May 9, 2016

City Clerk
City of Needles
817 Third Street
Needles, CA 92363

Re: RFP Medical Marijuana Facilities Land Use Entitlement, Development Review, and Building Consultant

To Whom It May Concern,

Bureau Veritas North America, Inc. (BVNA) is pleased to submit our proposal for **land use entitlement, development review, and building consultant services for medical marijuana facilities** to the City of Needles. We take great pride in our ability to provide exemplary services to our clients and believe we are the ideal choice for the City.

BVNA has assisted jurisdictions throughout the Western United States with plan review of medical marijuana facilities. We have the expertise and ability to provide the City of Needles with an in-house plan reviewer, inspector, and project manager for the medical marijuana facilities. Additionally, our plan review technical centers can assist by conducting reviews electronically or via hard copy plans in BVNA offices.

Our capabilities include:

- Building plan review
- Building inspection
- Development review
- Construction inspection
- Land use entitlement
- Fire plan review
- Fire inspection
- Permitting assistance
- Code consulting
- Third party plan review
- Annual inspections

Additionally, BVNA has assisted clients by creating and implementing inspection programs.

On the following pages we have included our proposed project manager, Ed Kulik, as well as our support staff information. Resumes of each individual can be provided upon request. Case studies and references are also included. Finally, our proposed fee schedule is shown on the last page.

We are available to discuss our proposal, qualifications, project team, or fees should the City of Needles request.

180 Promenade Circle, Suite 150
Sacramento, CA 95834
T 916.725.4200
F. 916.725.8242

For this proposal I will be the main point of contact and can answer any questions that the City may have.

BVNA looks forward to a successful, professional relationship with the City of Needles by augmenting the department's staff, promoting transparency in our work, improving efficiencies and exceeding your expectations.

Sincerely,

Craig Baptista
Director of Operations
180 Promenade Circle, Suite 150
Sacramento, CA 95834
P. 916.514.4516
E. craig.baptista@us.bureauveritas.com

Edward Kulik, Project Manager, Plans Examiner and Inspector

Education

Certification:

Public Policy and Management

OSHA General Industry Outreach Trainer

OSHA Construction Outreach Trainer

Construction Technology

Certified Cost Estimator

Registrations/Certifications

ICC Certified:

Accessibility Inspector/Plans Examiner

Building Inspector

Building Plans Examiner

Certified Building Code Official

Certified Building Official

Certified Housing Code Official

Disaster Response Inspector

ICC/AACE Property Maintenance & Housing Inspector

Post-Tensioning Level 1 Installer

Post-Tensioning Inspector

Housing Code Official

PC 832 Arrest, Search, Seizure and Firearms Certification

Manufactured Home Installations and Inspections by State of Arizona Office of Manufactured Housing

Professional Affiliations

International Code Council (ICC)

Post-Tensioning Institute (PTI)

Total Years of Experience

30+

Edward is a motivated and effective building official, plans examiner, and inspector with over 30 years of experience. He has worked in all levels, types and scales of construction, facility and building undertakings. Edward is talented in organizational management, he has extensive experience in managing budgets up to $2.6 million and has managed divisions with more than 21 employees and sub-contractors.

Additionally, Edward is technologically advanced and has outstanding presentation skills, relationship building skills, and problem solving abilities. He has a high level of integrity and works well in teams or individually. Edward also has strong interpersonal communication and written skills. He is an active listener with excellent negotiation and conflict resolution abilities.

Select Project Experience

Chief Building Official, Fire Code Official and Code Compliance Manager

City of Goodyear

2006 - 2016

Served as division head of building safety division, managed and coordinates activities of code compliance, building safety, fire prevention, and business licensing. Provided administration and supervision of all operational programs. Responsibilities included budget control, development of strategic objectives, and other functions relating to plan review, inspections, permit administration, operations and maintenance of all processes. Monitored team performance and prepared performance improvement plans. Supervised third party inspectors, developed process and technological system improvements, and provided training and promotes continued education for all team members. Managed work flow to exceed quality service goals, implemented systems to improve process efficiency and reduced project duration. Served as client liaison and provided effective communication between customers and internal departments as well as responded to citizens' request and complaints. Developed annual budget report and code amendments for City Councils' review and approval.

Building Inspection Supervisor

City of Goodyear

2004 - 2006

Served as building inspection supervisor and assisted the chief building official with daily operational functions in the building safety division. Performed inspection services for commercial construction, including medical facilities and large scale distribution warehouses. Coordinated daily field activities of the inspections, conducted training sessions and verified inspection records of team members. Prepared written reports, inspection policies and procedures. Evaluated inspectors and conducted plan review as required. Assisted in preparing budget reports for the department.

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BUREAU VERITAS

Management Team

Craig Baptista
Project Director

Ralph Garcia, C.B.O.
Business Development Manager

Ed Kulik
Project Manager

Building Safety Staff

Plan Review Engineers
William Mancini, S.E.
Eric Rodriguez, S.E.
Mohammad Heivand, P.E.
Davison Chanda, P.E.
Ziad Doudar, P.E.
Boniface Simbwa, P.E.
Ali Soheili, P.E.
Amir Amiri, P.E.
Cristian Son, P.E.
Robert Chang, P.E., C.B.O.
Kirk Miya, P.E.

Plans Examiners
Craig Hofeldt
David Gavranich, E.I.T.
Rick Mauldin
Neil Tuong, E.I.T.

Inspectors
Robert Petrillo
Ray Scarla
Charlie Rose
Ed Peaser, C.B.O.
Craig Hofeldt
Peter John
Jerry Plank
Nancy Martinez
David Shields
Denise Zuranski
Dennis Hutnik

Fire Protection Staff
Anne Bland
Fatima Ibrahim

Civil Staff

Civil Plan Review Engineers
William Bixby, P.E.
Monte Bowers, P.E.
John Che, P.E., Q.S.D./Q.S.P.
Steven Beswick, P.E.
Joe Aroyo, P.E.

Plan Reviewers
Michael Foreman, P.L.S.
Anthony Small
Steve McCarthy

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City of Las Vegas

Plan Review Services

Michael Bouse
333 N. Rancho Drive
Las Vegas, NV 89106
T. 702.229.6251 / F. 702.382.1731

Dates of Service: **2014 - Present**

BVNA was selected to provide as-needed plan review services for the City of Las Vegas. Our team provides in house plan review when requested as well as outside plan review. Our reviewers have reviewed more than 150 projects for the City.

BVNA assisted the City with plan review of numerous medical marijuana facilities.

City of Phoenix

Plan Review and Inspection Services

Don Brown, Supervisor for the Annual Facilities Permit Program
438 West Adams Street, Phoenix, AZ 85003
Phone: (602) 534-6832 / Fax: (602) 534-5857
Email: donald.w.brown@phoenix.gov

Dates of Service: **2012 - Present**

Bureau Veritas North America, Inc. is currently providing in-house building plan review and building inspection services for the City of Phoenix. Projects include new and existing residential as well as new and existing commercial structures. Our team provides in house plan review services for various disciplines and departments within the City. Our inspectors report to the City to conduct daily inspections of residential and commercial structures.

City of Corona

Building, Engineering, and Fire Plan Review and Inspection Services

Rebecca Wisniewski, Deputy Building Official / Plan Check Manager
P. 951.279.3568, E. Rebecca.Wisniewski@ci.corona.ca.us

Jorge Alvarado, Assistant Engineer
P. 951.739.4816, E. Jorge.Alvarado@ci.corona.ca.us

Dates of Service: **2010 - Present**

Bureau Veritas is currently providing building, fire, and engineering plan check, building inspection, and counter technician services for projects throughout the City. We also provide on-site extension of staff as necessary, including a registered civil engineer to assist with an immediate need for building plan check.

Our team is currently providing a part time building official to assist with the transition of the City's internal position.

BVNA assists the City in providing plan review services for small residential solar energy projects. Our team utilizes BVnet to take in projects electronically. Plans are then reviewed within 24 hours and comments are returned to the applicants. This system assists the City in meeting the requirements of AB 2188 for fast turnaround of these small solar energy projects.

Orange County Public Works

Building and Civil Engineering, Plan Review and Inspection Services

Rose Fistrovic, Associate Development Control Manager
T. 714.667.8858, Rose.Fistrovic@ocpw.ocgov.com

Hadi Tabatabaee, Building Official
T. 714.667.8843, hadi.tabatabaee@ocpw.ocgov.com

Dates of Service: **2012 - Present**

Rancho Mission Viejo (The Ranch) Development Plan Check
Bureau Veritas is currently providing 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 review 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.

California State University, San Jose

Inspection Procedures for Campus Village Phase 2

Chirag Panchal, Project Manager
T. 408.781.2200
cpanchal@ocmi.com

BVNA was selected to prepare an inspection procedures manual to guide the contractor and inspection staff during the construction of the Campus Village Phase 2 project and future projects. Our team compiled a manual intended to train and guide inspectors when performing inspections, overseeing special inspections, and monitoring construction.

City of Lake Elsinore

Map Check, Improvement, and Grading Plan Check

Dates of Service: **1992 – Present**

BVNA has provided as-needed public works plan review, water quality report review, and extension of staff services for more than 25 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. Currently, we are providing public works plan review for the final phases of Canyon Hills Specific Plan and associated infill projects. The infill projects include rough grading, street improvements, storm drains, detention basins, and related reports. We are also providing public works plan review for the 12 phase, 1,600 home Alberhill Ranch development. This 500+ acre master planned hillside development includes extensive park and recreation elements. As part of our responsibilities we separated CFD-funded reviews from in-tract reviews, advised the developer on County drainage standards prior to starting design to facilitate plan conformance and approvals, reviewed that the regional detention basin design supported both current conditions and the future development's expansion.

Scope of Work

Plan Review

When notified by the jurisdiction, Bureau Veritas North America, Inc. (BVNA) shall perform plan review services. Plan review services shall consist of the review of plans and documents for compliance with jurisdiction adopted or enforced codes and regulations. Plan review services will be provided in accordance with accepted standards of practice for governmental plan review and in conformance with the policies, procedures, interpretations, and practices of the jurisdiction.

Plan review services covered under this agreement will be performed at the City of Needles and/or in the offices of BVNA. Plan review can be provided as full review, partial review, or discipline specific, as requested by the jurisdiction for each project.

Plan review services may include the review of:

- Non-structural fire and life safety plans examination
- Structural plans examination
- Electrical, mechanical, & plumbing code plans examination
- Disabled access code plans examination
- Green building code plans examination
- Energy code plans examination
- Fire sprinkler and alarm plans examination
- Fire code compliance

If corrections are required, BVNA will prepare comment or correction letters. The correction letter shall describe each required correction or addition, and reference the applicable code section. Letters will be distributed as directed by the jurisdiction.

If plans are recommended for approval, BVNA shall transmit to the jurisdiction the required number of sets of plans and associated documents with the plans stamped "Reviewed for Code Compliance" to indicate that the plans have been reviewed by BVNA and found to be in substantial compliance with applicable codes.

Electronic Plan Review

At the request of the jurisdiction, BVNA can provide electronic plan reviews. BVNA can utilize the system preferred by the jurisdiction, or can provide electronic review simply using PDF software.

Third Party Review

This is an optional method to accomplish the plan review for applicants that desire preliminary plan reviews or have expediting needs due to project time constraints.

This method allows the designer to work with plan review staff early in the design process to avoid code problems that could lead to extensive redesign of completed plans. It also allows the permit applicant to pay for review services directly to BVNA, independent of the normal jurisdiction plan review fee.

With approval of the Building Official, BVNA can provide third-party plan reviews/inspections. BVNA shall be solely responsible for the collection of any third-party fees.

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Inspection Services

When notified by the jurisdiction, Bureau Veritas North America, Inc. (BVNA) shall perform site inspection services to verify substantial compliance with approved plans and jurisdiction adopted codes and regulations. Inspection services will be provided in accordance with accepted standards of practice for governmental inspection and in conformance with the policies, procedures, interpretations, and practices of the jurisdiction.

Inspection services may include the following elements:

- Non-structural fire and life safety
- Structural
- Electrical, mechanical, & plumbing
- Disabled access
- Green building
- Energy
- Fire sprinkler and alarm
- Fire code compliance

Building Inspectors provided by Bureau Veritas North America, Inc. shall perform the following services:

1. Become familiar with approved project plans and documents prior to inspection.
2. Conduct site inspection using safe work practices.
3. Identify areas of non-compliance.
4. Prepare correction notice and/or discuss non-complying items and solutions with jobsite superintendent.
5. For serious violations, notify Building Official and issue stop work notice in accordance with jurisdiction policies and procedures.
6. Provide reinspections as necessary to address non-complying items.
7. Provide inspection records in accordance with jurisdiction policies and procedures.
8. When requested by the jurisdiction, coordinate inspections with fire, health, and other government agencies, as applicable to the project.

Permit Technician Services

When notified by the jurisdiction, Bureau Veritas North America, Inc. (BVNA) shall provide on-site permit technician services. Permit technician services will be provided in accordance with the policies, procedures, and practices of the jurisdiction.

Permit technician services may include:

- Interface with the public, internal staff, and related departments
- Review permit applications for completeness
- Accept, login, and route plans
- Calculate and/or collect fees
- Issue permits
- When authorized, review and issue counter permits
- Maintain permit records
- Use jurisdiction permitting programs and/or software, where applicable

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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 plan review turnaround times and quick inspection response time
- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Highly qualified staff
- Confidence of working with a well-established consultant in business for 185+ years

Hourly rates for project personnel are outlined below:

Staff Level Classifications	Hourly Billing Rate*
In House Plan Reviewer / Inspector / Project Manager	$150
Outside Services, If Needed	
Senior / Structural Plan Check Engineer	$140
M/E/P Plan Check Engineer	$125
Senior Plans Examiner	$110
Plans Examiner	$105
Inspector	$95
Permit Technician	$70
Senior Civil Engineer	$160
Public Works Inspector	$105 (non-prevailing wage)
Engineering Technician	$65
Fire Marshal	$140
Fire Protection Engineer	$120
Plans Examiner	$110
Fire Inspector	$105

Pricing assumes that this contract is non-prevailing wage - for any prevailing wage projects, BVNA will discuss rates with the City to account for the California Prevailing Wage requirements.

Overtime: All Employees classified as "non-exempt" by the U.S. Department of Labor will be compensated at 1-1/2 times salary for overtime hours as per State and Federal wage and hour laws. No overtime will be charged without prior consent.

Reimbursables: Reimbursement for employee or company owned vehicles used in connection with the work will be at the current IRS rate.

This fee proposal is valid for the first contract year and is subject to annual review and adjustment, with the approval of the City.

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