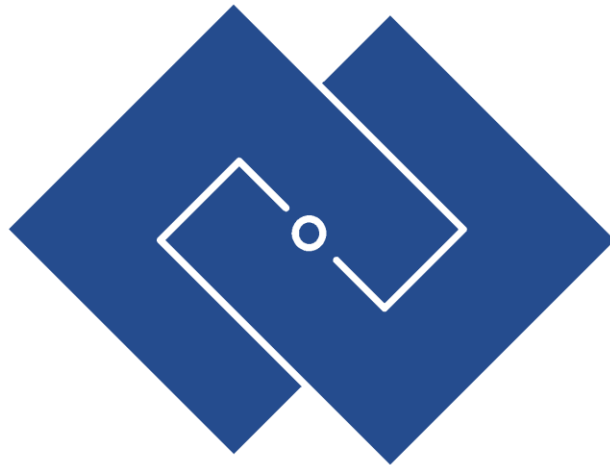


**PROPOSAL TO PROVIDE PLAN REVIEW, BUILDING  
OFFICIAL AND BUILDING INSPECTION SERVICES**



**BPR**

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**CONSULTING GROUP**

**September 3, 2021**

**Rev. #1**



# BPR

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**CONSULTING GROUP**

**Safe Buildings for Your Community**

**Efficient Professional Services**

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916.562.3600

September 3, 2021

Ms. Sandra Liston, Planning and Building Director

**Town of Yountville**

6550 Yount Street

Yountville, CA 94599

Phone: (707) 944-8851

Email: [sliston@yville.com](mailto:sliston@yville.com)



**RE: Proposal to Provide Building Department Services**

Dear Ms. Liston,

Thank you for the opportunity to present this Proposal, which provides a detailed overview of the building safety services provided by BPR Consulting Group (BPR). We appreciate your time reviewing this Proposal and look forward to providing building department services to the Town of Yountville.

Our talented staff of Building Officials, Plans Examiners, Building Inspectors, Licensed Engineers, and CAsp experts have extensive experience providing all aspects of building department services in support of California communities. Our staff has provided similar building department services for numerous public agencies throughout the State of California including communities such as the Cities of Sacramento, Manteca, Elk Grove, Davis, Woodland, Merced, Sonoma, Turlock, Visalia, Fresno, Calistoga, Napa, American Canyon, and the Counties of Napa, San Joaquin, Butte, Shasta, Nevada, Fresno, Merced, and San Bernardino to name a few.

BPR Consulting Group's staff of experienced building safety personnel provide quality, thorough plan review and inspection services for our clients. Our staff of qualified professionals and our expertise allows us to assist you and your department to maintain service levels during periods of increased workload. Unlike the large national firms, BPR services are focused on supporting California communities in the delivery of high-quality, building department services, tailored to your needs, with the goal of exceeding our clients' expectations by:

- Providing all services in a **cost-effective** manner.
- Providing **qualified and experienced personnel** who have the ability to effectively communicate and explain relevant code requirements.
- Providing a **high level of customer service** for internal and external customers.
- Balancing the need to ensure conformance to standards and regulations with the need for **predictability, uniformity, and efficiency**.

BPR's staff of Building Officials, Plans Examiners, Building Inspectors and Permit Technicians are all appropriately ICC Certified and are experienced and well-versed in providing services to Building Departments.

Please feel free to contact us if you have any questions concerning our qualifications or the services we provide. Thank you for taking the time to review our qualifications. We look forward to the opportunity to continue working with you and the Town of Yountville.

Sincerely,

**BPR CONSULTING GROUP**

Ron Beehler, SE, CBO  
Director of Client Service  
916.204.3178  
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# SECTION 1

## COMPANY OVERVIEW

Seamlessly integrating municipal service professionals in support of public agencies is BPR Consulting Group's sole purpose. BPR was founded by individuals with a long history of serving municipalities and communities throughout California and Nevada. We have extensive experience in all aspects of building safety, including building official, plan review, inspection and permit technician services. We have worked with public agencies throughout California to provide these same services.

Our Building Safety Division consists of the following: California licensed structural, civil, mechanical, electrical and fire protection engineers; Certified Access Specialist (CASP) professionals; ICC-certified building officials, plans examiners, inspectors, permit technicians, and highly experienced administrative personnel.

Building department and consulting services we provide to municipalities and agencies include:

- Building official services
- Building safety plan review
- Building inspection
- Code Enforcement
- Permit technician services
- CASP plan review and inspection services
- Fire prevention plan review and inspection services
- Information Technology / GIS

Our team has a proven track record of providing efficient and predictable building department services while meeting or exceeding client expectations. Our key objectives in providing these services to the Town of Yountville are:

- **To provide timely and responsive plan review services.** We work to provide your community with efficient and timely building department services including clear communication of plan review and inspection results and provide clear and concise information directly to your clients. We will work with you to tailor our services to align with your community's unique and specific needs.
- **To share our wealth of code knowledge and building industry experience.** Our staff maintains a detailed understanding of the basis utilized in the development of the provisions included in the California Building Codes and has been intimately involved in the development process for the California building codes. We utilize this knowledge to provide reasonable and responsible interpretations of code requirements and share this unique knowledge by developing and providing code-related training and instruction at industry sponsored conferences, and in support of local ICC Chapters.
- **To be responsive to your specific staffing needs.** As construction and development activity fluctuates within your community, we can adjust our service levels allowing you to maintain seamless, efficient and high-quality service to your department's customers.
- **To provide staff who have the appropriate experience, certifications, and knowledge.** We closely evaluate staff qualifications and experience to align with your specific needs and the needs of your community. We understand the importance of selecting staff with the right background, temperament, qualifications, and personality to properly align with the values of the communities we serve.



# SECTION 2

## QUALIFICATIONS & EXPERIENCE

The following is a small sampling of the types of projects for which we are experienced at providing in support of building departments. We have coordinated in-house, staff-augmentation, building-official services, outsourced building-department, plans-examination services, inspection services, fire plan review and inspection services, and permit technician services to a multitude of public agencies throughout California.

### BUILDING OFFICIAL SERVICES

BPR staff have provided Building Official services for many California communities. Our Building Official staff possess experience and are knowledgeable of the laws and regulations associated with building department operations and will use this experience and knowledge to promote efficient services for your department. We can provide full-time or part-time, on-site Building Official services. We also have the ability to provide on-call as needed remote Building Official services and/or Building Official services directly in support of specific major development projects within your community. Our Building Officials are keenly aware of the importance an efficient and predictable building department has on the economic vitality of the communities we serve.

### PLAN REVIEW SERVICES

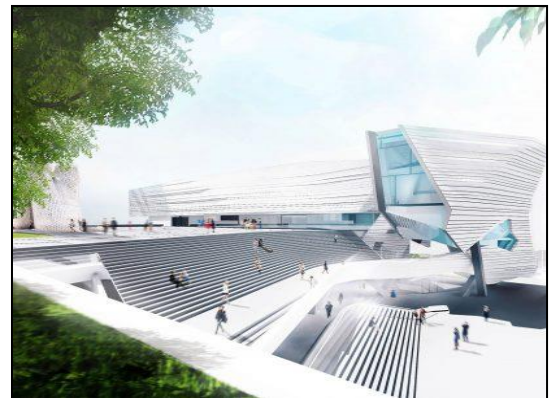
BPR Consulting Group's staff have many years of experience providing plan review for all types of projects ranging from small, simple, tenant-improvement projects to commercial, industrial and high-rise building projects. We review all submitted project documents as needed to verify building code compliance. We have the ability to assign plans examiners with the same qualifications and professional licenses as required for project designers which allows efficient professional communication of plan review related issues. We believe this approach affords a minimum number of plan review cycles allowing projects to move to construction without unnecessary plan review related delays.

The following is a small sampling of projects for which BPR's staff have provided plan review services.

### CITY OF COSTA MESA

#### **Orange County Museum of Arts:**

BPR's staff members provided plan review services for this two-level state-of-the-art museum housed is within an ultra-modern 52,000 square foot building which emulates the art treasures the building was designed to showcase. The building boasts over 25,000 square feet dedicated to exhibitions of modern art with the remainder of the building area dedicated to art displays and supporting function uses. A 10,000 square foot portion of the interior space was designed to accommodate multipurpose, education and performance uses. The projects design includes a rooftop terrace to accommodate up to 1,000 people for special events and outdoor displays.



## CITY OF SANTA CLARITA

### **Holiday Inn Express:**

BPR's staff provided complete building department plan review services for this new 4-story, 62,849 SF hotel. This high-profile project was designed utilizing wood platform framing with sheathed shear-walls and steel moment frames for lateral support. The building utilized Construction Type V-A and was classified as a group R-1 Occupancy. All plan review services for this project were provided on an expedited basis.



## CITY OF MONTEREY PARK

### **Costco Warehouse & Fuel Station:**

BPR's staff provided building department plan review services on behalf of the City of Monterey Park for the new Costco Warehouse and Fuel Station project. Plan review services included plan review of the non-structural, structural, mechanical, electrical, plumbing, green and energy efficiency improvements associated with the project. The 154,974 SF tilt-up warehouse building utilized Type V-B Construction. The fueling station utilized Type II-B Construction. The building was classified as a group M Occupancy.



### **Pacific Plaza Mixed-Use Hotel and Condominium:**

BPR's staff members provided complete building plan review services for the Pacific Plaza Monterey Park project which was designed as a mixed-use project to include Hotel, Condominium and Restaurant uses. The project includes 398,792 SF within five levels above two levels of underground parking. The project utilized Construction Type I-A at the two lower parking levels and Construction Type III-A above the 2nd level. The building includes Occupancy Groups A-2, A-3, M, B and S-2.





## CITY OF FRESNO

### **Community Regional Medical Center:**

BPR staff members provided plan review services for the Fresno Community Regional Medical Center (CRMC) expansion – a 58-acre, \$350 million project comprised of a 5-story, 180,000 SF Medical Office Building and a 5-story Parking Structure with approximately 427,900 SF of parking. BPR's staff provided complete building department plan review services for the CRMC Medical Office Building and Parking Structure. Submitted documents were reviewed for compliance with the applicable provisions of the codes and associated standards as adopted by the City of Fresno.



The CRMC Medical Office Building was constructed utilizing structural steel framing supporting composite concrete over steel decking at the floor and roof levels. The foundation utilized conventional spread footings. The lateral force resisting system was designed to utilize moment resisting steel frames. The exterior cladding for the project included light gauge steel framing supporting anodized aluminum panels and glazing. The Medical Office Building includes occupancy classifications B, S, and I-2.1, and Construction Type IA and is a fully sprinkled building.

The CRMC Parking Structure was designed utilizing concrete decks supported by concrete beams and columns, with post-tensioned, cast-in-place concrete construction supported by post-tensioned cast-in-place concrete beams, which in turn are supported by conventionally reinforced cast-in-place concrete columns. The lateral force resisting system consisted of concrete shear walls and concrete moment frames. The exterior cladding was designed to incorporate precast concrete wall panels.

### **Omni Family Health Facility:**

BPR'S staff provided third-party plan review services on behalf of the City of Fresno for the Omni Family Health facility. The project included modifications to the existing mechanical system to isolate air and control pressures in the facility's waiting room. The mechanical system upgrade was designed and plan reviewed for compliance with OSHPD 3 code requirements. Plan review services included review for compliance with OSHPD3 requirements for healthcare facilities



Staff prepared review letters identifying elements of the final 100% construction documents that did not comply with applicable provisions of the adopted California Building Codes. The plan review team met with the design team to resolve plan review issues. At the completion of the plan review, two (2) sets of reviewed drawings and other required documents were delivered directly to the City of Fresno Building Department. A final review letter addressed to the City of Fresno Building Department was provided at the completion of plan review services indicating that plans were reviewed and found to comply with applicable building codes.

## CITY OF HANFORD

### **New Hanford Fire Station:**

BPR's staff provided complete plan review for this new 5,289 square foot fire station consisting of group R-2, B and S-1 occupancy classifications and constructed of Type VB Construction. The estimated project cost was \$2,000,000. The new fire station will support three personnel during duty hours and provide responsive service the southwest and west area of Hanford with a focus on improving response times and better serving the growing community.



### **New Costco Warehouse:**

BPR's staff members provided building department plan review services on behalf of the City of Hanford Building Department for a new Costco Warehouse project. Services included plan review of the architectural, structural, mechanical, plumbing, electrical and energy conservation designs associated with construction of the project. Accessibility features were also reviewed to ensure compliance with applicable accessibility provisions of the adopted California Building Codes.



## CITY OF SACRAMENTO

### **Downtown Commons Tower:**

BPR staff provided plan review services for this 16-story, mixed-use tower constructed of cast-in-place reinforced concrete utilizing a code compliant structural concrete shear wall system for lateral support. This architecturally significant state-of-the-art project serves as a center piece for the Downtown Commons community and is located directly adjacent to the new Sacramento Kings Arena. The 16-story, mixed-use tower includes two levels of subterranean parking. The lower three levels above grade include retail space, restaurant space, hotel lobbies, conference rooms, ballrooms, a pool deck, and back-of-house spaces. The fourth level includes office space. Levels 5 through 10 were designed for hotel use, and Level 11 through 16 will include residential units. BPR's staff provided progressive plan review services for this project with an expedited schedule on behalf of the City of Sacramento. BPR staff members successfully assisted the city, the design team, and the Owner to implement and execute an aggressive phased permitting schedule, allowing this significant and complicated project to move quickly into construction, well in advance of a complete design package.



## CITY OF RICHMOND

BPR staff members have provided complete plan review services for projects on behalf of the City of Richmond for many years. Below are examples of recent projects for which our staff members provided plan review services:

### **Noma Residential Development:**

BPR staff provided complete building department plan review services for the Places at Noma which consist of 95, three-story, single-family, detached homes; and the Rows at Noma, which consist of 18, three-story, live/work townhomes with ten different configurations. All buildings are Type V-B Construction with Group R-3 and Group U Occupancies. All buildings are platform-framed wood and are supported on conventional-spread, concrete footings with a slab-on-grade system at the first-floor level. The lateral force resisting system consisted of site-built, wood-sheathed, shear walls. BPR's staff teleconferenced and/or met with the design team to resolve plan review issues in an efficient and collaborative manner.

### **Tilt Up Warehouse and Distribution Facility:**

BPR staff provided complete building department plan review services on behalf of the City of Richmond for this project. This project consists of a single-story, tilt-up warehouse and distribution center with 191,500 SF of warehouse area and 12,000 SF of office space, for a total area of 203,500 SF. The building was constructed of Type III-B Construction and included Type S-1 and B Occupancies and is fully fire sprinklered. Site improvements included trash enclosures, rolling metal gates, steel fencing and concrete site walls. Submitted documents were reviewed for compliance with the applicable provisions of the adopted building codes and associated standards. BPR staff teleconferenced and/or met with the design team to resolve plan review issues.

### **OSHPD 3 Community Clinic:**

BPR staff provided complete building department plan review services of the Community Clinic project on behalf of the City of Richmond. This project included construction of a three-story, Community Clinic with a total area of 33,742 SF of medical office space designed to be OSHPD 3 compliant. The building utilized Type V-B Construction and included Occupancy Groups B and A-3. The building is fully fire sprinklered. Site improvements included trash enclosures and concrete site walls as part of the project. Plan review services required review for compliance with all applicable OSHPD 3 provisions of the California Building Code. BPR staff teleconferenced and/or met with the design team to resolve plan review issues, as needed.

## CITY OF BERKELEY

BPR staff members have provided complete plan review services for projects on behalf of the City of Berkeley for many years. Below are examples of recent projects for which our staff members provided plan review services:

### **Bancroft Apartments:**

This six-story, mixed-use building consists of a single-level, reinforced-concrete, Type 1A podium structure with five levels of light, wood-framed Type IIIA construction above. The podium houses 9,300 SF of M, S-2 and R-2 Occupancies. Five levels of residential apartments comprising 41,000 SF occur above the podium structure. The existing building on the site was relocated and the existing surface parking lot was demolished in preparation for this high-density project which included 50 new residential dwelling units.



**San Pablo, Merchant Building:**

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

**Bayer Healthcare, Voluntary Seismic Upgrade:**

This project consisted of voluntary seismic upgrades to four existing buildings in order to comply with the city seismic strengthening regulations and policies. The design utilized the evaluation and retrofit procedures of ASCE 41-13 and introduced structural steel buckling restrained braced frames into these existing nonductile, reinforced-concrete buildings. The projects ranged in size from 3,400 SF to 60,000 SF, and the buildings included B, F-1 and S-1 Occupancies.

**CITY OF SAN RAMON****Aspen Woods Apartments:**

BPR staff provided plan review services for this new, 95-unit, senior complex. The facility consists of a basement and 4 floor levels totaling 139,281 SF. This podium style project utilized Type IA and VA construction and included S-2 and R-2 Occupancy Groups. Above the podium structure, western-style platform construction was utilized along with site-built, wood-sheathed, shear walls for lateral support for this exclusive residential project.

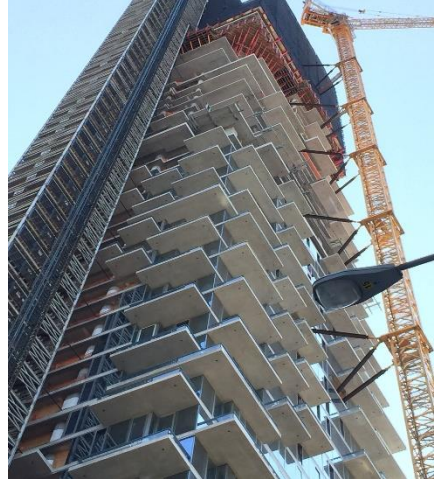
**CITY OF VALLEJO****The Lodge at Glen Cove:**

BPR staff provided plan review services on behalf of the City of Vallejo for this new, residential, care facility that provides Independent Living, Assisted Living and Memory Care options for its residents. The facility consists of two, three-story buildings totaling 120,312 SF. This project utilized Type VA construction and included A-2, R2.1, B and S Occupancy Groups.



## **BUILDING INSPECTION SERVICES**

BPR Consulting Group maintains a staff of ICC Certified building inspectors available to serve your community. We understand the importance of personality coupled with code knowledge and the ability to explain identified deficiencies in a non-threatening manner. We carefully select inspection staff to ensure that selected staff possess the appropriate skills and knowledge for the types of projects they will be assigned. We value our inspection staff's ability to effectively communicate with community officials, homeowners, builders, and others as an important trait necessary for delivery of successful inspection services on behalf of the communities we serve. We have found that demonstrated code knowledge, along with personality, clear and efficient communication, are required ingredients for a fair and transparent inspection program.



## **PERMIT TECHNICIAN SERVICES**

BPR Consulting Group maintains a staff of ICC Certified permit technicians available to serve your community. We understand the importance of the permit technician position. As the first contact by residents and builders alike, the first impression provided by our permit technicians sets the stage for the overall permitting experience. Our permit technicians are knowledgeable of state laws associated with issuance of building permits, have experience with multiple databases utilized by building departments and will quickly learn the unique project routing and approval process used by your department. Additionally, our permit technicians with minimum training, will use your adopted fee schedules to ensure that plan review and building permit related fees are properly assessed. At the completion of the plan review process, required approvals from other departments both within and outside the Town, will be verified prior to issuance of building permits.

## **FIRE PLAN REVIEW & INSPECTION SERVICES**

BPR Consulting Group staff are available to provide fire plan review services as needed to verify compliance with California Building and Fire Codes, adopted National Fire Protection Association Standards and local amendments. Plan review services will include review for fire and life safety code compliance relative to the design of fire protection systems including fire sprinkler systems, fire alarm systems, fire suppression systems, fire pump installations, smoke control systems, civil improvement plans, and non-structural building plans for fire and life safety features.

We understand that many municipalities and fire districts adopt local requirements unique to local fire concerns. We will review local requirements to ensure that assigned projects are compliant with current code and locally adopted requirements. We will ensure compliance with Title 24 California Building and Fire Codes, parts 2, 2.5, and 9 – applicable to fire prevention, life safety, mechanical and electrical installations as they relate to fire and life safety for residential, commercial, industrial, existing and historical buildings.

BPR's staff of Fire Plans Examiners and Fire Protection Engineers have performed both building and fire plan review services on a wide variety of projects including industrial, commercial, institutional, assembly, essential service buildings, mixed use, tenant improvements, remodels, adaptive reuse projects and residential developments.

# SECTION 3

## BUILDING SAFETY TECHNICAL CAPABILITIES

The BPR team holds extensive experience and a proven track record of providing building official, plan review, building inspection, fire plan review and inspection, and permit technician services as needed in a cost-effective manner. Our Building Official services can be tailored to meet your specific needs and budget. Our plan review services focus on providing timely and thorough plan reviews with the goal of issuing code compliant plans so minimum code related issues occur during the construction process. We also work with design teams on major projects providing progressive plan reviews where we identify code compliance issues during the design process resulting in quick approval of the final construction documents. Our Building Inspectors and Permit Technicians are selected based on the needs of the communities we serve. We tailor our services to fit your specific needs.

Our role and mission is to provide the following:

- A **team of professionals** with high-level experience and skills in successfully providing all building department services.
- Providing staff with a **customer service focus** and the knowledge and ability to apply building department policies and procedures uniformly and fairly.
- Promoting **cooperation and partnership** with other jurisdiction departments and outside agencies.
- **Licensed Plan Review Engineers and/or ICC Certified Plans Examiners** for thorough and timely plan review services.
- **Progressive plan review services** for major and unique projects.
- A **high level of customer service** to both internal and external customers.
- Adjusting service levels as required to **meet your workload needs**.
- Services in a **cost-effective manner** that remain within budget constraints.

## BUILDING & FIRE PLAN REVIEW SERVICES

All plans examination services will be performed by or under the direction of a licensed civil or structural engineer. For unusual or large projects, and when needed to meet aggressive schedules and peak workload demands, additional support will be provided by appropriately qualified staff. Our building officials, plans examiners, and building inspectors maintain a working knowledge of applicable building codes and plan review procedures. Our staff will use their experience and skills to promote efficient services on behalf of your department.

Our staff will work with project applicants and designers in a collaborative and professional manner to quickly identify and resolve code compliance issues. Our Building Officials will collaborate with project designers to identify code compliant procedures to address complicated code issues. Our plans examiners will perform detailed plan reviews to provide complete and accurate construction documents to minimize questions and problems during the construction phase of projects.

## TECHNICAL PLANS EXAMINATION CAPABILITIES

BPR's staff possesses significant technical capabilities in all areas of plans examination, competency gained from years of experience providing these same services. All plans examiners are California Licensed Engineers or ICC Certified Plans Examiners with multiple years of experience providing plan review services. Our staff will conduct accelerated or project-specific, phased, plan reviews on an as-needed basis as requested by clients.

Our plans examiners have a thorough understanding of code requirements, are able to read, understand and interpret construction documents, energy calculations, geotechnical reports, structural calculations, electrical load calculations, commissioning reports, and other associated design documents. Our plans examination staff have the ability to prepare well-written, plan review letters, communicate effectively orally and in writing and work effectively with jurisdiction staff, project design teams, contractors and permit applicants. Our plans examiners possess knowledge of the most current state adopted building standards.



## ARCHITECTURAL

BPR's non-structural plans examiners have provided plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 2, 3 and 5 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story, residential projects to complex high-rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the following model codes:

- California Building Standards Code (Title 24) Parts 1 through 6 and 9
- International Building Code (IBC)
- Americans with Disabilities Act Standards for Accessible Design
- ANSI Standards
- NFPA Codes & Standards
- CA Code of Regulations (CCR) Titles 19 and 25
- Jurisdiction-Adopted Amendments or Ordinances

## STRUCTURAL

Our structural engineers have experience designing and reviewing all types of projects including residential, multi-family, commercial, and multi-story projects including mid-rise and high-rise projects, institutional projects, industrial projects, retail buildings, schools, medical office buildings and court facilities.

Our structural engineers have experience designing and reviewing projects constructed with all building materials including the following:

- Wood
- Reinforced Masonry
- Heavy Timber / Timber Frame / CLT
- Reinforced and Prestressed Concrete
- Stressed Skin Panels
- Structural Steel
- Light Gauge Steel Framing
- Straw Bale
- Rammed Earth
- Insulated Concrete Forms, (ICF)

Our engineers have designed or reviewed a wide array of structural lateral force resisting systems including:

- Structural steel moment frames
- Buckling-restrained braced frames
- Eccentric braced frames
- Concentric braced frames
- Concrete moment frames
- Wood shear wall systems
- Masonry shear wall systems
- Concrete shear wall systems
- Cantilevered column systems
- Pre-stressed and post-Tensioned Concrete
- Various proprietary lateral force resisting systems

Our structural engineers and inspectors are experienced with the provisions of most model codes including current versions of:

- CCR Title 24, Part 2, Volumes 2 & 2.5
- International Building Code (IBC)
- AISI 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes
- NEHRP

## **MECHANICAL, PLUMBING & ELECTRICAL**

BPR's Mechanical and Electrical Engineers are well versed in the California Mechanical, Plumbing and Electrical codes. We will review submitted design documents to ensure compliance to the current edition of the following codes:

- California Building Code
- California Residential Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- Jurisdiction-adopted amendments

Specialty plan review services may be provided utilizing the most current editions of national standards including the following:

- International Building Code
- International Residential Code
- International Mechanical Code
- International Plumbing Code
- NFPA Standards 13 (automatic fire sprinkler systems)
- NFPA Standards 20 (fire pumps)
- NFPA Standards 72 (fire alarms)
- NFPA Standards 99 (medical gases)
- NFPA 101 Life Safety Code
- NEHRP Requirements for Existing Building

## **ENERGY COMPLIANCE**

Our engineers and plans examiners are up to date on all California Energy Code requirements as they relate to both new and remodel construction for all project types. The Energy Efficiency Standards for Residential and Non-Residential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards have been updated since that time to address a multitude of building components, systems and equipment with the goal of having new and updated buildings be more energy efficient, comfortable for building occupants, and less reliant of fossil fuels.



## **GREEN BUILDING STANDARDS**

BPR's staff has a working knowledge of the proper incorporation of CALGreen building criteria into project designs and the resulting potential impact of these standards related to building code compliance and the environment. Our plans examiners will review project documents to verify compliance with adopted Green Building Code Standards as required by state law and local amendments and ordinances.

## **ACCESS COMPLIANCE & CASp REVIEW**

All BPR CASp-certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our staff are experts in the industry, maintaining appropriate certifications demonstrating their expertise, and are experienced providing services for building departments in a seamless manner balanced and in coordination with our client's expectations and needs. We work collaboratively with our clients to address accessibility plan review and inspection related issues as efficiently as possible.

Our plans examiners are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance requirements and are available for plan review and/or inspection services. We offer support to municipalities for compliance enforcement and/or developing transition plans. We can assist our clients in researching and providing interpretations of various specific issues related to access compliance including access compliance obligation, transition plan development, construction costs and phasing, and regulation interpretations.

## **FLOOD ZONES**

BPR's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones and areas prone to flooding. BPR Consulting Group's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as locally adopted ordinances. Additionally, members of our team have participated in state-sponsored committees to establish guideline and building code requirements for projects planned in areas designated as flood zones.

## **OSH PD 2, 3 & 5**

BPR Consulting Group's staff of plans examiners and building inspectors have extensive experience providing plan review and inspection services for OSH PD 2, 3 and 5 projects. Our staff is well versed with the OSH PD 2, 3 and 5 requirements included in the California Building Code. Our inspection staff includes an OSH PD certified inspector with recent experience providing inspection services for hemodialysis, outpatient surgery, hyperbolic chamber, medical clinics and acute psychiatric facilities.

## FIRE CODE PLAN REVIEW

We have an experienced and licensed professional Fire Protection Engineer on staff to address your fire and life safety needs. Our fire safety plan review and inspection staff can quickly and accurately check plans for compliance with applicable fire codes and standards. Our fire protection staff routinely review and inspect projects for compliance with fire and life safety regulations.

Our Fire Plans Examiners and Inspectors have extensive experience in the use and application of the following model codes, standards, and regulations:

- California Fire Code (CFC) and California Building Code (CBC), with local amendments and regulations.
- Adopted National Fire Protection Standards
- California Health and Safety Code
- Appropriate listings (CSFM, U.L., etc.) for common systems and materials
- Fire Department Standards
- Code referenced National Fire Protection Reference Standards
- Municipal, State or Federal regulations enforced by local Fire Agencies

BPR's staff is active with California Fire Prevention Officer's Association, as well as local chapters of International Code Council Building Officials Organizations throughout the State of California.

## TRANSPORTING PLANS

For paper submittal documents, we will arrange for all pick-up and delivery of the plan review documents from your office at no additional cost. We utilize specific methods for project document pick-up and delivery with the goal of providing same-day service.

## ELECTRONIC PLAN REVIEW AND PROCESS

BPR Consulting Group maintains an efficient cloud-based, electronic-document, submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **ShareFile** system to allow permit applicants and client staff the ability to upload construction documents for our plan review services. We are also able to use **Dropbox** to share and collaborate with the Town. BPR Consulting Group has provided electronic plan review services, serving building departments and other public agencies with efficient electronic plan review services. We are prepared to provide electronic plan check services for your community utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by your department.

We understand the Town is using iWorQ to manage workflow, and we are familiar with the system. We will coordinate with iWorQ to establish a user in the Town's system named "BPRPC" to which you can assign work.

We will:

- Login and check iWorQ daily for assigned projects.
- Download the permit documents and conduct our reviews.
- Upload either a comment letter or stamped drawings when our review is complete.
- Status the result of the plan review in iWorQ.

## COMMUNICATING PLAN REVIEW RESULTS

Plan review comments, when necessary, will be type written and refer to specific details, drawing or supporting document, and reference applicable code sections. BPR will provide a clear, concise, and thorough plan review letter itemized by specific discipline such as life safety, accessibility, structural, plumbing, mechanical, etc., that can be utilized by clients, designers, contractors, and owners to understand the noted deficiency and make necessary corrections to the project documents. At the completion of each plan review cycle, BPR Consulting Group will return a copy of the plan review comment list to the designated applicant and project representative. If requested, we will coordinate plan review re-checks directly with the designated project applicant. Upon completion of the plan review process, we will return completed plan review documents, in either hard copy or electronic format as needed, ready for final approval and permit issuance.

## STANDARD PLAN REVIEW COMPLETION TIMEFRAMES

We complete all **plan reviews** within the timeframes shown below for both commercial and residential projects as our standard business practice. We will accommodate any turnaround schedule agreed to with our clients. We can provide expedited plan review services when requested.

Project Type	Maximum Turn Around Time (Business Days)	
	Initial Submittal	Backcheck Reviews
<b>Residential</b> (Single Family)		
New Construction	10	5
Addition	10	5
Remodel	10	5
<b>Non-Residential</b>		
New Construction	10	5
Addition	10	5
Remodel, Tenant Improvement	10	5
Large, Complex Commercial or Residential Multi-Family Projects	15	10

## BUILDING INSPECTION SERVICES

BPR building inspectors are qualified and appropriately ICC-certified to provide requested inspection services. Our inspection staff will perform inspection services to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building codes. Our field inspection services will include inspection of all portions of projects including project sites as applicable. Our building inspectors will write legible and understandable correction notices, field reports and will be available to



answer in-person, emailed, or telephone inquiries. All inspection personnel assigned will be ICC and/or CASp certified as required.

We understand that many municipalities have amended code sections, policies and ordinances that impact the work that is inspected and shown on approved project plans. Our inspection staff will familiarize themselves with local requirements to ensure that the projects we are inspecting are compliant with local and current code requirements. Specifically, we will ensure compliance with the applicable provisions of the Title 24 California Building Standards Code, Parts 1 through 12, covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing and historical buildings. BPR's ICC/CASp certified inspectors have performed building inspection services on a wide variety of construction projects including master planned developments, single-family production, custom homes, commercial, manufacturing, institutional, assembly, essential service, industrial projects and historically designated buildings. When necessary for large or fast-paced projects, multiple inspectors can be made available. BPR's inspectors will inspect projects to verify conformance with approved project drawings and specifications which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for size, setbacks, heights and other applicable requirements. At the completion of inspections, BPR's inspectors will update database information, complete necessary forms and documents as required to provide seamless service.

## **INSPECTOR QUALIFICATIONS & CERTIFICATIONS**

BPR will work with you to select appropriately qualified inspectors with applicable experience and specific code knowledge based on the types of projects assigned for inspection. All BPR Consulting Group inspectors are ICC-certified with many maintaining CASp certification. In addition, BPR employs OSHPD certified inspectors available for inspection of OSHPD designated facilities.

Inspection personnel will have the ability to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, permit applicants, homeowners and agency staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards. Our inspectors are familiar with most of the common scheduling and tracking systems utilized by building departments and can quickly adapt to your systems and requirements.

## **PERMIT TECHNICIAN SERVICES**

Knowledgeable and personable permit technicians are the first impression the public gets of your building department, and they play a critical role as to how your departments services are perceived. Permit technician services are crucial to the success of the entire building safety workflow within building departments. The ability to convey proper information to permit applicants, properly calculate permit fees, properly route plans to various departments for review, tracking approvals, database management and permit issuance are all critical to the success of your building department. We understand that the ability to deliver excellent customer service, maintaining a smooth flow of permit documents throughout departments, and maintaining accurate and up-to-date records, are all key elements to furnishing first-rate, efficient success of your building department.

Our Permit Technicians will greet and work closely with the customers at the public counter or via telephone, answering questions and providing accurate information. Our Permit Technicians will provide information about permit applications, plan review and inspection requirements, will be organized and have the ability to maintain filing systems necessary for tracking permit applications, permits issued, plan checks in progress, approved project documents and any other records or information important to the efficient operation of your department.

# EXHIBIT A

## SCOPE OF SERVICES

BRP's proposed scope of services for the Town of Yountville will consist of providing as-needed building official, plans examination and building inspection services as requested to maintain desired performance measures established by the Town of Yountville. Additional services may include code enforcement, information technology and geographic information services. If requested, additional staff can be added to provide services as needed to address periods of peak workload demands, and to provide specific additional services such as fire plan review or permit technician services as needed.

We will also provide building plan review services in our regional offices for larger and more complicated projects. BPR Consulting Group's staff has a history of successfully providing similar building and safety and consulting services to local jurisdictions for the past fifteen years. Our proposed team is comprised of highly experienced, customer-service oriented professionals who have successfully served our client agencies.

We understand our scope of services is to provide as needed Building Official, Plans Review, Building Inspection Code Enforcement, Information Technology, and Geographic Information System services for the Town of Yountville on an as needed basis including the following key elements:

## BUILDING OFFICIAL SERVICES

BPR will provide an experienced and appropriately certified, and qualified, Building Official as requested to manage the proposed services and direct available resources toward successfully completing required tasks and ensuring that Building Department services are fully maintained and administered. Building Official services may include the following:

- Provide quality control review of plan reviews, inspections, and all building department services provided for the community.
- Develop and review code updates for Municipal Code adoption.
- Develop and implement processes and procedures for the Building Department as requested by the Town.
- Ensure resident inquiries and complaints are resolved expeditiously.
- Provide Building Official Administration services including processing and resolution of complex Building Code issues, and dispute resolution.
- Review of discretionary entitlement applications for preliminary compliance with applicable Building and Construction Codes.
- Attendance at Planning Commission and Town Council meetings as required.

## **PLAN REVIEW SERVICES**

BPR will review submitted design documents to ensure compliance with applicable building codes and referenced standards. We will utilize our building inspectors for plan review of small less complicated projects within the Town offices. Larger and more complicated projects will be sent to our regional office for plan review. Interwest Consulting Group proposes to furnish complete plan review services, defined as a first and second plan review and a quick third review (for approval purposes), if required. We will review submitted design documents to ensure compliance to applicable provisions of the current edition of the following codes:

- California Building Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- California Building Energy Efficiency and Green Building Standards
- State & Local Hazardous Materials Regulations
- Jurisdiction-Adopted Amendments or Ordinances

## **COMMUNICATION PLAN REVIEW RESULTS**

Plan review comments, when necessary, will be type written and refer to specific details, drawing or supporting document, and reference applicable code sections. BPR will provide a clear, concise, and thorough plan review letter itemized by specific discipline such as life safety, accessibility, structural, plumbing, mechanical, etc., that can be utilized by clients, designers, contractors, and owners to understand the noted deficiency and make necessary corrections to the project documents. At the completion of each plan review cycle, BPR Consulting Group will return a copy of the plan review comment list to the designated applicant and project representative. If requested, we will coordinate plan review re-checks directly with the designated project applicant. Upon completion of the plan review process, we will return completed plan review documents, in either hard copy or electronic format as needed, ready for final approval and permit issuance.

## **ON-SITE CONSULTANT SERVICES & MEETING ATTENDANCE**

BPR Consulting Group has a staff of experienced ICC certified plans examiners as well as licensed Structural, Civil, Electrical, Fire Protection and Mechanical Engineers available to perform on-site plan review. In addition, our staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of the plan review services. Plan review staff is available during normal business hours to answer questions or help resolve issues pertaining to our plan reviews.

## MAXIMUM SERVICE DELIVERY TIMEFRAMES

BPR is committed to completing all **plan reviews** within the timeframes shown below for both commercial and residential projects as our standard business practice. We will accommodate any turnaround schedule agreed to with our clients. We can provide expedited plan review services when requested. We are always available and willing to discuss projects with clients to resolve any plan review or inspection issues. We commit to the following turnaround times:

Project Type	Maximum Turn Around Time (Business Days)	
	Initial Submittal	Backcheck Reviews
<b>Residential</b> (Single Family)		
New Construction	10	5
Addition	10	5
Remodel	10	5
<b>Non-Residential</b>		
New Construction	10	5
Addition	10	5
Remodel, Tenant Improvement	10	5
Large, Complex Commercial or Residential Multi-Family Projects	15	10
Expedited Plan Reviews	Turn-around times are to be negotiated on a project-by-project basis	
Building Inspection Requests	The following scheduled workday	
Return of Phone Calls	Within 24 hours	

## TECHNICAL CAPABILITIES

The BPR staff members selected for this project possess significant technical capabilities in all of the requested areas of building official, plan review and building inspection competence. All proposed Plans Examiners and Building Inspectors are ICC Certified with extensive experience providing plan review and inspection services. All plans examination activities for major projects will be performed under the direction of a California licensed professional engineer and/or licensed architect. Our staff will conduct accelerated plan review on as as-needed basis as requested by the Town.



## ELECTRONIC PLAN REVIEW AND PROCESS

BPR Consulting Group maintains an efficient cloud-based, electronic-document, submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **ShareFile** system to allow permit applicants and client staff the ability to upload construction documents for our plan review services. We are also able to use **Dropbox** to share and collaborate with the Town. BPR Consulting Group has provided electronic plan review services, serving building departments and other public agencies with efficient electronic plan review services. We are prepared to provide electronic plan check services Town of Yountville utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by the Town of Yountville.

We understand the Town is using iWorQ to manage workflow, and we are familiar with the system. We will coordinate with iWorQ to establish a user in the Town's system named "BPRPC" to which you can assign work.

We will:

- Login and check iWorQ daily for assigned projects.
- Download the permit documents and conduct our reviews.
- Upload either a comment letter or stamped drawings when our review is complete.
- Status the result of the plan review in iWorQ.

## BUILDING INSPECTION SERVICES

When requested, an inspector, or inspectors, will be provided per the Town's requirements. BPR Consulting Group tailors inspection services to the particular needs of each client with special attention to providing appropriately certified and experienced inspectors to provide competent and consistent inspection services.

BPR Consulting Group's inspectors are ICC certified building inspectors with the appropriate experience and knowledge to provide the requested services. BPR's staff has performed inspection services on a wide variety of construction projects including custom homes, large residential developments, and commercial, institutional, and essential service buildings. We provide valuable experience gained through successfully working with city, county and state agencies throughout California. This clear understanding of the construction process enables our staff to identify and resolve problems both in the office and in the field.

Inspection personnel assigned will be able to read, understand and interpret construction documents, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing, and to work collaboratively with contractors, building owners, and the Town's staff. Inspectors will possess knowledge of approved and current methods of construction, materials, tools and safety used in building inspection and the most current building standards.

In general, inspection services to be provided may include, but are not limited to:

- Providing inspection services as needed to verify work is performed in accordance with approved plans and applicable codes and ordinances.
- Responding to applicants inquiries and to resolve complaints.

- Provide staff that is available to respond to emergency situations that may require Building and Safety services at times when Town Hall is closed for business.
- Maintain a high level of customer service to the community.
- Inspect for compliance with conditions of approval set by the Town.
- Coordinate inspection services with other Town or County departments.
- Oversee special inspections by qualified special inspectors and conduct investigations as directed by the Town, including field and office research.
- Input daily inspection information in the Town's permit tracking system.
- Perform plan review of small and simple projects within the Town's offices.

## **INFORMATION TECHNOLOGY (IT) SERVICES and TECHNOLOGY SUPPORT**

BPR Consulting Group can provide IT services if requested. We provide these services through our sub-consultant, Infinity Technologies, who we maintain a long-standing relationship. Through Infinity Technologies we can provide everything from hardware installations to large software applications. They are experienced in IT project planning and work with clients to analyze their IT needs and provide solutions that fit the client's needs and budgets. Infinity Technology can develop customized IT solutions by working collaboratively with clients to create innovative solutions to unique problems and needs. Following is a sample of the IT services available:

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| ▪ Email Server Set-Up / Configuration | ▪ Back-Up Server Set-Up / Support |
| ▪ File Server Set-Up / Maintenance    | ▪ Software Analysis               |
| ▪ Corporate Anti-Virus                | ▪ Internet Connectivity Set-Up    |
| ▪ Citrix and Remote Access            | ▪ Intranet Implementations        |
| ▪ Network and Domain Configuration    | ▪ Desktop Implementations         |
| ▪ Cloud Based Network Configuration   |                                   |

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

BPR Consulting Group can provide GIS services through our sub-consultant Infinity Technologies. Our GIS support provides solutions for all levels of local government, spanning development services to public safety agencies. We offer services ranging from simple mapping and reporting to complex data integration and GIS strategic planning. We can provide the information and tools to help our clients make better decisions and make business processes more efficient to better serve applicants. GIS services we can provide include, but not limited to the following:

- |  |   |
|--|---|
| ▪ Automation of Routine GIS Data Tasks     | ▪ GIS Integration with Enterprise Systems     |
| ▪ Creation of Enterprise Desktop GIS Tools | ▪ GIS Strategic Planning and Start-Up         |
| ▪ Development Tracking with GIS            | ▪ Public Safety Computer Aided Dispatch (CAD) |
| ▪ General GIS Project Management           | ▪ Revenue Database Streamline / Audits        |
| ▪ General Local Government GIS Services    | ▪ Route Analysis for Integrated Waste         |
| ▪ GIS Data Conversion                      |   |
| ▪ Site Selection Analysis                  |   |

## CODE ENFORCEMENT

Code enforcement issues and violations can add up quickly and become very costly if not resolved in a timely manner. Violations can come in many forms including substandard housing conditions, unsafe buildings, zoning/illegal land use, and many other issues. We have specialists who are trained to identifying and correcting code violations to the exact specifications needed to satisfy the Town, County, State or any other governmental body authorized to impose a notice of violation. We have staff experienced in residential commercial, municipal violation repairs.

Typical services include preparing abatement cases for and testifying in public hearings and court proceedings on behalf of the jurisdiction and serving as a resource and providing information on applicable regulations to property owners, residents, business owners, the constituents and other jurisdiction departments and divisions. Our staff can perform a variety of technical duties in support of the Town's code enforcement programs – monitoring and enforcing a variety of codes and ordinances including:

- Zoning Codes
- Building Codes
- Public Nuisances
- Municipal Codes
- State Health & Safety Codes
- Housing

# **EXHIBIT B**

## **FEE SCHEDULE**

### **BUILDING PLAN REVIEW**

For complete plan review services for residential projects reviewed in our office we propose a fee equal to 80% of the plan review fee charged by the Town of Yountville utilizing the duly adopted Master Fee Schedule. For non-residential projects reviewed in our office we propose a fee equal to 75% of the plan review fee charged by the Town of Yountville utilizing the duly adopted Master Fee Schedule. The above noted plan review fee covers a first, second and quick third review (for approval purposes only). We propose that additional reviews beyond that point shall be billed hourly, in accordance with our hourly rates listed below in the Schedule of Hourly Billing Rates, with advance approval from the Town.

For partial reviews such as geotechnical, structural, electrical, mechanical only, preliminary reviews, or other specialty reviews, we propose to negotiate a mutually agreeable fee based on the specific project at hand.

For plan review services for small and minor projects where the review is performed by our building inspection staff within the Town's office and for all other plan reviews performed within the Town's office we propose that these services be paid on an hourly basis at the hourly rates listed below in the Schedule of Hourly Billing Rates.

There is no charge for courier or shipping services.

### **EXPEDITED PLAN REVIEW FEES**

For expedited or fast-track projects where the review is performed at our office, we propose a fee of 150% of the above noted plan review fees, contingent upon the availability of staff to perform the requested plan review.

### **INSPECTION AND CODE ENFORCEMENT SERVICES**

Inspection services will be provided at the hourly rates listed below in the Schedule of Hourly Billing Rates. Mileage accrued within the jurisdiction while performing inspection services will be charged at the current IRS mileage rate.

### **FIRE PLAN REVIEW AND INSPECTION SERVICES**

Fire plan review and fire inspection services will be provided as requested on an hourly basis per our Schedule of Hourly Billing Rates or as negotiated on a case-by-case basis.

### **PERMIT TECHNICIAN SERVICES**

Permit technician services will be provided as requested on an hourly basis per our Schedule of Hourly Billing Rates or as negotiated on a case-by-case basis.

# INFORMATION TECHNOLOGY (IT) AND GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

IT and GIS services will be provided by our subconsultant, Infinity Technologies, as requested on an hourly basis per our Schedule of Hourly Billing Rates or as negotiated on a case-by-case basis.

## SCHEDULE OF HOURLY BILLING RATES

CLASSIFICATION	HOURLY BILLING RATE
Building Official .....	\$130
Licensed Engineer Building Plans Examiner.....	130
ICC Certified Plans Examiner.....	95
ICC Fire Plans Examiner / Inspector .....	95
Certified Access Specialist, CASp .....	100
ICC Certified Building Inspector .....	90
Permit Technician.....	65
IT Project Manager.....	135
IT Network Engineer .....	125
IT Senior Analyst .....	125
IT Analyst.....	100
IT Technician.....	80
IT Help Desk Services.....	75
GIS Manager / Project Manager .....	135
GIS Senior Analyst.....	125
GIS Analyst .....	105
GIS Technician .....	75
Code Enforcement Officer .....	85

**Mileage:** Mileage for building inspection and fire inspection services is to be charged the current IRS mileage rate while inspections are being performed.

**Overtime:** Inspection services provided in excess of eight hours per day, nights and weekends will be charged at 125% of the noted rate.