


Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: April 19, 2022
To: Honorable Mayor and City Councilmembers
From: Kari Svanstrom, Planning Director
Subject: Approval of Master Consultant Agreement for 4Leaf and Authorize City Manager to Execute a contract in the amount of \$45,000
Recommendation: That the City Council approve adding 4LEAF to the City’s list of on-call Planning Consultants list, and authorize the City Manager to enter into a contract with 4LEAF of Not To Exceed \$50,000 for on-call staffing services
Funding: Currently Budgeted: Yes No N/A
Net General Fund Cost: \$45,000 (Costs to be absorbed within Planning Department Budget)

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

The item is to request the City Council approve the firm 4LEAF, Inc., as an on-call Consultant, and authorize the City Manager to execute a master agreement with the consultant.

This item requests the City Council further authorize the City Manager to execute Contract Amendment No. 1, in the amount of \$45,000, in compliance with the City’s Purchasing Policy.

BACKGROUND:

From time to time, the Planning Department requires the use of consultants to assist with planning services that are either beyond the capacity of planning staff due to the scope of the project and/or when the project analysis requires special expertise. These on-call consultants can also be utilized to supplement city staff either in-house (at City Hall) and/or remotely.

DISCUSSION:

The Planning Director is requesting to add 4LEAF, a engineering and planning consulting firm, to the list of on-call consultants maintained by the Planning Department, and authorization to execute a Master Agreement with them, with the intent of entering into an agreement to provide supplemental planning staff immediately to assist with Planning Department staffing vacancies.

The Planning Department has been working with 4LEAF since August 2021, when the City selected this firm to develop our sixth-cycle Housing Element, and staff has been pleased with their performance to date. 4LEAF also offers supplemental staffing services in the planning and engineering areas, including in-house temporary staffing, and review of private development projects (see Qualifications attachment for further information).

If approved, the firm will be required to execute a standard Master Agreement as a requirement for inclusion in the on-call list. This agreement is generally valid for three years, and can be extended by mutual agreement.

The Planning Department's on-call consulting list is utilized for the following types of projects:

- Support for city staff. This could include "on-call" services for staffing to supplement City staffing (when there is a department vacancy or extended absence) and other minor work that is within department budgets, such as training of city staff and/or city-hired contractors on best practices related to environmentally sensitive areas;). Authorization of these projects would be in accordance with the City's purchasing policy, which allows department heads or the City Manager to authorize smaller scopes of work that are budgeted expenditures.
- Private development projects ("planning applications"), such as larger development projects that require more extensive California Environmental Quality Act (CEQA) review (Environmental Impact Report or more involved Initial Study / Mitigated Negative Declaration documents or technical studies); ESOS Studies; or similar technical reports or review. This could also include a contract planner for a large private development project with Planning Department staff oversight.
- Public projects, should the City require these specialized services for its own projects. For larger projects/studies, authorization of such consultant use would be approved by the City Council (and, the City would retain the right to issue an open RFP to solicit responses outside of the on-call list if so desired).

Process

When the City requires the use of a consultant, staff will contact one or more of the consultants on the approved list of on-call consultants for proposals based on the specific scope of work needed, and select a consultant from those responses. Approval of the contract for a consultant for a specific scope of work is subject to the City's Purchasing Policy and as noted above.

Contract Proposed

In this case, the Planning Director has contacted multiple companies currently on the on-call list, and only one has been able to provide on-site staff to assist the Planning Department, which has had a need to supplement staff due to vacancies and leave, since April 2021.

The Planning Department was staffed by remote staffing from April until September/October for assistance until Associate Planner John Jay was hired. In the interim, another staff member has been on leave since August 2021. Planning has been supplemented since November with one on-call consultant firm able to provide a Planning Technician to the City one day per week. This has been an immense help, however additional assistance is needed due to heavy workload issues with the Department. 4LEAF is able to provide additional on-site assistance with a Planning Technician. This position is capable of administrative functions such as meeting agenda preparation and postings, mailing of notices, and application intake. Additionally, the Planning Technician position has experience or education in planning, and can also respond to questions from the general public about zoning and development, and process administrative permits (sign, tree, alcohol transfer permits, vacation rental permits and monitoring, etc.), with oversight from more senior planners (Associate Planner and/or Planning Director).

GOALS:

This action supports the following City Council Goals and General Plan Actions:

Goal 6 - Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community. In that, this will provide staffing assistance to the Associate Planner and Planning Director as

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report.

Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

There is no fiscal impact from the approval of adding this Consulting firm to the City's 'on-call' list, as this list does not authorize any scope of work. All work authorized is subject to the City's adopted Purchasing Policy. This Policy allows, for budgeted expenditures, Department Heads to authorize scopes of work up to \$5,000; the City Manager to authorize up to \$30,000 for professional services. Any project larger than \$30,000, and non-budgeted expenditures greater than \$10,000, are subject to City Council approval.

This item also requests Council authorize the City Manager to approve a Contract Amount of \$45,000 with 4LEAF for on-call staffing services to the Planning Department. The cost for this contract will be absorbed in the Planning Department due to staff vacancies and leaves, so would not impact the overall Department budget.

RECOMMENDATION:

Staff recommends the Sebastopol City Council

Attachments:

4LEAF Statement of Qualifications

QUALIFICATIONS TO PROVIDE
**ON-CALL PLANNING &
ENGINEERING SERVICES**
TO THE
CITY OF SEBASTOPOL



Submitted: April 7, 2022



4LEAF, INC.

ENGINEERING . CONSTRUCTION MANAGEMENT
PLAN CHECK . BUILDING INSPECTION . PLANNING

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QUALIFICATIONS TO PROVIDE ON-CALL PLANNING & ENGINEERING SERVICES

TO THE
CITY OF SEBASTOPOL

SECTION 1

COVER LETTER



City of Sebastopol
 Attn: Kari Svanstrom, Planning Director
 7120 Bodega Ave.
 Sebastopol, CA 95472

April 7, 2022

RE: Qualifications to Provide On-Call Planning & Engineering Services.

Dear Ms. Svanstrom,

4LEAF, Inc. (4LEAF), a California “C” Corporation, is pleased to present our qualifications to provide On-Call Planning & Engineering Services to the City of Sebastopol (City). 4LEAF is a full-service firm and has been providing Planning and Engineering services to 350+ clients throughout the country for over 21 years. 4LEAF is the ideal firm of choice for the following reasons:

☑ Familiar Consultant & Local Presence

In addition to the City of Sebastopol, with whom we are providing Planning Services for the City’s Housing Element Update, we also work with many local municipalities providing the requested services. We have the local personnel ready to service the City and are supplying services to local municipalities such as the cities of Santa Rosa, Rohnert Park, and Cotati and the County of Sonoma.

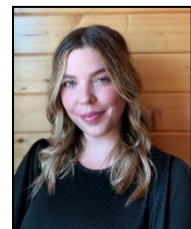
☑ Full-Service Firm

As a full-service firm, 4LEAF can provide departmental services to aid with high project workloads that require additional staff assistance due to staffing shortages and increased workload demand. We have the qualified staff available to serve the City with remote, on-site, part-time, or full-time project needs in a range of departments and projects. For the purposes of this contract, our services include:

- **Planning:** We have been aggressively advancing our Planning Division over the past four years. We have staff ranging from Planning Technicians to Principal Planners with specialties including Housing Policy, Entitlements, CEQA, and Current- and Long-Range Planning.
- **Public Works/Engineering:** As one of our earliest provided scopes, 4LEAF has more than 21 years of experience providing Public Works and Engineering services such as construction management and inspection. Our team can manage and inspect projects such as street pavement reconstruction and rehab, underground utilities, roadway and streetscape improvements, building and facility improvements, and parks.

☑ Proposed Staff

To kick off this contract, we are proposing Jackie Criger to fulfill the needs of Planning Technician for the City. **Jackie is currently working with the City on behalf of 4LEAF as she performs Planning services for the Housing Element Update.** Jackie’s areas of expertise include public policy, housing, and planning for healthy communities. She has quickly become our team leader on Affirmatively Furthering Fair Housing (AFFH) and is experienced at working with advocacy and service groups to develop appropriate Fair Housing Analyses for 6th Cycle housing elements. Recent assignments include the cities of Sebastopol, Rohnert Park, Healdsburg, Cloverdale, and Cotati and the Town of San Anselmo.





☑ Leadership

The contract with the City of Sebastopol will be managed by Michael Renner, CBO. Michael will handle all contractual details, project discussions, and staffing requests. He has a track record of managerial success with municipalities and will be available to the City for all needs involving this contract.

| Project Manager | Director of Planning | Headquarters |
|--|---|---|
| Michael Renner, CBO Office: (925) 462-5959 Cell: (925) 785-3581 Email: MRenner@4leafinc.com | Daniel Hortert, AICP Office: (949) 877-9432 Cell: (925) 999-6184 Email: DHortert@4leafinc.com | 2126 Rheem Drive Pleasanton, CA 94588 Office: (925) 462-5959 Website: 4LEAFINC.COM |

4LEAF can dedicate the time, personnel, and resources to the City to fulfill the needs of this on-call contract and we guarantee staff availability. Should the City have any questions or require additional information, please feel free to contact me at your convenience.

Respectfully submitted,

Michael Renner, CBO
Project Manager

QUALIFICATIONS TO PROVIDE ON-CALL PLANNING & ENGINEERING SERVICES

TO THE
CITY OF SEBASTOPOL

SECTION 2

PROFILE OF THE FIRM



SECTION 2: PROFILE OF THE FIRM

4LEAF is a California “C” Corporation that was established in 1999 and incorporated in 2001. Our extensive team of professionals are fully equipped with training and experience to provide complete services including Planning and Engineering to municipal Community Development and Public Works Departments. Our goal is to set the industry standard for excellent customer service, and we have grown to nearly 400 personnel throughout California, Washington, Nevada, and New England.

OFFICE LOCATIONS

Bay Area - Headquarters

2126 Rheem Drive
Pleasanton, CA 94588

Santa Cruz

701 Ocean Street
Santa Cruz, CA 95060

Washington

1201 Pacific Avenue, Suite 600
Tacoma, WA 98402

Southern California

5140 Birch Street, Second Floor
Newport Beach, CA 92660

Sacramento

8896 North Winding Way
Fair Oaks, CA 95628

4LEAF Consulting, LLC

125 E. Reno Ave., Suite 3
Las Vegas, NV 89119

San Diego

402 West Broadway, Suite 400
San Diego, CA 92101

Paradise

6848 Skyway, Suite F
Paradise, CA 95969

New England

132 Central St., Suite 210
Foxboro, MA 02035

PROFESSIONALS

| Planning Staff | # of Staff | Engineering Staff | # of Staff |
|---------------------------------|-------------------|--------------------------------|-------------------|
| Planners | ~40 | Engineers | ~20 |
| Environmental Planners | ~2 | Construction Managers | ~10 |
| Principal Planners | ~6 | Project Managers | ~20 |
| AICP Accredited Planners | ~5 | Construction Inspectors | ~15 |

PHILOSOPHY OF THE FIRM

4LEAF approaches client relationships differently than what you might encounter with a large corporation. The 4LEAF philosophy is to be the best firm by providing our clients with outstanding customer care and first-rate customer service—we put our philosophy into action by building relationships and prioritizing the needs of our clients. This has led us to become an industry leader in providing Planning, Community Development, and Engineering services to public and private agencies and we look forward to the opportunity to expand our current contract with the City to provide On-Call Planning and Engineering services.



PLANNING

4LEAF employs 40+ professional Planners with a variety of skills and experience, which will provide the depth of staffing necessary to achieve all requirements and needs of the City. Our Planning services include:

- Current and Long-Range
- Phases I & II Environmental
- CEQA Review
- Initial Studies
- Env. Impact Reports (EIR)
- Emergency Ordinances
- Policy Drafting
- Review for Rebuilds
- Temporary Housing Review
- Housing Elements
- Safety Elements
- Site Inspections
- Application Processing
- Submittal Forms
- Property Research
- Land Use Applications
- Design Review
- Cannabis Regulations

Additionally, 4LEAF Planners have successfully taken on complex planning duties in locations hardest hit by wildfires in recent years including the City of Malibu, Town of Paradise, County of Sonoma, County of Santa Cruz, and County of Jackson, OR. Our ability to augment services to expedite planning and permitting processes ensures that residents are afforded an opportunity to get their lives back.

Our professional, certified, and registered staff bring the greatest knowledge and understanding of their respective fields, which ensures that our clients receive staff that are highly experienced and able to assimilate into the City’s team.

ON-CALL SERVICES

4LEAF is requesting to be the City’s Planning firm of choice, and we will begin by proposing Jackie Criger to provide Planning Technician services beginning late April 2022. We thrive on customer service and recognize that every contact we make—whether an applicant, the general public, or an agency representative—is critical for building and maintaining partnerships. Customer care is a core value at 4LEAF, and our staff is expected to operate in a fashion aligned with this value. Our Planners have successfully completed design review applications, cannabis regulations, use permits, subdivisions/plats, land development code updates, general and comprehensive plan updates and development, environmental documentation oversight, affordable housing, and solar, wind, and energy compatibility projects.

Since establishing our Planning Division in 2018, 4LEAF has worked with many jurisdictions providing following Comprehensive Planning Services including: On-Call Planning, Specific Plans, General Plan Amendments, Updates of Housing and Safety Elements, and work on Long-Range initiatives related to fire resiliency and disaster recovery. Within the past 12 months, 4LEAF has added 15+ new municipalities to our on-call Planning service contracts and we have staffed a wide array of Planning personnel to include staff augmentation from a Planning Technician to Planning Director and everything in between.

In addition to providing On-Call and Planning Support Services, 4LEAF is currently working with the ABAG Joint Planning Collaborative for Napa and Sonoma County Housing Element, addressing the housing challenges facing the region and overseeing planning sessions with the Collaborative’s Steering Committee. 4LEAF is providing Housing Elements to the cities of **Sebastopol**, San Marino, Santa Clarita, Cotati, Cloverdale, and Cupertino. We also have experience working with HCD providing RHNA number appeal services to our clients.



ENGINEERING SERVICES

Our team developed its project and construction management project approaches from years of field experience providing the overall administration of the construction process. 4LEAF fully understands the construction process, works proactively to identify problems early, and mitigates each risk before it affects the project performance goals.

CONSTRUCTION MANAGEMENT & INSPECTION

4LEAF is proud of our capabilities to provide a broad array of Plan Review, Project Management (PM), Construction Management (CM), and Inspection services throughout the industry. 4LEAF staff wear “multiple hats” and are qualified to perform a wide variety of services for a wide range of projects. Our project managers, construction managers, and inspectors come from diverse backgrounds and possess varying formal education degrees and certifications and on-the-job training. Whether large or small projects, large municipal jurisdictions, private clients, or even daily assignments, 4LEAF has the depth of resources to provide the right staff to fit the needs of a project. 4LEAF’s staff has extensive experience providing clients with support during project bidding and responding to questions and preparation of necessary addenda.

Having worked with many public agencies and private owners, we know how to accomplish the roles of construction inspectors on projects of all sizes, durations, and complexities from conception to completion. We realize it’s not an easy task—procedures must be followed, and documentation must be maintained in order to properly document and close out a project. We are not satisfied with just knowing how to do our job, we want to continue to improve our efficiency. 4LEAF is dedicated to improving the effectiveness of our methodology which will assist you in achieving your goals.

Construction Management and Inspection Services

- | | |
|--|--|
| Prepare Inspection Plans | Perform Biddability/Constructability Review |
| Provide Project & Program Mgmt. | Review Contractor’s Certified Payroll |
| Perform Construction Inspections | Provide on-site coordination with utility |
| Prepare Daily Inspection Reports | Perform Constructability Reviews |
| Verify Grades and Alignments | Review Progress Payments |
| Review Traffic Control Plans | Track Bid Item Quantities |
| Perform Resource Agency Coordination | Perform Schedule Management |
| Process Change Orders | Coordinate between stakeholders |
| Prepare As-Built Drawings | Maintain complete and accurate project files |
| Review Contractor Pay Estimates | Provide Cost Control |
| Review Environmental & Regulatory Permits | Code Compliance |
| Review Mitigation Measures | Monitor & Document Contractor Compliance |
| Contract dispute expertise / claims analysis | Track Equipment & Manpower |
| Provide ADA/Building Compliance | Perform On-Site Administration |

Our team is dedicated to improving the effectiveness of our methodology which will assist the City in achieving its goals. Once a project has gone through contract bidding and award phase, our assigned Construction Managers and Inspection staff will observe and monitor the progress of the work to ensure it is being constructed in accordance with the plans, specifications, and contract documents and confirm they align with the construction schedule; including work that affects any permits that have been issued for a project.

QUALIFICATIONS TO PROVIDE ON-CALL PLANNING & ENGINEERING SERVICES

TO THE
CITY OF SEBASTOPOL

SECTION 3

PLANNING SERVICES



SECTION 3: PLANNING SERVICES

APPROACH

4LEAF employs over 40 professional Planners with a variety of skills and experience, which will provide the depth of staffing necessary to achieve all requirements and needs of the City. 4LEAF Planners have extensive experience working on on-call services within municipal Planning Divisions. Our staff's attention to detail and organized approach to project management helps maintain project schedules and ensures positive and timely results.

4LEAF Planners also have experience working with the Department of Housing and Urban Development (HUD) and the Department of Housing and Community Development (HCD) policies and regulations, and reviewing applications for completeness and consistency with Local, State, and Federal regulations. Our staff's attention to detail and organized approach to project management helps maintain project schedules and ensures positive and timely results. 4LEAF Planners have the specific skills to complete any request.

Our Planners possess the technical writing and report preparation abilities needed to convey the greatest detail in a manner that is easy to understand with solid recommendations of findings rooted in the plans, policies, and codes that reinforce the City's vision. We are dedicated to understanding the vision of a community and rigorously working towards that vision. We utilize application checklists as the foundation of our review and translate policies and regulations as they apply to development applications. We transpose our findings into informative, concise, and simple to understand staff reports or studies. These endeavors cannot be accomplished in a vacuum and our staff are well-versed in project management and will work diligently with other departments and agencies to ensure that the highest levels of review and feedback are achieved.

4LEAF Planners will arrive on-site with a positive attitude and will make every attempt to move projects forward to achieve successful outcomes. We are creative in our approach and can develop alternative methods to achieve the best outcome for the communities, agencies, and applicants. The Planning Division at 4LEAF is responsible for integrating staff into Local and State jurisdictions where we are routinely called upon to supplement vacancies and staff shortages. We also provide staff augmentation services when projects require focused processing and management of a variety of land use applications for compliance with land development codes and general, adopted area, and specific plans.

Our team evaluates the environmental impacts of private development proposals and coordinates with other divisions to ensure that standards for building safety and infrastructure systems are appropriately addressed with new development.

4LEAF Planners are expected to comprehend plans, policies, and the codes of our client agencies to the greatest extent possible prior to beginning assignments. We understand a wide range of Planning principles and have mastered the concepts of the industry. Our team of Planners has successfully managed complex projects ranging from pre-application through final approval including environmental review and certification. At 4LEAF, we perform a deep dive into





agency plans and policies to fully comprehend the vision, mission, and culture of your organization. This allows us to place the most qualified individual(s) and fulfill agency needs.

4LEAF's Planning duties include the development of submittal forms to meet statutory requirements, taking in and reviewing projects for rebuilding and temporary housing, conducting pre-design rebuild meetings, responding to the planning and zoning information hotline as applicable, and conducting site inspections and property research to support application processing and meetings. We are creative in our approach and can develop alternative methods to achieve the best outcome for the communities, agencies, and applicants.

4LEAF Planners have successfully taken on complex planning duties in locations hardest hit by wildfires in recent years including the:

- City of Malibu (CA)
- Town of Paradise (CA)
- County of Sonoma (CA)
- County of Santa Cruz (CA)
- County of Jackson (OR)

Our ability to augment services to expedite Planning and permitting processes ensures that residents are afforded an opportunity to get their lives back. Other recent on-call Planning placements include the County of Jackson, Oregon where we are managing and staffing the Fire Recovery program and the City of Pinole where we staff a Permit Technician, Code Enforcement Officer, a Project Planner, and a 4-month contract for a Planning Manager to oversee the Planning, Building, and Code Enforcement Divisions. In addition, 4LEAF has secured an assignment with the City of Pleasant Hill overseeing complex developer funded projects as well as City-driven policy updates.

4LEAF has successfully placed a variety of skilled staff in local and county agencies. Our professional, certified, and registered staff bring the greatest knowledge and understanding of their respective fields, which ensures that our clients receive staff that are highly experienced and able to assimilate into the City's team. We thrive on customer service and recognize that every contact we make—whether an applicant, the general public, or an agency representative—is critical for building and maintaining partnerships.



Customer care is a core value at 4LEAF, and our staff is expected to operate in a fashion aligned with this value. Our Planners have successfully completed many design review applications, use permits, subdivisions/plats, land development code updates, general and comprehensive plan updates and development, cannabis regulations, environmental documentation oversight, affordable housing, and solar, wind, and energy compatibility projects.



ENVIRONMENTAL PLANNING

Our Planners provide personalized project management for development applications to ensure projects move through the process with little or no interruptions. This model is beneficial to large or potentially controversial projects in that the individual attention helps maintain focus, keeping projects on track.

4LEAF services can include preparation of CEQA documentation including Initial Study/Negative Declarations, Initial Study/Mitigated Negative Declarations, and preparation of independent technical reports or review of applicant-provided technical reports to support the independent environmental analysis and determination for resources including but not limited to, aesthetics, air quality/greenhouse gas emissions, biological resources, cultural and historic resources, and noise. We will utilize qualified employees who are experienced in CEQA analysis, documentation, and statutory requirements.

We can conduct peer review of all technical sections and principal review of all final products. Once the work product has been completed by the team members, it undergoes peer review by the project manager. After revisions are made, a 4LEAF reviews the final product for quality control before it is provided to the City. Technical studies (e.g., biological, cultural, air quality, GHG, noise) also go through a separate technical review process before project manager and principal reviews. As part of the review, the document is checked against the prior established expectations and requirements of the work scope.

Finally, the document production team performs a comprehensive formatting check before delivery to ensure that the final product meets client expectations. Our technical editors have extensive experience with a range of technical documents, including CEQA reports, permits, manuals, and whitepapers. With backgrounds as journalists, academics, and trainers, they also have skills in graphic design, web design, and visual arts. The document graphics, technical editing, and production teams are skilled in the Microsoft Office suite of productivity software, Adobe Creative Suite, and web design software to produce visually attractive products.

APPROACH

We take great pride in our ability to provide exceptionally high-quality work and deliverables within schedule and established budgets using a three-step process.

- First, cost and schedule baselines are established, against which actual cost and schedule performance can subsequently be compared.
- Second, cost and schedule data are collected and reported on a weekly basis to the Project Manager.
- Third, deviations in cost or schedule performance are discussed internally and, if necessary, with the client, and appropriate corrective actions are undertaken in a timely manner.

Our philosophy on all projects is to encourage early agency and public scoping, and to develop and maintain close communication between the local lead agency, engineering consultants, and other stakeholders, as appropriate, to ensure technical adequacy and timely review of required project deliverables. This approach has enabled us to identify and avoid costly and time-consuming constraints early in the environmental review process and to minimize or avoid potential conflicts with funding deadlines.



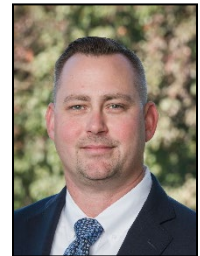
PLANNING MANAGEMENT TEAM

As your consultant, we understand that our role is to be an advocate on behalf of the City and represent the City’s best interests. 4LEAF’s team will function as an extension of City staff, seamlessly integrating with the personnel and practices established by the City, adding the perspective and expertise that only 4LEAF can offer.

4LEAF holds its employees in high regard and can ensure the City of Sebastopol that all staff involved have the knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their assigned positions. We are confident in the quality team we can provide to the City and guarantee high-quality service in conformity with the City and the project’s standards. Our team members are results- and detail-oriented and uphold the values of our company to the utmost extent—the success of which can be reviewed in the quality of past projects we have worked on. Our team includes:

Michael Renner, CBO – Project Manager

Michael has successfully guided Development Department staff in Planning, Inspection, and Plan Review through all phases of complex and capital-intensive projects. He is experienced utilizing Planning and Development Department permitting software and directing all department responsibilities, including plan review, multi-discipline inspections, office and field supervision, regulatory compliance, code interpretation, and project acceptance. Michael will be the City’s contact to discuss all things related to the Professional Services Agreement and staffing requests.



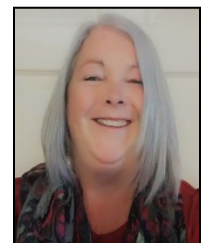
Daniel Hortert, AICP – Director of Planning

Daniel has over 30 years of Planning and Development services experience including over 20 as a public servant for municipalities with populations ranging from 3,500 to over 3.5 million. Daniel’s experience covers a range of municipal planning and development functions including Planner, Senior Planner, Planning Manager/Principal Planner, and Department Director for municipal, county, and private sector agencies. He is experienced in land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master-planned communities.



Jane Riley, AICP – Director of Housing Policy

Jane is an experienced AICP-certified Planner with a history of advancing successful planning and housing policy initiatives. She sits on the Housing Methodology Committee for the Association of Bay Area Governments and is driven to find effective ways to solve the housing crisis using her 30 years of experience. Her goal is to assist local agencies with the preparation of state-certified Housing Elements that meet community needs and statutory objectives. Jane has experience leading teams in the preparation of various Specific Plans, Local Coastal Plans, Housing and Element Updates, General Plan Updates, and Zoning Ordinances.





ON-CALL PLANNING SUPPORT STAFF (CONDENSED LIST)

Tocarra Thomas, AICP – Senior Planner

With over 13 years of Planning and Development services experience, Tocarra has demonstrated success in local government administration and Urban Planning. Tocarra has extensive experience administering and managing regulatory document preparation, comprehensive and general plans, development agreement negotiations, and residential and commercial design guidelines. Most recently, she worked with the City of Redding to implement an e-permitting System Conversion Work Plan.

Jason Neuman – Senior Planner

Jason is a senior fire protection Planner with more than 30 years of experience as a fire safety professional. Jason has represented fire departments in the planning and development review process, conducted CEQA reviews, and provided comments for development projects analyzing the impacts to the fire departments level of service. Jason has performed a full range of fire inspections, planning, mitigation, structure defense and evaluation of residential structures.

Adrianna Ortiz – Senior Planner

Adrianna is a Senior Planner with over 15 years of environmental review, resource management, and land use planning experience. Adrianna has impressive public speaking skills that she regularly exercises as a volunteer for organizations such as Bridge of Faith, RHC Alternative Energy/Technology Program Advisory Board, and the RHC Environmental Technology Program Advisory Board.

Elliott Pickett – Associate Planner

Elliott is an Associate Planner with a degree in Geography, Environment, and Planning for sustainable communities. He has experience with environmental impact assessments, safety elements, climate change, community outreach, public engagement, and land use elements. Elliott has been a welcome addition to the 4LEAF team following his recent graduation from Sonoma State University and is quickly progressing through the ranks of our Planning Division.

Jackie Criger – Planning Technician

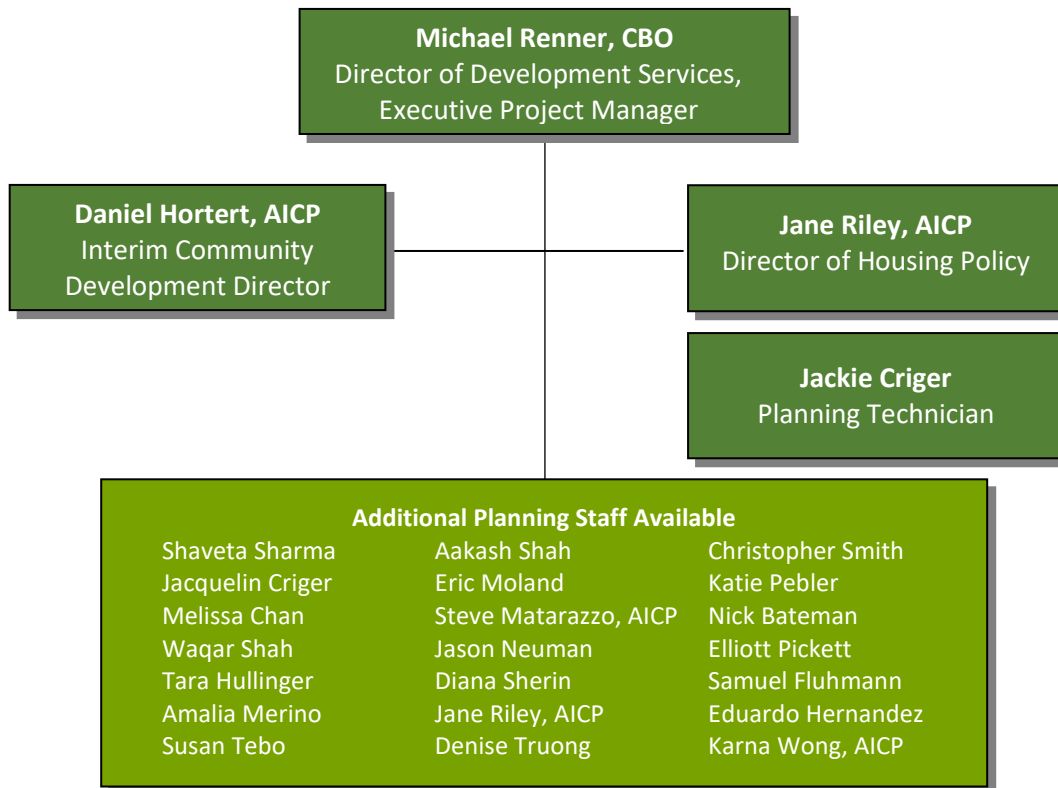
Jackie is a diplomatic and engaging communicator with exceptional customer service and communication skills. Her areas of expertise include public policy, housing, and healthy communities planning. Jackie has quickly become our team leader on Affirmatively Furthering Fair Housing (AFFH) and is experienced at working with advocacy and service groups to develop appropriate Fair Housing Analyses for 6th Cycle housing elements. Jackie is currently working with the City on behalf of 4LEAF as she performs Planning services for the Housing Element Update. Jackie is a diplomatic and engaging communicator with exceptional customer service and communication skills. Her areas of expertise include public policy, housing, and planning for healthy communities.

Samuel Fluhmann | Planning Technician

Samuel has a B.S. degree in City and Regional Planning, two Planning internships, and multiple memberships with Planning associations under his belt. His personal and professional interest in the Planning sphere makes him an ideal candidate for jurisdictions and Planning projects. Samuel's recent municipal placements include the cities of San Bruno, South San Francisco, and Foster City's Planning Departments.



ON-CALL PLANNING TEAM ORGANIZATION



| Planning Personnel | Position |
|-----------------------------|---|
| Daniel Hortert, AICP | Director of Planning |
| Jane Riley, AICP | Director of Housing Policy |
| Luke Lindenbusch | Housing Policy Planner |
| Steve Matarazzo | Principal Planner |
| Tocarra Nicole Thomas, AICP | Principal Planner |
| Karna Wong, AICP, Ph.D. | Planning Manager |
| Jason Neuman | Senior Planner & Fire Safety Specialist |
| Eduardo Hernandez | Senior Planner & Translation Specialist |
| Shaveta Sharma | Senior Planner |
| Ahmed (Ed) Arikat | Senior Planner |
| Susan Tebo | Senior Planner & Environmental Specialist |
| Adrianna Ortiz | Senior Planner |
| Elliott Pickett | Associate Planner |
| Aakash Shah | Associate Planner |
| Denise Truong | Assistant Planner |
| Jacquelin Criger | Assistant Planner |
| Samuel Fluhmann | Planning Technician |



SIMILAR PROJECT EXPERIENCE / REFERENCES

City of Pleasant Hill

On-Call Planning Services

4LEAF is currently providing a Senior-Level Planner to the City where we oversee several complex planning projects. All projects with the City of Pleasant Hill are developer-funded and responsibilities include:



- Preparing staff reports, resolutions, and ordinances for recommendations by the Architectural Review Commission, Planning Commission and City Council
- Processing applications for minor/major subdivisions
- Planned Unit Development/Specific Plan
- General Plan Amendment
- Minor/Major Subdivisions
- Development Plans
- CEQA Review
- Architectural Review Permits



Current/recent project support:

- **Downtown Cleveland Multi-family Specific Plan:** Architectural Review, Planned Unit Development/Specific Plan “Concept Plan”, Development Plan, General Plan Amendment, and environmental review for a 189-unit multi-family residential development near the City’s Downtown. Project is preparing for public hearings before the Architectural Review Commission, Planning Commission, and City Council.
- **Oak Park Specific Plan:** 34 lot major subdivision, development plan, and rezone (PUD). Rezone from R-10 (SFR 10,000 min) to Multi-family very low density as part of a Planned Unit Development/Specific Plan, development plan review. Prepared all staff reports and made presentation to the Architectural Review Commission, Planning Commission, and City Council.
- **590 Creekside Minor Subdivision:** 2-lot single family subdivision. Prepared all staff reports findings and resolution for approval before the Planning Commission and City Council.
- **2001 CCB Façade Improvements:** Façade improvements for a medium sized retail center. Architectural Review permit. Application withdrawn because of costs.

In addition, our planner assisted the City with securing their SB2 grant.

Agency Name: City of Pleasant Hill
Client Contact: Troy Fujimoto, City Planner
Client Telephone: (925) 671-5209
Client Email: TFujimoto@PleasantHillca.org
Contract Dates: 8/2019 - Ongoing



City of Greenfield, CA

Planning & Building Department Services

4LEAF was selected as the sole provider of Building Department Services for the City of Pacific Grove in 2019 on a five-year contract. 4LEAF provides the entire Building Department personnel group, has two (2) Planners on staff, and also helped the City implement the new permitting software iWorQ in 2019. Our scope of services includes:



- Training of Community Development Department staff regarding all facets of prescribed best practices pertaining to Planning and Building permit issuance, including preparation of procedural guidelines/manuals.
- Processing land use current Planning permits.
- Training for use of new iWorQ software and using the software to input data.
- Research and working with the GP/Zoning Code.
- Manage Planning projects.
- Conduct interdepartmental review among City departments.
- Perform application review for discretionary and ministerial projects.
- Environmental reviews, writing Initial Studies, and managing CEQA documents.

Below are the upcoming projects our team plans to work on for the City:

Yanks

- Under construction – consists of museum, roads, 170-room hotel, restaurants, fueling stations, hangars, Air Strip, winery, amphitheater, and Luxury RV Park
- Ongoing building of Phase II
- Project has been around 30 years, valuation of over \$100M
- Planned Unit Development permit

Nino Homes

- Entitlements: 150 +/- single family residential development
- Return-market-rate housing developer

Walnut Avenue Specific Plan (WASP)

- 62 acres hosting a Starbucks, Arco, Carl’s Junior, an H2A farmworker housing debacle, and a Marriott Fairmont Hotel
- Building plans currently under review
- Senior-Level project management assignment

Agency Name: City of Greenfield
Client Contact: Paul Mugan, Community Development Director
Client Telephone: (831) 674-5591
Client Email: PMugan@Ci.Greenfield.ca.us
Contract Dates: 2019 - Ongoing

City of Pinole

Planning, Code Enforcement, Permit Processing, Plan Review Services

4LEAF is providing **one (1) Associate Planner, one (1) Planning Manager, one (1) Code Enforcement Officer, and one (1) Senior Permit Technician** to assist with the City of Pinole’s Planning needs.



Developer-funded projects:

- **Lucky’s Façade Modification** – Design review for upgrade to façade for Lucky’s store in a major retail center. Required Planning Commission approval.
- **1409 & 1431 Nob Hill** – Design review for two (2) Single-Family residential structures.
- **East Bay Ophthalmology Center** – 1289 Pinole Valley Road. Design review for a 6,900 square foot medical office building. Planning Commission and City Council approval.
- **West Coast Arborists, Inc.** – Design review for Contractor’s yard including remodeling existing 2,000 s.f. metal building, resurfacing of existing paved area and addition of new paving. Required Planning Commission approval.
- **Making Waves Academy Pinole Campus** – Application submitted for Design Review and Sign Program of a new K-4th public school campus on a 7.8-acre infill parcel. The project includes the demolition of the existing Tenet Medical building and construction of two state of the art two-story classroom buildings, a multi-purpose building and an administrative building totaling 95,250 square feet and outdoor space. Required Planning Commission approval (project withdrawn).
- **Hazel Drive Four-Lot Subdivision** – Design Review for single family development and Development Agreement for roadway connection to Sunnyview Drive, West end of Hazel Drive. Required City council approval due to Development Agreement.
- **Pinole Square** – Application submitted to renovate and expand the existing Safeway Grocery store and add a new gas station and construct new commercial pad buildings. Manage environmental review consultant. Planning Commission and City Council Approval. Finishing up environmental review.
- **Pinole Woods** – Design Review for a 100+ unit senior housing development.



City-funded project:

- Downtown pedestrian/parking study.

Agency Name: City of Pinole
Client Contact: Tamara Miller, Development Services Director/Engineer
Client Telephone: (510) 724-9017
Client Email: TMiller@Ci.Pinole.ca.us
Contract Dates: 11/2018 - Ongoing



4LEAF, INC.

ENGINEERING . CONSTRUCTION MANAGEMENT
PLAN CHECK . BUILDING INSPECTION . PLANNING

City of Santa Clarita

Housing Element Update

4LEAF was chosen to perform the Housing Update for the City of Santa Clarita, located in Southern California. The City is taking a proactive approach to smart, balanced growth of residential, commercial, and business park land uses. The City encompasses over 70 square miles and has a population of approximately 225,000 residents. The current number of housing units within the City is approximately 77,815. For this project, 4LEAF has 4 planners assigned to work on the City’s Housing Update for the 2021-2029 planning cycle with completed certification by the California Department of Housing and Community Development (HCD) no later than October 15, 2021. We currently have five (5) 4LEAF Planners assigned to work on this endeavor including one (1) Principal Planner, two (2) Senior Planners, and two (2) Associate Planners.

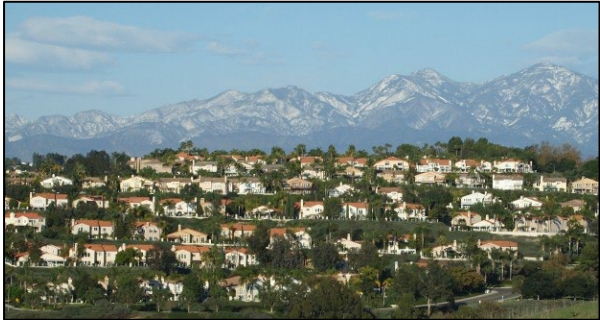


The City chose 4LEAF because our team of professional Planners have an established working relationship with HCD and a familiarity with State housing law. Our team demonstrated the ability to be proactive in maintaining communication, meeting deadlines, and addressing SB 379 (requiring all cities to include climate adaptation and resiliency strategies in the General Plan’s Safety Element in conjunctions with the next Housing Element Update).

4LEAF teamed with Rincon Consultants, Inc. to provide CEQA and environmental justice services. Together, our teams will work with City staff to ensure consistency between Elements and meet legal requirements. Our team will recommend revisions where necessary to comply with State laws and provide resources wherever possible.

Our services for this project include:

- Public workshops and community outreach efforts
- Hard-reach-community outreach and Spanish translation of all public documents
- Data collection
- Drafting the Housing Element
- Housing Sites Inventory
- Presentations
- Attending and participating in Planning Commission and City Council meetings



Agency Name: City of Santa Clarita
Client Contact: James Chow, Senior Planner
Client Telephone: (661) 255-4330
Client Email: JChow@Santa-Clarita.com
Contract Dates: 2020 - Ongoing

City of San Marino

Housing Element Update

4LEAF was chosen to perform the Housing and Safety Element Update for the City of San Marino, located in Southern California. For this project, 4LEAF has 4 planners assigned to work on the City’s Housing and Safety Element Updates.



The City requires a comprehensive update of the Housing Element for the 6th planning cycle and California State law requires that the Safety Element be updated concurrently with the Housing Element update. The updated Housing Element, Safety Element, and related California Environmental Quality Act (CEQA) documentation for the 6th planning cycle will be approved by the City Council and the Housing Element submitted to HCD by October 2021.



The City of San Marino requests that the Housing and Safety Element updates be developed through a consensus building process that is fully responsive to comments and concerns of the public and affected/interested agencies. As such, 4LEAF is spearheading multiple public outreach campaigns. Our services for this project include:

- Public workshops and community outreach efforts
- Data collection
- Drafting the Housing and Safety Elements
- Housing Sites Inventory
- Attending and participating in Planning Commission and City Council meetings

Agency Name: City of San Marino
Client Contact: Aldo Cervantes, Community Development Director
Client Telephone: (626) 300-0710
Client Email: ACervantes@CityofSanMarino.org
Contract Dates: 2020 - Ongoing

QUALIFICATIONS TO PROVIDE
ON-CALL PLANNING &
ENGINEERING SERVICES

TO THE
CITY OF SEBASTOPOL

SECTION 4

ENGINEERING SERVICES



SECTION 4: ENGINEERING SERVICES

CONSTRUCTION MANAGEMENT APPROACH

PRE-CONSTRUCTION

Constructability reviews and alternative construction methods allow for cost and schedule savings. If requested, our team will conduct a thorough constructability review that will focus on anticipating issues in the field and resolving them through fast and flexible problem solving. This approach will result in timely completion of the work, claims avoidance, and reduction of public inconvenience. Within a week after the review is complete, our CM team will meet with the City and design team to discuss any comments.



To mitigate risks, our team will perform a preconstruction job walk and identify additional work items. The team will confirm project quantities and actively monitor removal, rehab, and/or replacement.

Our team will schedule, coordinate, and conduct a pre-construction conference with the City, Contractor, design engineer, utilities, and other stakeholders. An agenda will then be prepared in advance to notify attendees of key items for discussion. At the pre-construction meeting, we will discuss special contract and/or concerns, and establish the protocol to be used throughout the project. The meeting will highlight the contractor's responsibility for items such as order of work, permit and environmental agreements, safety and access, progress pay requests, labor compliance, submittals, requests for information (RFIs), contract change orders (CCOs), quality control, materials certification, schedule updates, and weekly meetings. We will review the baseline schedule and verify that it meets all the required information prior to issuing the NTP to the contractor.

PROJECT IMPACTS

We will work proactively to eliminate or reduce project impacts from change orders by providing first-line management of CCO administration including review and evaluation of CCO requests; independent estimates; project mitigation such as possible alternatives and negotiation as the City's advocate; written approval from the City's Project Manager prior to approval of any extra work; investigation and inspection of site conditions that differ from those described in the contract documents; schedule impact and analysis and verification; recommendations to the project Owner on acceptance; impact mitigation; review of submittals in support, and recommendation for resolution, of claims and disputes; and verification of costs.

REVIEWS

4LEAF's Construction Manager will perform on-going review throughout the project to avoid any potential claims. If claims arise, the Construction Manager will work with the City and Contractor to find the best solution to resolve any claims in a timely manner. The Construction Manager and Inspection staff will bring a detailed understanding of the City's processes for administering CCOs per the City's standards & procedures. We will work closely under the direction of the City's Project Manager with the contractor to verify that change orders are processed and executed promptly by the contract documents and City's procedures.

Inspectors will verify all work performed under time and materials, including equipment, contractor crew, and field measurements quantities. The Construction Manager will perform a review and recommendation for any contractor change orders.

STATUS UPDATES

The Team will provide a monthly status update on the project construction budget, indicating actual costs for completed activities and work in progress. We will also include estimated costs for uncompleted work. This monthly report will identify variances between actual and budgeted or estimated costs and shall advise the City if any actual construction costs have exceeded or will exceed the project construction budget for the entire project or any project component. We will work closely with the contractor to ensure any issues are properly documented and corrected. We will review the engineer's estimate for accuracy.

The project budget will be closely reviewed and monitored, and the team will communicate any anticipated changes to the City. Strict compliance with the original scope of work and initial construction cost budget can be achieved through continuous, and timely communications with City staff. Our key members are immediately available and committed to fully staffing the project through completion to provide a quality project delivered on time and within budget. We will anticipate staffing needs and adjust our staffing as project needs change. Our Construction Manager will regularly evaluate construction management staffing to ensure resources are where they are most effective.

PROGRESS MEETINGS

The construction management team will hold weekly construction/progress meetings with the contractor, City, and stakeholders to discuss current construction activities, contract issues, progress, procedures, problems, CCOs, submittals, RFIs, deficiencies, and go over the three week "look ahead" schedule for upcoming work.

PROJECT CLOSEOUT

We will prepare a final report detailing the work completed, costs, changes, warranties, and documentation provided to the City. All project documents will be delivered to the City at a project's completion. The report will also include a section on future suggestions and lessons learned. Our Construction Manager will take a proactive approach at processing close-out documentation including completion of final punch list items, guarantees/warranties, as-built plans, commissioning, subcontractor liens, retention, and final acceptance/certificates of completion, orderly transfer of key records and documents, resolution of outstanding issues, final payment preparation and processing along with final acceptance or record drawings.



We will schedule and oversee the warranty repair requests within the one-year warranty. We will determine if any defects or imperfections are warranty issues. Upon completion of the project, we will provide the City with both hard and electronic copies of project documentation.



SCHEDULE MANAGEMENT APPROACH

Our team will routinely review the contractor's monthly updated project schedule to verify project status and all completed and scheduled work. The team will also provide updates to the City on construction progress and any other pertinent project information through monthly progress reports. This update will show current conditions and revisions required by actual progress. The monthly progress billing will be compared to the contractor's monthly schedule updates. Work activities and material deliveries will be reviewed and compared against completion percentages provided by the contractor. This process ensures the Owner is accurately billed for the completed work monthly.



COST MANAGEMENT APPROACH

Our team will track the value of the completed work to ensure accurate and detailed monthly progress billing by the Contractor and will proactively manage the change order process. Inspectors will verify all work performed under time and materials, including equipment, contractor crew, and field measurements quantities. We will oversee all authorized work performed under unit costs and additional work performed based on actual costs of labor and materials of a force account.



PROJECT INSPECTION APPROACH

Our team will perform on-site inspections to check the quality and quantity of the work performed by all trades and guard the City against defects and deficiencies in the work by the Contractor. As necessary, our team will inspect construction means, methods, techniques, and sequences to evaluate the Contractor's compliance with the intent of the construction documents and recommend necessary remedial action to the Contractor.

Reporting

Our team of proposed Construction Managers and Inspectors have the knowledge, skill, and experience to inspect all the anticipated construction operations for this contract. Throughout the project, our inspectors will review contract documents, plans, and permits. Inspectors will monitor and enforce construction noticing requirements. The inspectors will use their expertise to provide field conflict resolutions. The inspectors' primary duties will be to inspect and verify all work in place meets the requirements of the contract plans and specifications, traffic control plans, shop drawings, COs, and O&M manuals as well as maintenance of project documentation.



We will verify that all work conforms with the requirements and identify any issues of non-compliance with the applicable codes. Inspectors will meet with the project design team, City's consultants, and City staff to work out

any problems and resolve issues quickly and efficiently. The team will make recommendations to the City for any required special inspection or testing not in compliance with the provisions of the contract documents.

The assigned staff will complete daily reports and progress reports for the City. Daily reports will include equipment, crews/personnel, weather, contractor’s work on the site, work accomplished, problems encountered, and photos (before, during and after construction).



Reports will be accessible by City staff to ensure that the City is informed of the project progress and will be submitted weekly. The Team will provide digital photos and/or video documentation prior to work, with work in progress, and upon acceptance of work. The complete set of photographs/video will be submitted to the City at the completion of the project.

A monthly progress report will include an overview of work accomplished during the previous month, an overview of work to be accomplished the following month, an updated schedule (based on the Contractor’s schedule of values), a list of problem areas, if any, and proposed corrective actions, and a bar graph comparing the monthly and cumulative invoiced amounts with the total authorized CM budget. We will prepare and send a weekly statement of working days, days remaining, and rainy days to the Contractor.

We will coordinate with the Contractor and the City when the work is ready for final inspection. We will conduct a final inspection/walk-through including City staff, Contractor, maintenance/service personnel, and project architect/design consultant. We will also review and process the release of retention. We will obtain evidence of certification of the release of all liens and stop notices. We will obtain certification of delivery of record drawings to the City and design engineer. We will advise the City when the Notice of Completion (NOC) should be filed prepare the final punch list when the contractor has certified and demonstrated the work is complete.

Services

The following represents the normal responsibilities associated with providing construction inspection during the construction phase of a project. The actual services are tailored to meet the specific needs of each project:

- Providing daily inspection and documentation of job-related activities
- Monitoring and documenting Contractor’s work for adherence to contract plans and specifications
- Preparing and maintaining thorough daily inspection reports
- Providing continual review of plans and specifications
- Coordinating schedules for testing and surveying
- Documenting information related to manpower, equipment, and time for extra or force account work
- Attending all necessary meetings
- Providing measured quantities and review contractor pay estimates
- Providing pictorial and/or video logbook of construction activities, and maintain separate “as-builts”





- Reporting all discrepancies requiring corrective actions to the construction manager and/or owner
- Meeting with Contractor to review proposed work and schedule inspection
- Developing “Punch List” items and following up with corrective measures

Projects Requiring OSHPD, DSA, ICC, etc.

4LEAF maintains an updated database complete with each inspector’s skillsets, certifications, project history, continuing education, etc. Our Project Manager will work closely to identify the right inspector for each assignment/task. 4LEAF has a proven track record of providing Inspectors for daily assignments or specialty assignments—this includes staff augmentation and project staff augmentation roles.

Status Updates

Keeping the City informed of project/contract status is as important as physically doing the work. As such, our PM will keep the City’s Project Manager apprised of project status through regular progress and budget reporting. We will report progress, identify potential problem areas, and keep the City informed on budget and schedules on a regular basis. To accomplish this, we propose two reporting tools, 1) a Work Order Tracking Report and 2) Monthly Expenditure Reports. These reports will be updated monthly, submitted to the City Construction Manager, and reviewed in a monthly update meeting. The frequency of reporting/meeting and content of each report will be discussed in detail with City staff after contract award.

| Work Order Tracking | Monthly Expenditure Reports |
|---|--|
| Our Project Manager will submit a monthly expenditure report for each Work Order to include the following: <ul style="list-style-type: none"> ➤ Work Order status ➤ Notice to Proceed (NTP) date ➤ Schedule ➤ Budget ➤ Expended amount to date ➤ Remaining budget to date ➤ Pertinent Comments | Our Project Manager will submit a monthly expenditure report for each Work Order to include the following: <ul style="list-style-type: none"> ➤ Percent of completion ➤ Percent expended ➤ Summary of monthly activity ➤ Identification of problem areas |

In addition to the above listed items, the monthly expenditure report will include a Work Order summary, a list summarizing budget and status, and a monthly invoice summary (i.e.: invoiced this month, prior amount invoiced, billed to date, etc.).

Client Relationships

Providing Inspection personnel with the partnership mentality is what has set 4LEAF apart from our competition. We believe that working with the design professionals, contractors, construction managers, project managers, and City personnel will allow all of us to get to a desired outcome and preserve both schedule and budget in the process. Complex IOR work requires a 24/7 approach for being accessible to ensure all items are communicated and addressed in an expeditious manner. Where possible, 4LEAF is willing to assist other projects (whether billable or non-billable) to ensure conformity and consistency and maintain positive relationships.



ENGINEERING MANAGEMENT TEAM

Gene Barry, PE – Director of Public Works / Principal-in-Charge

Gene is a California-registered Civil Engineer with 25+ years of engineering and construction management experience. He also has extensive experience as a project manager, environmental engineer, field engineer, construction surveyor, soils tester, quality assurance inspector, design engineer, and serves as 4LEAF’s PIC on numerous 4LEAF Capital Improvement Projects. Gene has extensive project management experience including reviewing plans and specifications and their conformance to the project scope of work, developing and monitoring project schedules, establishing a project scope of work, performing bid evaluation and cost-benefit analyses, preparing, and evaluating detailed cost estimates, and monitoring project budgets. Gene is a California Qualified SWPPP Developer (QSD) and has experience preparing storm-water pollution prevention plans (SWPPP).



Craig Tole – Director of Development Services / Executive Project Manager

Craig has been the Director of the 4LEAF Development Services team for the past 16 years. He is responsible for municipal client management including staff recruitment, hiring, and placing for all 4LEAF personnel for positions such as construction inspectors, project managers, and quality control specialists. Craig manages inspection services for many complex commercial developer funded projects for public and private clients and is a skilled communicator. Craig can coordinate project and staffing requests as they come in, as well as handle contractual details.



STAFFING APPROACH

Managing services for on-call contracts are unique in that they do not have defined schedules. The inspection consultant must be flexible to provide part-time and/or full-time services as deemed necessary. 4LEAF has the depth of resources and flexibility required to perform construction inspection services for the City. We will provide on-call or project specific construction representation with staffing requirements varying with respect to each project’s needs. 4LEAF staff can work day and/or swing shifts depending on each project’s schedule.

4LEAF can respond effectively in times of crisis and adapt to the needs of each project. The ultimate success of any project depends on providing highly qualified staff that can work effectively in a team environment or individually. We have provided brief qualifications for Craig and some of our qualified construction managers and inspectors below.



ON-CALL ENGINEERING SUPPORT STAFF (CONDENSED LIST)

Jim Ewertsen, P.E. – Construction Manager

Jim is a California-registered Civil Engineer with more than 29 years of experience in the field of construction. He has performed at all levels of construction, including serving as principal engineer of record and preparing construction documents/drawings for more than 250 construction projects. Jim has performed Construction Management duties including managing submittals, reviewing RFI's, Change Orders, schedules and dealing with stakeholders. He is well versed in Caltrans standards and working with multiple funding sources.

Tricia Baxter, P.E – Construction Manager

Tricia is a registered Civil Engineer in California and Nevada with 20 years of experience in program and project management and design, as well as CM and contract oversight in the transportation engineering field. Tricia has managed numerous public works construction projects, and her duties include contract management, such as tracking submittals, equipment, and materials, estimating, and scheduling. Tricia is familiar with the Caltrans Local Assistance Procedures Manual (LAPM) and managing federally funded roadway improvement projects.

Gopi Chandran – Construction Manager

Gopi is a graduate civil engineer holding a California A Contractor's license. For more than 28 years, Gopi has worked on projects that have included large quantities of earthwork and grading, levees, medium and large CIP projects, large diameter storm drain and sanitary sewer pipelines including both traditional trench and backfill / jack and bore construction techniques, extensive public outreach, extensive soil remediation treatment systems, building containment systems including welded steel tanks, bore and jack operations crossing railroad lines, and both large and small civil and environmental remediation.

Roger Gross, CCM – Construction Manager

Roger has more than 21 years of experience in the construction industry working as a construction manager, construction inspector, and project manager. Roger currently works on 4LEAF's On-Call contracts with the California Department of Parks and Recreation State Parks and the Sacramento Municipal Utility District. Roger has been responsible for providing inspectors for each contract and managing 4LEAF personnel.

Pavitra Rammohan, P.E. – Construction Manager / Resident Engineer

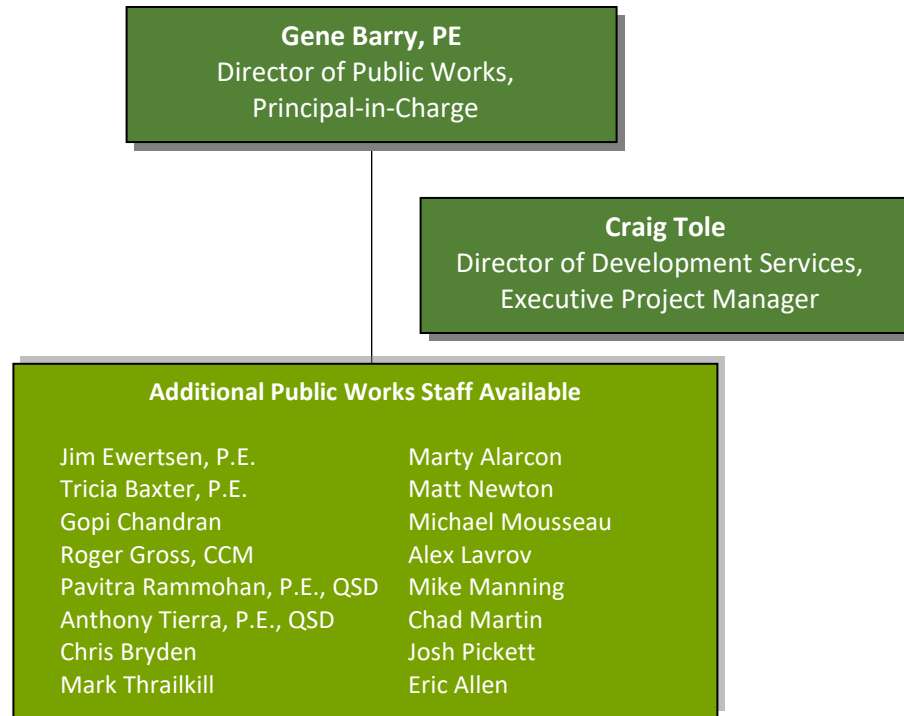
Pavitra has more than 15 years of experience as a construction manager, project manager, and design engineer. Her expertise includes developing and implementing water quality and best management practices; designing and managing water resources and watershed projects that direct storage runoff from flood control facilities to local water supplies; and planning and developing financing options for water infrastructure projects. Pavitra has led multiple complex water supply, water reclamation, transportation, and renewable energy projects.

Anthony Tierra, P.E, LEED AP, QSD – Construction Inspector

Anthony is a California-registered Civil Engineer with more than 31 years of experience as a construction engineer, having worked on an array of projects throughout California. Anthony has operated at various levels of construction and has extensive experience both inside and outside of the office. He has been responsible for the design, management, and inspection of underground utilities, railway transportation systems, highways, hospitals, bridge seismic retrofits, flood control projects, and industrial and commercial steel buildings.



ON-CALL ENGINEERING TEAM ORGANIZATION



| Public Works Personnel | Position |
|---------------------------|---|
| Jim Ewertson, PE | Construction Manager |
| Tricia Baxter, PE | Construction Manager |
| Gopi Chandran | Construction Manager |
| Roger Gross, CCM | Construction Manager |
| Pavitra Rammohan, PE, QSD | Construction Manager |
| Anthony Tierra, PE, QSD | Construction Manager/Public Works Inspector |
| Chris Bryden | Construction Manager/Public Works Inspector |
| Mark Thraikill | Senior Construction Inspector |
| Marty Alarcon | Senior Construction Inspector |
| Matt Newton | Senior Construction Inspector |
| Michael Mousseau | Construction Inspector |
| Alex Lavrov | Construction Inspector |
| Mike Manning | Construction Inspector |
| Chad Martin | Construction Inspector |
| Eric Allen | Construction Inspector |



REFERENCES / SIMILAR PROJECT EXPERIENCE

City of Mill Valley

Miller Avenue Streetscape and Underground Utility Improvement Project

4LEAF provided CM and Inspection services to the City of Mill Valley for this major \$13.5M capital improvement project that has dramatically improved multi-modal movements for pedestrians, bicyclists, and motor vehicles. It installed new underground utilities; rehabilitated asphalt pavement; and replaced sidewalks, utility boxes, streetlights, and landscaping to beautify more than two miles of Miller Avenue.

Awarded “Local Street Project of the Year”
California Transportation Foundation (CTF)

Overall Winner of “Outstanding Local Streets and Roads Awards Program”

California State Association of Counties and County Engineers Association of California (CEAC)

Some project components included:

- 6-inch and 12-inch welded steel waterlines and 4-inch laterals
- Full-Depth Reclamation (FDR) Asphalt Paving Method; Cold-in-Place (CIR) Asphalt Paving Method
- Pipe bursting Sanitary Sewer Installation; Cured-in-Place Pipe Sanitary Sewer Installation

This project was segregated into two separate projects because of funding sources. 4LEAF provided separate documentation to accommodate the Federally Funded project, which was at north end of Miller Avenue and included concrete sidewalk, curb, gutters, and curb ramps. As the largest Public Works project ever undertaken by the City of Mill Valley in the heart of its downtown district, the project garnered a large amount of attention from stakeholders. The City is well known as being home to residents who are heavily involved in city issues. 4LEAF was formally recognized and commended by elected officials, City staff, multiple residents, and businesses for creating a very positive construction environment through 4LEAF’s full-time on-site presence and availability in coordinating issues specific to traffic, parking, safety, pedestrians, and businesses.



Services Performed by 4LEAF Included:

- Close collaboration, led by the CM team, between the City staff, design firm, construction contractor, and 4LEAF’s subconsultants for materials testing/special inspection and schedule management.
- Extensive daily public outreach and communications with downtown business owners concerning issues such as access to their properties; collecting daily photographs of construction activities.
- Managing project documentation according to LAPM requirements as required for federal funds.

Client Name: City of Mill Valley
Client Contact: Andrew Poster, P.E., T.E. - DPW
Client Address: 26 Corte Madera Avenue, Mill Valley
Client Telephone: (415) 384-4800
Project Dates: June 2016 - December 2017

Key Personnel:
Gene Barry, P.E. – Principal-in-Charge
Greg Ow, P.E. - Project Manager
Drew Gidlof – Construction Manager
Mark Thrailkill -Sr. Construction Inspector
Gopi Chandran – Construction Inspector



City of Cupertino

Apple Campus 2 Public Works Mitigation Improvement Projects



4LEAF performed Resident Engineer (RE) and inspection services for the City of Cupertino on numerous Public Works improvement projects associated with the construction the City’s Apple Campus 2 Project. Improvements included installing new sanitary and storm drain lines, relocating existing gas and water, intersection improvements, curb and gutter improvements, and new AC paving. Sanitary sewer improvements included installing 12 in. to 27 in. diameter sanitary sewers at depths between 7 and 20 feet.

Much of our work was performed in heavily congested sections of the City, and the contractor worked weekends and extended hours on weekdays to keep the project on schedule. Depending on the project location and level of commute traffic, there were more than 75 traffic control alternatives that our RE and inspection staff were required to inspect and ensure the contractors implemented.

Services Performed by 4LEAF Included:

- Providing daily inspections and daily report documentation of job-related activities.
- Monitoring the contractors’ daily storm water protection.
- Attending weekly meetings with the City, contractors, client, and design engineers.
- Monitoring and documenting the contractor’s work for adherence to contract plans and specifications.
- Providing continual review of plans and specifications.
- Collecting and maintaining digital photographs of all daily construction activities.
- Reporting all discrepancies requiring corrective actions to City staff.
- Meeting with the contractor to review proposed work and schedule inspections.
- Developing “punch list” items and following-up with corrective measures with the City’s staff.



Client Name: City of Cupertino
Client Contact: Chad Mosley, P.E., Sr. Civil Engineer
Client Address: 10300 Torre Ave, Cupertino, CA
Client Telephone: (408) 777-7604
Client Email: ChadM@Cupertino.org
Project Dates: 12/2013 - 8/2018

Key Personnel:
 Gene Barry, P.E. -Principal-in-Charge
 Tricia Baxter, P.E. – Project Manager
 Ryan Perry, P.E. - Resident Engineer
 Anthony Fanucchi - Inspector
 Population: 60,000 (approx.)
 Number of Employees: 447 (approx.)



City of San Mateo

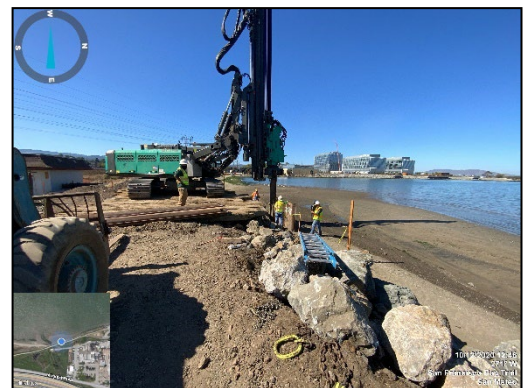
North Shoreview Flood Improvement Project



4LEAF and our Team firms SWCA and CTS are providing Construction Management, Construction Inspection, Biological Survey and Monitoring, Cultural Resource Monitoring, and Special Inspection and Material Testing services for this \$24M project. Due to construction within the Bay and forebay, various agency permits include the Bay Conservation and Development Commission (BCDC), a California Department of Fish & Wildlife (CDFW) Lake and Streambed Alteration Agreement, the California Regional Water Quality Control Board (RWQCB), and the United States Army Corps of Engineers (USACE)

were obtained. Upon completion of the project, more than 2,000 homeowners in surrounding neighborhoods will apply for a Federal Emergency Management Agency (FEMA) flood insurance exemption. Final site mitigation will include a riparian mitigation area along the permanently-altered streambed. Construction began in September 2020 and includes:

- Constructing a temporary detour segment of the Bay Trail around the project locations and through the North Shoreview Neighborhood.
- Raising a 1,300-foot levee segment located between the San Mateo and Burlingame border off Airport Boulevard and adjacent to the Peninsula Humane Society.
- Updating electrical controls, correcting structural deficiencies, installing backup power generation, installing new pump station outfalls, and increasing pumping capacity at the Coyote Point and Poplar Avenue Pump Stations



Services Being Performed by 4LEAF’s Team Includes:

- Ensuring all permits and access agreements with Agencies and utilities were in place prior to construction.
- Ensuring all biological and cultural resource requirements were in place.
- Performing full-service Construction Management and Inspection services.
- Providing daily inspections and documenting job-related activities.
- Monitoring and documenting the contractor’s work for adherence to contract plans and specifications.
- Performing compliance measures including biological monitoring for the Ridgeway Rail and cultural monitoring by members of the Muwekma Ohlone Tribe.
- Maintaining close collaboration between the City, design firm, contractor, and 4LEAF’s subconsultants.

Client Name: City of San Mateo
Client Contact: Jimmy Vo, P.E., Sr. Engineer
Client Address: 330 W. 20th Ave., San Mateo, CA
Client Telephone: (650) 522-7319
Client Email: JVo@CityofSanMateo.org
Project Dates: August 2020 - Ongoing

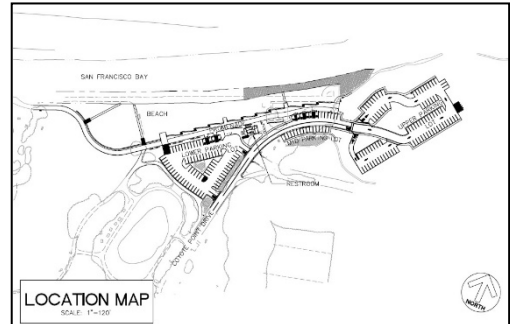
Key Personnel:
Gene Barry, P.E. / PIC
Gopi Chandran –CM
Chad Martin – Inspector
Mike Mousseau - Inspector
Chris Bryden - Inspector
Population: 104,000 (approx.)



County of San Mateo

Coyote Point Recreation Area East Promenade Rejuvenation Project

Under 4LEAF’s on-call CM and Inspection contract with the County of San Mateo Parks and Recreation Department, 4LEAF and our subconsultants CTS and CCMI are providing part-time Construction Management, full-time Construction Inspection, Special Inspection and Material Testing, and Labor Compliance Monitoring services for this \$5.5M project. Construction began in late April 2021.



The project includes:

- Constructing alterations to shoreline and beach area facilities.
- Enhancing shoreline protection features.
- Constructing flood protection features.
- Creating a larger beach area.
- Demolishing existing restrooms and constructing new facilities.
- Installing new storm drain catch basins and pipelines, new water lines, and irrigation piping.
- Constructing new parking lots, installing landscaping, and performing reconstruction of the eastern promenade area.



Services Being Performed by 4LEAF’s Team Include:

- Providing daily inspections and documenting job-related activities.
- Monitoring and documenting the contractor’s work for adherence to contract plans and specifications.
- Coordinating with San Mateo Parks and Recreation staff.
- Monitoring the contractor’s storm water pollution prevention protection BMPs.
- Coordinating 4LEAF’s subconsultant, CTS, for special inspections and materials testing.
- Reporting all discrepancies requiring corrective actions to County of San Mateo staff.
- Reviewing contractor monthly pay requests and make recommendations for payment.
- Monitoring labor law compliance of the contractor and subcontractor’s certified payrolls monthly.
- Coordinating with San Mateo County Parks biologist for periodic inspections, ensuring contractor’s compliance during bird breeding/nesting season, and mitigating issues that may impact the project.
- Coordinating and assisting with a lead- and asbestos-containing material survey that was performed by a 4LEAF subconsultant. Assisting with developing suitable remedial action in a timely manner.

Client Name: County of San Mateo
Client Contact: Anthony Lum, P.E., Sr. Engineer
Client Address: 555 County Center, 5th Floor
 Redwood City, CA
Client Telephone: (650) 599-1491
Client Email: ALum@CMSGov.org
Project Dates: April 2021 - Ongoing

Key Personnel:
 Gene Barry, P.E. PIC
 Gopi Chandran – Part-time CM
 Chris Bryden - Inspector
 Mike Mousseau – Inspector
 Population: 767,500 (approx.)
 Number of Employees: 5800(approx.)



City of Pacifica

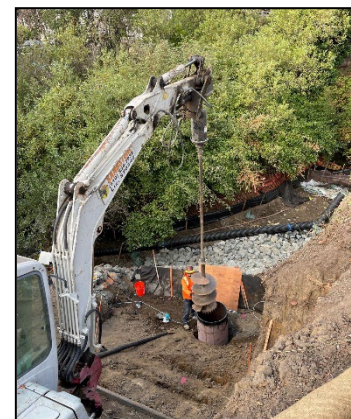
City of Pacifica

4LEAF provided Construction Inspection services for the City of Pacifica’s Serra Drive Storm Drain Outfall Repair Project, which included the demolition and removal of the existing concrete spillway, headwall, and HDPE storm drainpipe; construction of a coffer dam to divert flows around the construction site; slope grading; construction of seven new reinforced concrete piers, concrete spillway, headwall, and wing walls; installation of new rip rap and new partially grouted rip rap energy dissipator; and site restoration. The project was completed along San Pedro Creek which is a perennial stream that flows through Pacifica and was constructed in conformance with U.S. Fish & Wildlife Streambed Alteration Agreement requirements.



Services Performed by 4LEAF Included:

- Full-time inspection services monitoring/documenting contractor’s work for adherence to contract.
- Performing biological survey monitoring to confirm compliance with the Fish & Wildlife Service permit requirements and providing updates to the City’s s biological services subconsultant.
- Performing check-ins on the site during the weekends and holidays to confirm creek dewatering pumps are operating and that no protected species are present inside of the site mitigation fencing.
- Reviewing contractor pay applications and providing recommendations to City staff.
- Maintaining thorough daily inspection reports and continual review of plans/ specifications.
- Documenting information related to manpower, equipment, & extra work.
- Collecting & maintaining digital photographs of daily construction activities.
- Providing daily interface and updates with nearby residents and City staff.
- Coordinating all special inspections and materials testing being performed by the City’s subconsultant.
- Continually monitoring the contractor’s traffic control to ensure compliance with the traffic control plan.
- Reporting all discrepancies requiring corrective actions to City staff and maintaining red-lined set of project plans.
- Interfacing with contractor to review proposed work and schedule inspections.
- Developing "punch list" items and following up with corrective measures with the City’s staff.



Client Name: City of Pacifica
Client Contact: Lawrence Henriquez, P.E.
Client Phone: (650) 898-2233
Client Email: LHenriquez@Pacifica.gov
Client Address: 151 Milagra Drive, Pacifica, CA 94044
Project Dates: August - October 2021

Key Personnel:
Gene Barry, P.E. – PIC / PM
Chad Martin – Construction Inspector
Population: 39,000 (approx.)
Number of Employees: 180 (approx.)

QUALIFICATIONS TO PROVIDE ON-CALL PLANNING & ENGINEERING SERVICES

TO THE
CITY OF SEBASTOPOL

SECTION 5

FEE SCHEDULE



SECTION 5: FEE SCHEDULE

FY2022-2023 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF SEBASTOPOL

All Rates are Subject to Basis of Charges

PLANNING

| | |
|--|------------|
| Principal-in-Charge | \$280/hour |
| Housing Policy Director | \$225/hour |
| Planning Director | \$205/hour |
| Interim Community Development Director | \$195/hour |
| Principal/Planning Manager | \$180/hour |
| Senior Planner | \$150/hour |
| Associate Planner | \$120/hour |
| Assistant Planner | \$110/hour |
| Planning Technician | \$98/hour |

PUBLIC WORKS & CONSTRUCTION MANAGEMENT (PREVAILING WAGE)

| | |
|--|------------|
| Principal-in-Charge | \$200/hour |
| Project Manager | \$180/hour |
| Civil Plan Review (Grading, Improvement Plans) | \$165/hour |
| Traffic Engineer..... | \$215/hour |
| Construction Manager..... | \$170/hour |
| Public Works Inspector | \$150/hour |
| Public Works Inspector Apprentice..... | \$100/hour |

BASIS OF CHARGES – PLANNING

Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- 4LEAF assumes that these rates reflect the FY2022-2023 contract period. 3% escalation for FY2023-2024, FY2024-2025, and FY2025-2026 is negotiable per market conditions.
- Overtime and Premium time will be charged as follows:

| | |
|---|---------------------|
| - Regular time (work begun after 5AM or before 4PM) | 1 x hourly rate |
| - Nighttime (work begun after 4PM or before 5AM) | 1.125 x hourly rate |
| - Overtime (over 8-hour M-F or Saturdays) | 1.5 x hourly rate |
| - Overtime (over 8 hours Sat or 1 st 8-hour Sun) | 2 x hourly rate |
| - Overtime (over 8 hours Sun or Holidays) | 3 x hourly rate |
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.



- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF’s non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.
- If 4LEAF is requested or otherwise required to conform to Clients alternative work week schedule (“AWW”), Client hereby agrees to compensate or reimburse 4LEAF for all overtime paid to its employees who work an AWW.
 - If 4LEAF’s affected employment group approves an AWW election and the same is registered, the overtime compensation/reimbursement shall not be required.

BASIS OF CHARGES – PREVAILING WAGE

- Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR.
- Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR’s Wage determination for Building Construction Inspector were used to determine the range of hourly rates for Public Works Inspector Apprentice.
- Pre-approved Overtime and Premium hours for labor categories subject to Prevailing Wage requirements will be charged per the following:

| | |
|---|----------------------------|
| - <i>Nighttime (work begun after 4PM or before 5AM)</i> | <i>1.125 x hourly rate</i> |
| - <i>Overtime (over 8 hour M-F or Saturdays)</i> | <i>1.35 x hourly rate</i> |
| - <i>Overtime (over 8 hours Sat or 1st 8 hour Sun)</i> | <i>1.85 x hourly rate</i> |
| - <i>Overtime (over 8 hours Sun or Holidays)</i> | <i>2.35 x hourly rate</i> |
- All invoicing will be submitted monthly.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Project-related mileage for inspections will be billed at the allowable IRS Rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed



tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

- If 4LEAF is requested or otherwise required to conform to Clients alternative work week schedule ("AWW"), Client hereby agrees to compensate or reimburse 4LEAF for all overtime paid to its employees who work an AWW.
 - If 4LEAF's affected employment group approves an AWW election and the same is registered, the overtime compensation/reimbursement shall not be required.