promoting direct contact with designers and municipalities to remedy code deficiencies during the first and second reviews, allowing our team to approve projects during the second submittal phase.

## 5. EXPERIENCE AND QUALIFICATIONS

### Mehdi Keshmiri, MS, P.E., QSD/P Lead Civil Engineer / Project Manager

#### EDUCATION

M.S., Civil Engineering  
B.S., Civil Engineering

#### LICENSES/CERTIFICATIONS

Registered Civil Engineer:  
CA, #C84833  
Qualified SWPPP Developer (QSD)  
- 09933  
Qualified SWPPP Practitioner  
(QSP)

#### TENURE AT BV

4+

#### TOTAL YEARS OF EXPERIENCE

18+

Mehdi is a results-driven civil engineering director with over 19 years of experience in public work projects, educational, residential, commercial, industrial, and land development projects. Throughout his career he has demonstrated a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities. Mehdi has proven expertise in stormwater design and manages and completes these type of projects within budget and on schedule, with emphasis on quality control and adherence to codes and standards.

#### SELECT PROJECT EXPERIENCE:

##### Project Manager

##### **City of Chino On-Call Accessibility Design Drafting and Plan Check Services, Chino, CA**

On-call accessibility design, drafting and plan check services for ADA grievance projects and pedestrian accessibility for public works capital improvement projects. The project included scope, design and construction of new improvement and alteration projects in compliance with Federal, State and Local accessibility regulations; including Americans with Disabilities Act, California Building Code and the City of Chino ordinances and policies.

##### Project Manager

##### **Los Angeles Community College District Stormwater Projects, Los Angeles, CA**

Provided civil engineering design services at two LACCD campuses - Southwest College and West Los Angeles College. Projects included installation of an underground infiltration system, installation of drainage improvements, installation and integration of grate inlets, design of a new maintenance and operations vehicle wash down area, and improvement to stormwater drainage.

##### Civil Engineer

##### **Department of General Services – Department of State Hospitals - Coalinga State Hospital Hydronic Loop Replacement. Coalinga, CA**

Civil engineering design for extensive new piping in concrete utilidors throughout the campus. The working drawings show the designed pipe support and anchor locations, expansion joint locations, and details of applicable components required pertaining to acceptable products. Our engineering team developed technical specifications supporting all recommended products and installation requirements, in accordance with all OSHPD 1 regulatory requirements.

##### Lead Civil Engineer

##### **Electrify America Vehicle Charging Stations Site Design, Reston, VA**

Coordinated with others to provide site validation services and is now providing utility coordination services. Will also help determine and coordinate the sites that need complex right of way work and have cross bore scope involved. Over 80 sites are anticipated throughout California.

# 5. EXPERIENCE AND QUALIFICATIONS

## Leo DePaola QA/QC Manager

### EDUCATION

A.A., General Studies

### REGISTRATIONS/ CERTIFICATIONS

ICC Certified:

Building Official  
Building Plans Examiner  
Building Inspector  
Electrical Inspector  
Plumbing Inspector  
Mechanical Inspector  
Post Disaster Evaluator  
Green Building Professional  
Green Point Rater

### TENURE AT BV

4+

### TOTAL YEARS OF EXPERIENCE

28+

Leo has 28+ years of experience as a manager, inspector, plan reviewer, code enforcement supervisor, and building official. With expansive industry knowledge and strong customer relations skills, Leo is a valuable member to any professional team.

### SELECT EXPERIENCE

#### Assistant City Administrator / Manager

##### City of Oroville

February 2020 - September 2020

Primary responsibility was management of public works, building, planning and code enforcement for the City of Oroville.

#### Director of Operations

##### Bureau Veritas

2020 - Present

Responsible for divisional day-to-day operations and provides support to business unit managers throughout the region.

#### Operations Manager / Building Inspector

##### Bureau Veritas

2018 - Present

Was instrumental in establishing and managing operations of new Bureau Veritas office in Santa Rosa, CA in support of the City of Santa Rosa's fire recovery efforts. Led efforts to expand BV personnel and additional clients and provided residential and commercial building inspection services.

#### Community Development Director / Building Official

##### City of Chico

Served in a multi-faceted role overseeing planning and execution of inspections for residential and commercial construction projects. Provided leadership and supervision for the department. Assisted with preparing, managing, and allocating department budget.

#### Building Inspector

##### City of San Rafael

Conducted commercial plan review and resale inspections. Also performed services as a code enforcement supervisor.

#### Fire Inspector/Building Official

##### City of St. Helena

Performed plan review and building inspection services. Worked on ordinance developments. Served as project manager for the Carnegie Library renovation.

## 5. EXPERIENCE AND QUALIFICATIONS

### Reza Soltani, P.E.

Civil Engineer / Plan Review Engineer

#### EDUCATION

B.S., Civil Engineering

#### LICENSES/CERTIFICATIONS

Registered Civil Engineer:

CA, #76402

#### TENURE AT BV

2+

#### TOTAL YEARS OF EXPERIENCE

18+

Reza has over 18 years of experience in civil engineering of storm water management projects throughout California. Reza is able to balance support for multiple concurrent priorities while maintaining and developing effective working relationships with clients, governing agency personnel, construction teams and colleagues. He possesses a broad range of technical effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions. One of his greatest strengths is his ability to deliver projects within agreed upon timelines and to gain an understanding of the client's objectives.

#### SELECT PROJECT EXPERIENCE:

##### City of Chino

##### On-Call Civil Engineering and Accessibility Design Drafting Services, Chino, CA Project Manager

On-call accessibility design, drafting and plan check services for ADA grievance projects and pedestrian accessibility for public works capital improvement projects. The project includes scope, design and construction of new improvement and alteration projects in compliance with Federal, State and Local accessibility regulations; including Americans with Disabilities Act, California Building Code and the City of Chino ordinances and policies.

##### Project Manager

##### IRWD Professional Office Irvine, CA

Project Manager for proposed office building and parking lot on 5 ac. Property. Demolition of existing street and wet utilities. Relocation of about 150 LF of sewer and 250 LF of water utilities for new site layout. Proposal of about 1,000 LF of storm drain utilities.

##### Project Manager

##### Vista Ridge Apartments Vista, CA

Project Manager for 14 ac. apartment site. Grading, street and wet utility improvements. New public sewer, domestic and fire water infrastructure. Water hydraulic analysis.

##### Project Manager

##### Ocean Place Seal Beach, CA

Project Manager for 10 ac. Single family and Public Park site. Grading, street and wet utility improvements. Demolition of wet utilities and relocation. Sewer and water hydraulic analysis.

# 5. EXPERIENCE AND QUALIFICATIONS

## Christian Chang, P.E. Civil Engineer / Plan Review Engineer

### EDUCATION

B.S., Civil Engineering

### LICENSES/CERTIFICATIONS

Registered Professional Engineer:  
CA, #74559

### TENURE AT BV

2+

### TOTAL YEARS OF EXPERIENCE

19+

Christian has more than 19 years of experience in a variety of projects from transit to highway and utility projects. He has worked on many high profile projects for well-known agencies including Metro, Caltrans, OCTA and Sempra. In these projects he successfully fulfilled his duties in his capacity as a civil engineer. Christian's work in the design of rail, light rail and highway projects is especially notable for utilizing the industry standard software to produce drawings and deliverables. He is skilled in Microstation, Inroads, Autocad and Civil 3D. Many of his projects have utilized the increasingly preferred design-build standard of delivery. He is familiar with municipal, state, and federal codes, guidelines, and standards for small and large engineering projects. He has performed quality control in his infrastructure projects and has familiarity with ISO-9001 standards for quality control of engineering plans. He is adept at collaboration and performing quality control with large teams.

### SELECT PROJECT EXPERIENCE:

#### Project Engineer

#### Los Angeles County Metropolitan Transportation Authority (Metro) Center Street Project Design Build

Currently providing civil engineering for the single-story, 26,000 sq. ft, \$100M essential facility with three floors of enclosed space built over at least 91 at-grade parking spaces that will house Metro's new Emergency Operations Center (EOC) and Security Operations Center (SOC) while accommodating a 50-year expansion within the allocated project budget. Civil engineering services include storm drain design, sewer design, water system design and street improvements.

#### Utility Coordinator

#### Caltrans I-405 Widening Project

#### Orange County

As a utility coordinator on the design-build team for the widening of 13 miles of the I-405 freeway, from SR-73 to I-605, coordinated utility designs and removals for client with all utility owners and stakeholders. Created concepts for utility relocations in challenging locations while adhering to the exacting schedules of a large design-build project and meeting the QA/QC goals of the project.

#### Lead Project Engineer

#### Caltrans I-405/SR-22 HOV Connector

#### Santa Ana, CA

In a fast paced design build project, was responsible for utility coordination, location and relocation. Identified pothole locations for critical utilities. Conducted extensive quality assurance and control for the project to assure outstanding product. Lead drainage and utility designer for PS&E preparation for two roadway improvements surrounding the San Bernardino International Airport in preparation for conversion from military to civilian/commercial service. As lead designer Mr. Chang supervised the work of numerous CAD designers. Under extremely fast-track schedules coordinating all drainage and utility improvements with 15 stakeholders adjacent to the future commercial airport.



## 5. EXPERIENCE AND QUALIFICATIONS

### Benjamin De La Cruz, P.E. Civil Engineer / Plan Review Engineer

#### EDUCATION

B.S., Civil Engineering

#### LICENSES/CERTIFICATIONS

Registered Professional Engineer:  
CA, #58892

#### TENURE AT BV

2+

#### TOTAL YEARS OF EXPERIENCE

28+

Benjamin has over 28 years of experience in civil engineering design and project management. His project management experience includes overseeing building construction, quality control, inspection, and overall project cost estimates. Civil engineering design experience includes grading plans for sewers, water and storm drains, erosion control plans, site dimension control (horizontal and vertical control measurements) and standard urban stormwater mitigation plan and low impact development.

#### SELECT PROJECT EXPERIENCE:

##### Civil Engineer

##### Los Angeles County Metropolitan Transportation Authority (Metro) Center Street Project Design Build

Civil engineering for the single-story, 26,000 sq. ft, \$100M essential facility with three floors of enclosed space built over at least 91 at-grade parking spaces that will house Metro's new Emergency Operations Center (EOC) and Security Operations Center (SOC) while accommodating a 50-year expansion within the allocated project budget. Civil engineering services include storm drain design, sewer design, water system design and street improvements.

##### Waterlines from Grand Ave to Lincoln Ave

Public Works

Corona, CA

##### Limonite Pearl Community

Jurupa, CA

##### Arantine Hills Sewer Force Main

Public Works

Corona, CA

##### 100 plus Homes Tract 36533

Corona, CA

##### Water System Improvements

Public Works

Corona, CA

##### Saint Joseph Dormitory

Camarillo

Los Angeles, CA

## 5. EXPERIENCE AND QUALIFICATIONS

### Orland Obtera, EIT, LSIT Civil Project Manager / Plan Reviewer

#### EDUCATION

B.S., Civil Engineering

#### LICENSES/CERTIFICATIONS

CA Engineer-in-Training, 113805

CA Land Surveyor-in-Training,  
6100

OSHA 30 Hour Certificate

#### TENURE AT BV

2+

#### TOTAL YEARS OF EXPERIENCE

26+

Orland is an accomplished project manager with more than 26 years of success across the management of civil engineering, architectural, logistics, transportation, educational and aviation industries, within various public agencies. He has extensive experience in leading projects as part of the program management team. He is thoughtful and creative in his approach to solving clients' challenges and works to break free from stagnation and reignite growth, leading to successful implementation. He believes in finding solutions to project challenges, providing added value to the project team. His approach is to work as an extension of the clients' staff. He wants people and projects to succeed, understanding their success is his success. He is currently serving as civil project manager with the design build team for the Los Angeles Metro Center Street Project.

#### SELECT PROJECT EXPERIENCE:

##### Civil Project Manager

##### Los Angeles County Metropolitan Transportation Authority (Metro) Center Street Project Design Build

Currently providing civil engineering for the single-story, 26,000 sq. ft, \$100M essential facility with three floors of enclosed space built over at least 91 at-grade parking spaces that will house Metro's new Emergency Operations Center (EOC) and Security Operations Center (SOC) while accommodating a 50-year expansion within the allocated project budget. Civil engineering services include storm drain design, sewer design, water system design and street improvements.

##### Project Manager/Scheduler

##### San Diego Unified School District (SDUSD) Grant K8 Field and Room Alterations Mann Middle School Planning and Site Modernization Phase I, TRACE Relocatables, Grant K8 Security Fencing

Prepared weekly updates using Microsoft Projects of project schedule for reports to management and sponsors.

The following projects were completed prior to joining the Owen team:

- OCTA/SR 57 Expansion Project
- South Mission Valley Trunk Sewer
- Imperial Beach Yard Improvement
- Wawona Tunnel Utility Improvement
- Mohler Loop Electrical Improvements
- Summit Sewer Study
- Rainbow Water District Sewer Study
- Concrete Pads, China Lake
- Camp Wilson Lift Station and Wastewater Pipeline
- Area 25 Water Pipeline Replacement at MCB Camp Pendleton
- 29 Palms Force Main Sharp Substation Oil Containment Project

## 5. EXPERIENCE AND QUALIFICATIONS

### Benjamin Kang, EIT Civil Engineer Designer / Plans Reviewer

#### EDUCATION

B.S., Civil Engineering

Mr. Benjamin Kang is an experienced Civil Engineering Designer. He received his Bachelor of Science in Civil Engineering from California State Polytechnic University, Pomona, in 2014. He is skilled in AutoCAD, StormCAD, CivilD, and Civil3D.

#### LICENSES/CERTIFICATIONS

Engineer-in-Training 175779

#### SELECT PROJECT EXPERIENCE:

##### Civil Designer LAUSD ADA Barrier Removal Program Various Locations Los Angeles, CA 2018-Ongoing

This project involved the removal of various barriers to travel for accessibility code compliance. This includes the design of pedestrian and curb ramps, parking areas, and paths-of-travel to meet ADA compliance for numerous LAUSD schools. As a senior civil engineer, Mr. Kang was the Civil Designer for; Patrick Henry, O'Melveny, 6th Avenue, Westchester, and Taper.

#### TENURE AT BV

4+

#### TOTAL YEARS OF EXPERIENCE

4+

##### Civil Designer LAUSD International Studies Learning Center South Gate, CA 2018 - Ongoing

This project involved the design of a new traffic signal at Atlantic Boulevard and Chakemco Street for the LAUSD's International Studies Learning Center. Mr. Kang assisted with coordination with SCE and City of South Gate for the new electric meter and service. He worked with LAUSD and City of South Gate to present all design options.

##### Civil Designer Redondo Beach Deferred Maintenance Yard Restrooms Redondo Beach, CA 2019 - Ongoing

Mr. Kang worked on design services for proposed deferred maintenance yard restroom in Redondo Beach, which involve performing interior and exterior work to the path of travel, maintenance facility paving and restrooms. Work included additions and replacements to the areas such as Men's and Women's restrooms, Office, Office Restroom, Garage and Yard.

##### Civil Designer Redondo Beach Avenue C Restrooms Redondo Beach, CA 2019 - Ongoing

Mr. Kang provided civil design services for the Avenue C Restrooms which included interior and exterior improvements to the restrooms facilities, path of travel and maintenance facilities. Mr. Kang assisted with the design and construction documents.

## 5. EXPERIENCE AND QUALIFICATIONS

### Bijan Shakiba

#### Engineering Plan Reviewer/ Technician

##### EDUCATION

B.S. Civil Engineer  
A.A., Communication  
Construction and Project  
Management Certificate

##### TENURE AT BV

3+

##### TOTAL YEARS OF EXPERIENCE

36+

Bijan is a Civil Engineer with 35+ years of experience in the industry. He has advanced skills in design, inspection, and project management. He has experience with construction management for Water & Wastewater facilities Capital Improvement Plan (CIP) projects as well as water utilities and water distribution work. Bijan is highly knowledgeable with the principles and practices of civil engineering and architecture. He is intimately familiar with the federal, state, and local construction codes and regulations related to the practices of civil engineering, building construction, inspection, planning, zoning, and development. Bijan has experience working with Caltrans and the Federal Highway Administration (FHWA). He is skilled at report writing and is knowledgeable with Caltrans Standard Drawings and Standard Specifications.

##### SELECT PROJECT EXPERIENCE:

###### Civil Engineering Plans Examiner

###### Bureau Veritas North America, Inc.

###### September 2018- Present

Plan review Public Improvement and grading plans for private contract or public contract projects for City of Murrieta, City of Lake Elsinore and Riverside County. Review drainage/ hydrology reports, easement documents, Cost estimates, and water quality technical Reports.

###### Associate Construction Manager

###### The City of La Mesa-Public Works/Engineering

###### March 2018 - September 2018

Performed professional level engineering inspection in support of the city's public works engineering services and activities including construction activities such as pre-con meeting, construction change orders, RFI's. Provided detail report on the project status. Under construction through management software virtual project manager (VPM). Organized construction progress meeting biweekly as construction progresses. Reviewed and approved construction monthly invoices for payment and other project documentation records. Participated in final walk through and accept the project. Provided construction management inspection for City of La Mesa.

###### Project Manager/Inspector

###### City of San Diego, Public Works/Engineering

###### 2006 - 2017

Provided Design Team Leadership and Project Management for public works contracts, including budget, contract amendments, and scheduling. Managed construction of capital improvement projects and public works projects, including site surveys, scheduling, construction, plan and specifications preparation, bid and on-site observation. Prepared reports and cost estimates. Served as field representative monitoring progress toward project completion. Participated in pre-bid conferences, contract awards, preconstruction, field observations, construction progress, and equal opportunity meetings; final walk through and acceptance of work. Coordinated traffic related issues, including studies for proposal Caltrans analysis projects and traffic control plans.

# 6. REQUIRED FORMS

## 7.2 Required Forms

### 7.2.1 Certification of Proposal

**RFP #:** 22-011

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: #1 (10/25/22)

Addendum: #2 (11/2/2022)

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Craig Baptista

Printed Name and Title:

Craig Baptista, MBA - Vice President, Facilities West Region

# 6. REQUIRED FORMS



## City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254-3885

### ACKNOWLEDGEMENT OF ADDENDUM No. 1

#### On-Call Plan Checking Services RFP No. 22-011

Complete and sign this acknowledgement form. Submit and enclose the acknowledgement in your proposal. Failure to do so may result in disqualification of your firm's proposal.

The undersigned acknowledges receipt of **Addendum No. 1** dated October 25, 2022.

ATTEST:

A handwritten signature in blue ink that reads 'Craig Baptista'.

Principal:

Bureau Veritas North America, Inc.

Address:

220 Technology Drive, Suite 100, Irvine, CA 92618

By:

Craig Baptista, MBA

Title:

Vice President, Facilities West Region

# 6. REQUIRED FORMS

RFP 22-011

City of Hermosa Beach



## 7.2.2 Non-Collusion Affidavit

RFP #: 22-011

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

—  —

Printed Name and Title:

Craig Baptista, MBA - Vice President, Facilities West Region

## 6. REQUIRED FORMS

RFP 22-011

City of Hermosa Beach



### 7.2.3 Compliance with Insurance Requirements

RFP #: 22-011

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

 \_\_\_\_\_

Printed Name and Title:

Craig Baptista, MBA - Vice President, Facilities West Region



# 6. REQUIRED FORMS

RFP 22-011

City of Hermosa Beach



7.2.4 Acknowledgement of Professional Services Agreement

RFP #: 22-011

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

No exceptions  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Authorized Representative:

Craig Baptista \_\_\_\_\_

Printed Name and Title:

Craig Baptista, MBA - Vice President, Facilities West Region

## 6. REQUIRED FORMS

November 8, 2022

Suja Lowenthal, City Manager

City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254

RE: Mandatory COVID-19 Vaccination for City of Hermosa Beach Consultants

Dear Ms. Lowenthal:

Per this letter, Bureau Veritas North America, Inc. certifies that all of its officers, agents, employees, subcontractors, representatives and volunteers servicing the City of Hermosa Beach on-site within the City pursuant to RFP 22-011 dated October 11, 2022, are or will be fully vaccinated or covered by an approved medical or religious exemption prior to the implementation of the scope of work located within the above referenced agreement.

Respectfully,



Craig Baptista, MBA, Vice President - Facilities Division, West Region

Bureau Veritas North America, Inc.

220 Technology Drive, Suite 100, Irvine, CA 92618

P. 916.514.4516 (Direct) | 916.291.9151 (Mobile)

E. craig.baptista@bureauveritas.com

## 7. COST PROPOSAL

Per the RFP's instructions the Fees have been sealed separately for submission.





**BUREAU  
VERITAS**

220 Technology Drive, Suite 100  
Irvine, CA 92618

[www.bvna.com](http://www.bvna.com)

# 7. COST PROPOSAL

## SCHEDULE OF FEES

Our pricing reflects our commitment to the success of your project by helping you maintain significant quality and cost saving benefits moving forward.

These include:

- Reduced turnaround times and quick response time
- Highly qualified staff
- Confidence of working with a well-established consultant in business for 194+ years
- Plan Reviewers are ICC Certified

### Rates for services are outlined below\*:

PLAN REVIEW SERVICES	HOURLY RATE
Project Manager	\$160/hr
Senior Structural Engineer	\$170/hr
Structural Engineer	\$155/hr
Senior Civil Engineer	\$165/hr
Civil Engineer	\$145/hr
Project Coordinator	\$80/hr
CASp	\$145/hr
Associate Plan Check Engineer / Plans Examiner	\$135/hr

\*Expedited plan review will be billed at 1.25x the standard rate

\*Rates presented are non-union / non-prevailing wage

\*Rates are subject to annual increase in accordance with CPI