



**Winters City Council Meeting  
City Council Chambers  
318 First Street  
Tuesday, November 3, 2015  
6:30 p.m.  
**AGENDA****

*Members of the City Council*

*Cecilia Aguiar-Curry, Mayor  
Woody Fridae, Mayor Pro-Tempore  
Harold Anderson  
Wade Cowan  
Pierre Neu*

*John W. Donlevy, Jr., City Manager  
Ethan Walsh, City Attorney  
Nanci Mills, City Clerk*

---

PLEASE NOTE – The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Councilmembers. Public comments time may be limited and speakers will be asked to state their name.

Roll Call

Pledge of Allegiance

Approval of Agenda

**COUNCIL/STAFF COMMENTS**

**PUBLIC COMMENTS**

At this time, any member of the public may address the City Council on matters, which are not listed on this agenda. Citizens should reserve their comments for matter listed on this agenda at the time the item is considered by the Council. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

### CONSENT CALENDAR

All matters listed under the consent calendar are considered routine and non-controversial, require no discussion and are expected to have unanimous Council support and may be enacted by the City Council in one motion in the form listed below. There will be no separate discussion of these items. However, before the City Council votes on the motion to adopt, members of the City Council, staff, or the public may request that specific items be removed from the Consent Calendar for separate discussion and action. Items(s) removed will be discussed later in the meeting as time permits.

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, October 20, 2015 (pp. 5-8)
- B. Street Closure Request and Parade Permit Application by the Winters Chamber of Commerce for the Annual Tree Lighting Ceremony and Tractor Parade to be Held on Saturday, December 5, 2015 (pp. 9-13)
- C. FEMA Grant Acceptance and Purchase Authorization (pp. 14-19)
- D. Amplified Sound Permit Application by Winters High School for the Celebrate My Drive Campaign to be Held on Wednesday, November 11, 2015 in Rotary Park (pp. 20-22)

### PRESENTATIONS

None

### DISCUSSION ITEMS

1. Waive the Second Reading and Adoption of Ordinance 2015-04, an Ordinance of the City of Winters Amending Home Occupation Regulations; and Waive the Second Reading and Adoption of Ordinance 2015-05, an Ordinance of the City of Winters Amending Second Residential Unit Regulations (pp. 23-33)
2. Contract with 4-LEAF, Inc. to Complete Plan Check and Inspection Services for the PG&E Gas Operations Technical Training Center (pp. 34-79)

---

### CITY OF WINTERS AS SUCCESSOR AGENCY TO THE WINTERS COMMUNITY DEVELOPMENT AGENCY

- 1.
-

## CITY MANAGER REPORT

### INFORMATION ONLY

#### ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the November 3, 2015 regular meeting of the Winters City Council was posted on the City of Winters website at [www.cityofwinters.org](http://www.cityofwinters.org) and Councilmembers were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on October 28, 2015, and made available to the public during normal business hours.

  
Nanci G. Mills, City Clerk

Questions about this agenda – Please call the City Clerk's Office (530) 794-6701. Agendas and staff reports are available on the city web page [www.cityofwinters.org/administrative/admin\\_council.htm](http://www.cityofwinters.org/administrative/admin_council.htm)

*General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.*

*Staff recommendations are guidelines to the City Council. On any item, the Council may take action, which varies from that recommended by staff.*

*The city does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.*

*How to obtain City Council Agendas:*

*View on the internet: [www.cityofwinters.org/administrative/admin\\_council.htm](http://www.cityofwinters.org/administrative/admin_council.htm)  
Any attachments to the agenda that are not available online may be viewed at the City Clerk's Office or locations where the hard copy packet is available.*

*Email Subscription: You may contact the City Clerk's Office to be placed on the list. An agenda summary is printed in the Winters Express newspaper.*

*City Council agenda packets are available for review or copying at the following locations:*

*Winters Library – 708 Railroad Avenue*

*City Hall – Finance Office - 318 First Street*

*During Council meetings – Right side as you enter the Council Chambers*

City Council meetings are televised live on City of Winters Government Channel 20 (available to those who subscribe to cable television) and replayed following the meeting.

Wednesday at 10:00 a.m.

Videotapes of City Council meetings are available for review at the Winters Branch of the Yolo County Library.



Minutes of the Winters City Council Meeting  
Held on October 20, 2015

---

**Executive Session**

Pursuant to Government Code Section 54957 - Public Employee Performance Evaluation – City Manager

---

**Regular Session**

Mayor Aguiar-Curry called the meeting to order at 6:30 p.m. and said there was nothing to report out of Executive Session.

Present: Council Members Harold Anderson, Wade Cowan, Woody Fridae, Pierre Neu, and Mayor Cecilia Aguiar-Curry  
Absent: None  
Staff: City Manager John Donlevy, City Attorney Ethan Walsh, Economic Development/Housing Manager Dan Maguire, Contract Planner Dave Dowswell, and Management Analyst Tracy Jensen.

Dave Dowswell led the Pledge of Allegiance.

Approval of Agenda: Motion by Council Member Fridae, second by Council Member Neu to approve the agenda with no changes. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Neu, Mayor Aguiar-Curry  
NOES: None  
ABSENT: None  
ABSTAIN: None

**COUNCIL/STAFF COMMENTS**

PUBLIC COMMENTS: None

CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, October 6, 2015
- B. Award Contract for Contaminated Soil Placement, Site Restoration and Grading at City-Owned Parking Lot
- C. Project Budget Sheet (Pre-Design Only) for W. Main Sewer Pump Station, Project No. 16-02

City Manager Donlevy gave an overview. Council Member Anderson said he would recuse himself for Item B due to a possible conflict of interest.

Motion by Council Member Cowan, second by Council Member Neu to approve Consent Items A and C. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Neu, Mayor Aguiar-Curry  
NOES: None  
ABSENT: None  
ABSTAIN: None

Council Member Anderson then stepped down from the dais.

Motion by Council Member Neu, second by Council Member Cowan to approve Consent Item B. Motion carried with the following vote:

AYES: Council Members Cowan, Fridae, Neu, Mayor Aguiar-Curry  
NOES: None  
ABSENT: Council Member Anderson  
ABSTAIN: None

Council Member Anderson returned to the dais at this time.

DISCUSSION ITEMS

1. Public Hearing, Introduction and Waive the First Reading of Ordinance 2015-04, an Ordinance of the City of Winters Amending Home Occupation Regulations, and;  
Public Hearing, Introduction and Waive the First Reading of Ordinance 2015-05, an Ordinance of the City of Winters Amending Second Residential Unit Regulations

Contract Planner Dave Dowswell gave an overview, confirmed the minimum lot size (6,000 sf) and said the strike-outs shown on the proposed ordinances is the new proposed language, which meets affordability requirements.

Mayor Aguiar-Curry opened the public hearing at 6:54 p.m. for the introduction of Ordinance 2015-04, amending the City's home occupation regulations, and closed the public hearing at 6:54 p.m. with no comments.

Motion by Council Member Cowan, second by Council Member Fridae to approve staff recommendation and introduce Ordinance 2015-04, amending the City's home occupation regulations. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Neu, Mayor Aguiar-Curry  
NOES: None  
ABSENT: None  
ABSTAIN: None

Mayor Aguiar-Curry opened the public hearing at 6:55 p.m. for the introduction of Ordinance 2015-05, amending the City's second residential unit regulations, and closed the public hearing at 6:55 p.m. with no comments.

Motion by Council Member Fridae, second by Council Member Cowan to approve staff recommendation and introduce Ordinance 2015-05, amending second residential unit regulations. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Neu, Mayor Aguiar-Curry  
NOES: None  
ABSENT: None  
ABSTAIN: None

---

CITY OF WINTERS AS SUCCESSOR AGENCY TO THE WINTERS  
COMMUNITY DEVELOPMENT AGENCY

1. None

---

CITY MANAGER REPORT: The Blue Mountain Terrace project cleared its last hurdle in qualifying for an additional set of financing based on a point scale. Kudos to Dan for helping to move the project forward, which is on schedule to begin in April, 2016. Carol's bridge is two weeks out from completion! If Viking Construction applies for work, hire them! Walnut Park Phase II goes to the Planning Commission on 10/27. Staff received comments regarding the round-

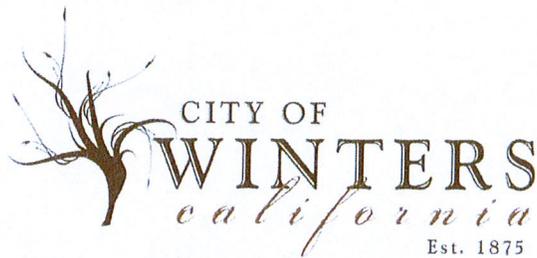
about and is being re-submitted to Cal Trans with all the changes to receive the permit. A right-of-way certification is also required. Once approved by Cal Trans, the project will go out to bid after the first of the year. An encroachment permit for the PG&E project has gone into Cal Trans' black hole. Assemblyman Bill Dodd was called upon to help push it through.

ADJOURNMENT: Mayor Aguiar-Curry adjourned the meeting at 7:05 p.m.

\_\_\_\_\_  
Cecilia Aguiar-Curry, MAYOR

ATTEST:

\_\_\_\_\_  
Nanci G. Mills, City Clerk



## STAFF REPORT

**TO:** Honorable Mayor and Council Members  
**DATE:** November 3, 2015  
**THROUGH:** John W. Donlevy, Jr., City Manager   
**FROM:** Nanci Mills, Director of Administrative Services  
**SUBJECT:** Street Closure Request and Parade Permit Application by Winters Chamber of Commerce for the Annual Tree Lighting Ceremony and Tractor Parade to be Held on Saturday, December 5, 2015

---

### RECOMMENDATION:

Approve the closure of East Main Street between Railroad Avenue and Elliot Street to allow for the Winters Chamber of Commerce to hold the Annual Tree Lighting Ceremony in Rotary Park and to approve the Parade Permit Application for the Lighted Tractor Parade.

### BACKGROUND:

The Winters Chamber of Commerce will once again hold the Annual Tree Lighting Ceremony in Rotary Park. But new to the festivities this year is a Lighted Tractor Parade, which will celebrate the agricultural heritage in Winters. Vintage and modern tractors bedecked with dazzling lights will parade down Winters' charming Main Street to celebrate the Christmas season.

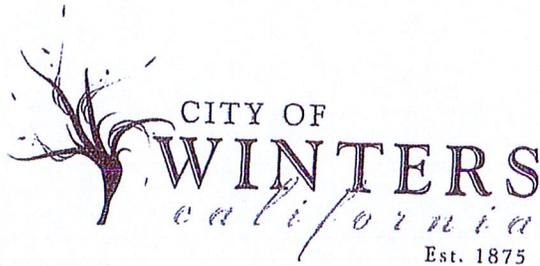
The Winters Chamber of Commerce has requested the closure of East Main Street between Railroad Avenue and Elliot Street from 4:00 p.m. to 8:00 p.m. (the end of the parade route.) They have also requested that barricades be placed at these intersections.

If approved, closure notification will be posted on all affected streets a minimum of 48 hours prior to the scheduled closures.

Per the City's Street Closure Ordinance, it requires Council approval on identified streets on the attached request form.

### FISCAL IMPACT:

To be Determined (Police staff overtime, signage, barricade placement).



**City of Winters Request for Street Closure**

This application is for citizens or groups that have occasion to request that streets be temporarily closed for such things as bicycle races, running contests, block parties and other such events requiring the re-routing of traffic. For a parade or amplified sound an additional permit is required.

A request to close streets shall be filed with the Police and Public Works Departments at least ten (10) business days prior to the date the street would be closed.

There shall be no closure of the following streets without Council approval:

1. Main Street
2. Railroad Street
3. Grant Avenue
4. Valley Oak Drive
5. Abbey Street

Request to close these streets shall be processed in much the same manner except that the request shall be submitted to the City Council by the Police Department. Requests to close the streets herein listed shall be submitted at least thirty (30) business days prior to the street closure.

Requests for street closures that are not submitted by the minimum time lines may be granted only by the Winters City Council.

Name: Kathy Cowan Organization: Winters Chamber

Address: 18 Main St Winters Mailing Address: 18 Main St.

Telephone: 795-2329 Today's Date: 10-20-15

Streets Requested: East Main St. (Railroad - Elliott)

Date of Street Closure: 12-5-15 Time of Street Closure: 4:00 pm - 8:00 pm

Description of Activity: Tree Lighting and Parking for Tractor Parade

Services Requested of City: Barricades at Railroad & Elliott at East Main St.

APPROVED: 89 Police Department CS Public Works Department

118 Fire Department h Administrative Services

**City of Winters Request for Street Closure**

Please provide a listing of the names and signatures of people living on the street (s) to be closed and acknowledging that they know why the closure is requested and that they agree to the closure. Attach additional sheets if necessary.

Captain [Signature]  
[Signature]

[Signature] Eddy's  
Green Fields Real Estate



PARADE PERMIT APPLICATION

Today's Date: 10-26-15 Date & Time of Parade: 12-5-15 / 5:30 pm.

Name of Organization: Winters Chamber Contact Person: Kathy Cowan

Phone Number & Email: 707 249-4914 kathycowan106@gmail.com

Purpose of Parade: Holiday Festivities

Type of Conveyance: Tractors

Number of People or Entries Enrolled: 10 +

Type of Safety Measures Provided (barricades, etc): Volunteers on corners to assist with traffic

City Services Requested: See Street Closure Request

\*\* Attach map with proposed route of parade City Park @ Main + 4th St to East Main.

\* Applicant Signature Kathy Cowan

CITY USE ONLY

Fire Signature: [Signature]

Police Signature: [Signature]

APPROVED or DENIED by City Council on (date) \_\_\_\_\_

NOTES: \_\_\_\_\_

Public Works: [Signature]

Admin. Svcs: [Signature]

BEGIN  
PARADE

CITY PARK

4th St.

3RD

3RD.

MAIN ST.

2ND

2ND

1ST

1st

RAILROAD

END PARADE  
- FIRST MAIN -



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** Tuesday, November 3, 2015  
**THROUGH:** John W. Donlevy, Jr., City Manager *John*  
**FROM:** Aaron McAlister, Fire Chief  
**SUBJECT:** FEMA Grant Acceptance and Purchase Authorization

---

**RECOMMENDATION:**

Adopt resolution accepting a grant from FEMA in the amount of \$144,480 with matching funds in the amount of \$7,224 for a total project cost of \$151,704; authorize the City Manager to purchase SCBA Equipment under the Fire Rescue GPO, Government Purchasing Organization, a competitively bid government purchasing program.

**BACKGROUND:**

In 2012 the Winters Fire Department identified the replacement of the Self Contained Breathing Apparatus, SCBA, as a critical need in its equipment cache. Applications were filed with the FEMA Assistance to Firefighters grant program in 2012 and 2013, both of which were unsuccessful. In the 2014 grant program, we filed yet another application for SCBA and in August 2015 we learned our application was selected for award.

The Fire Department reviewed specifications for SCBAs and desires to change the brand of SCBA in order to have operational integration and consistency with our neighboring agencies. The Department has selected Scott Safety as the manufacturer that meets this need and provides the best safety options for our employees. Scott SCBA meet all National Fire Protection Association (NFPA) guidelines.

Given the relative size of Winters, staff does not recommend a Request for Proposal (RFP) process for this purchase. The most streamlined process is a "tag-on" or "piggy-back" purchasing agreement to another entity who has already conducted a competitive bidding scenario. FEMA supports and encourages utilization of cooperative purchasing programs.

Scott SCBA are available under the Fire Rescue GPO Government Purchasing Organization. This organization obtains competitively bid items for group purchasing. Municipal Emergency Services is a retailer for GPO and is the vendor for Scott SCBA.

By replacing the entire inventory of SCBA, staff is also recommending the City Council declare the current inventory of breathing apparatus surplus. The inventory, because of its age, has little to no value on the open market. FEMA, through the grant process, wants to see this equipment removed from service and never utilized again. Staff requests the authority to dispose of this equipment at the discretion of the City Manager. One such possibility is to donate this equipment to a "Bomberos" program for utilization in Mexico.

#### **FISCAL IMPACT:**

Staff recommends council accept this award of \$151,704 in Federal Funds and allocate matching funds in the amount of \$7,224 from the equipment replacement funds for a total project cost of \$151,704.

#### **ATTACHMENTS:**

1. Resolution 2015-49
2. FEMA Award Letter
3. Price Quotation Under GPO Purchasing

Resolution No. 2015-49

ADOPT RESOLUTION ACCEPTING A GRANT FROM FEMA IN THE AMOUNT OF \$144,480 WITH MATCHING FUNDS IN THE AMOUNT OF \$7,224 FOR A TOTAL PROJECT COST OF \$151,704; AUTHORIZE PURCHASE THROUGH FIRE RESCUE GPO AND DECLARING ALL OLD SCBA EQUIPMENT AS SURPLUS

WHEREAS, The City of Winters Fire Department identified the replacement of SCBA as a critical need in its equipment cache and,

WHEREAS, The Fire Department filed an application with the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant Program in the amount of \$151,704,

WHEREAS, the Fire Departments application was selected for an award and,

WHEREAS, the City of Winters will allocate funds from the equipment replacement fund in the amount of \$7,224 in order to meet the required 5% match for a total project cost of \$151,704.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Winters, that the City Manager John Donlevy is authorized to accept the grant from FEMA on behalf of the City and through the City Manager, the Fire Chief is authorized to purchase said equipment through a cooperative purchasing agreement and the now obsolete equipment is declared surplus and the City Manager is authorized to dispose of said equipment.

DULY AND REGULARLY ADOPTED this 3<sup>rd</sup> day of November, 2015 by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

CITY OF WINTERS

\_\_\_\_\_  
Cecilia Aguiar Curry, Mayor

ATTEST:

\_\_\_\_\_  
Nanci G. Mills, City Clerk

U.S. Department of Homeland Security  
Washington, D.C. 20472



# FEMA

Mr. Aaron Mcalister  
Winters Fire Department  
700 Main Street  
Winters, California 95694-1689

Re: Award No.EMW-2014-FO-06946

Dear Mr. Mcalister:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2014 Assistance to Firefighters Grant has been approved in the amount of \$144,480.00. As a condition of this award, you are required to contribute a cost match in the amount of \$7,224.00 of non-Federal funds, or 5 percent of the Federal contribution of \$144,480.00.

**Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system.** By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2014 Assistance to Firefighters Grant Funding Opportunity Announcement.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

**Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov).** As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit

the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,



Brian E. Kamoie  
Assistant Administrator for Grant Programs

**MES - California**  
**4343 Viewridge Ave. Suite A**  
**San Diego, CA 92123**

Telephone.....: 858-715-4639  
 Fax.....: 858-505-9947



**Ship To:**  
 WINTERS FIRE DEPARTMENT  
 700 MAIN STREET  
 Winters, CA 95694

Contact:  
 Phone:

**Bill To:**  
 WINTERS FIRE DEPARTMENT  
 700 MAIN STREET  
 Winters, CA 95694

## Quotation

Number.....: QT\_00365266-5  
 Date.....: 10/21/2015  
 Page.....: 1 of 1  
 Sales order.....:  
 Requisition.....:  
 Your ref.....:  
 Our ref.....: bblack  
 Quotation deadline.....: 10/28/2015  
 Payment.....: Net 30  
 Sales Rep.....: RBROWN  
 Terms of delivery.....: Supplier Pays Freight

Item number	Description	Size	Color	Quantity	Unit	Unit price	Amount
X3314022200202	Scott X3 Airpak 4500 PSI / Quick Disconnect MMR// Dual EBSS, PASS Device			21.00	EA	4,917.00	103,257.00
804721-01	Scott Carbon Cylinder 30 Min. / 4500 PSI w/CGA Valve			21.00	EA	720.00	15,120.00
804721-01	Scott Carbon Cylinder 30 Min. / 4500 PSI w/CGA Valve			21.00	EA		0.00
201215-05	Scott AV3000 HT Facepiece w/Comm Bracket (right side), Size Medium			42.00	EA	253.00	10,626.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be re-calculated at the time of shipment to ensure they take into account the most current local tax information.

*Notes:*

All In-Service Training and Facepiece Fit Testing is included at no extra charge.

All Prices on this quote are under the GPO Contract guidelines. 21 Carbon 30 Min Cylinders at no cost per quote.

Thank you.

Sales balance	Total discount	S&H	Sales tax	Total
129,003.00	0.00	0.00	9,675.23	138,678.23 USD



**STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** November 3, 2015  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Nanci G. Mills, Director of Administrative Services  
**SUBJECT:** Amplified Sound Permit Application for the “Celebrate My Drive” Rally to be held at Rotary Park on Wednesday, November 11, 2015 from 2pm – 5pm.

---

**RECOMMENDATION:**

Approve the amplified sound permit application submitted by Winters High School for the “Celebrate My Drive” Rally to be held in Rotary Park on Wednesday, November 11, 2015 from 2pm – 5pm.

**BACKGROUND:**

State Farm will once again sponsor the 2015 Celebrate My Drive contest, where Winters High School will have the opportunity to win a \$100,000 grant.

Voting begins at 12:01 a.m. CT, November 9, 2015, and ends at 11:59 p.m. CT, November 13, 2015. Eligible voters (14 years of age or older) are allowed to vote once per day per e-mail address.

DRIVE 2N2 means 2 eyes on the road and 2 hands on the wheel. This can help reduce distracted driving and help new drivers build confidence on the road at the same time. Car crashes are the #1 killer of teens. And the first year of driving is the most dangerous. So DRIVE 2N2 was created in an effort to combat this epidemic and raise awareness around the importance of teen driver safety. When teens DRIVE 2N2, everybody wins!

Per the City’s noise Ordinance, the application requires Council approval.

**FISCAL IMPACT:**

None

Date of Application: 10/27/15 To City Council: \_\_\_\_\_

Name of Person(s)/ Organization: Winters High School Contact: Paul Fawcett

Business Address: 101 Grant Ave Telephone: 530 795-6140  
Winters, CA 95694 X 100

Telephone: \_\_\_\_\_

Type of Event: Celebrate My Drive

Purpose of Event: (ie; fundraiser, parade, festival, etc.): no texting & driving

Date/Time of Event: 11-11-15 From: 2:00 To: 5:00

Location/Address of Event: Rotary Park

Rated Output of Amplifier in Watts: \_\_\_\_\_ Number of Speakers: 2

I have provided a list of and contacted all property owners adjacent to and within 300 feet of the event. Their approval of this event is indicated by their signature on the attached petition. Complaints about the sound will result in a warning and a request to reduce the volume. Additional complaints will result in the cessation of amplified sound. All amplified sound must be extinguished no later 10:00 p.m. pursuant to Winters Municipal Code Title VI; Chapter 7-Noise Control. Signing below certifies that all information contained within this application is correct. In the event that any of this information is found to be fraudulent, it may result in an automatic denial of this application.

Signature: 

For City Use Only

Proof of Insurance:  N/A (Not City Property)  Yes  No

Rental Fee Paid:  N/A (Not City Property)  Yes  No

Police Department:  Approved  Denied Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

City Council:  Approved  Denied Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_





**TO:** Honorable Mayor and Council Members  
**DATE:** November 3, 2015  
**THROUGH:** John W. Donlevy, Jr., City Manager   
**FROM:** David Dowswell, Community Development Department   
**SUBJECT:** Various Zoning Text Amendments regarding Second Residential Units and Home Occupations

---

**RECOMMENDED CITY COUNCIL ACTION**

1. Waive the second reading and adopt Ordinance No. 2015-04 deleting Section 17.60.080, Home Occupations, amending Chapter 17.04, Introductory Provisions and Definitions, and adding Chapter 17.94, Home Occupations of the Winters Municipal Code (Zoning Ordinance).
2. Waive the second reading and adopt Ordinance No. 2015-05 deleting Section 17.60.070, Second Residential Units, amending Section 17.16.050, Ministerial Permits, Chapter 17.52, Land Use Regulations/Zoning Matrix, and adding Chapter 17.98, Second Residential Units of the Winters Municipal Code (Zoning Ordinance).

**BACKGROUND:**

On October 20, 2015 the City Council voted unanimously to approve the two ordinances updating certain provisions of the City’s Home Occupation and Second Residential Units regulations in the Municipal Code (Zoning Ordinance).

On September 22, 2015 at a noticed public hearing the Planning Commission discussed the proposed ordinance amendments. At the meeting the Commission recommended that the proposed HOP amendments include under Section 17.94.040, Exceptions, allowing more than one (1) home occupation in any dwelling unit. An example of where two HOPs could be allowed is when one of the businesses involves the use of a computer and creates no additional traffic. The Commission recommended no additional changes to the second residential unit regulations.

**DISCUSSION:**

The proposed amendments to the HOP regulations are designed to bring them into compliance with the new State law AB 1616. An administration section and a regulation prohibiting someone from using their garage to facilitate the HOP have also been added. The proposed amendments would allow the Planning Commission to consider granting an exception to some of the regulations at a noticed public hearing. In addition to updating the ordinance the HOP regulations are being moved from Chapter 17.60 "Residential Densities and Standards" and placed in a new separate chapter (Chapter 17.94), making them easier to find when looking for them in the Municipal Code.

The proposed amendments to the second residential unit regulations are designed to update them to be more consistent with how other cities regulate this type of use. In addition to updating the ordinance the second residential unit regulations are being moved from Chapter 17.60 "Residential Densities and Standards" and placed in a new separate chapter (Chapter 17.98), making them easier to find when looking for them in the Municipal Code.

**ATTACHMENTS**

- A) Ordinance 2015-04, Home Occupation Zoning Text Amendments
- B) Ordinance 2105-05, Second Residential Units Zoning Text Amendments

CITY COUNCIL

ORDINANCE NO. 2015 - 05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS  
DELETING SECTION 17.60.070 (SECOND RESIDENTIAL UNITS), AMENDING SECTION  
17.16.050 (MINISTERIAL PROJECTS), AMENDING SECTION 17.52 (LAND USE  
REGULATIONS/ZONING MATRIX) AND ADDING SECTION 17.98 (SECOND RESIDENTIAL  
UNITS) TO THE WINTERS MUNICIPAL CODE

The City Council of the City of Winters, State of California, does hereby ordain as follows:

1. Purpose. The purpose of this ordinance is to amend various section of the text in the Zoning Ordinance necessary to regulate Home Occupations and Second Residential Units.

2. Authority. The City of Winters has authority to adopt this ordinance pursuant to the general police power granted to cities by Article 11, Section 7 of the California Constitution.

3. Amendment to Section 17.16.050. Section 17.16.050 is hereby amended to read as follows:

**17.16.050 Ministerial permits.**

A. Purpose.

Ministerial actions, as noted herein, shall be subject to review and approval by the community development director and, as applicable, city engineer, to ensure, project consistency with this title, the municipal code and applicable provisions of state law.

B. Ministerial Projects.

The following is a list of projects which typically are classified as being ministerial. The community development director and/or city engineer retain the authority to seek guidance or discretionary approval from a reviewing body if the nature of a proposed project warrants such action:

1. Building permits and tenant improvements, where the proposed use or structure does not trigger discretionary review under the terms of this title (such as for certain types of remodeling), or when such discretionary review has been completed;
2. Demolition permits;
3. Grading permits where the intended use of land does not trigger discretionary review under the terms of this title, or when such discretionary review has been completed;
4. Site plans in conjunction with a building or grading permit, except where planning commission design review is required as noted elsewhere in this title;

5. Certificates of occupancy;
6. Lot line adjustments; (Note: The community development director and city engineer may refer a lot line adjustment application to the planning commission for action if it is determined that the adjustment has the potential to significantly enhance the developability of one or more lots.)
7. Certificates of compliance;
8. Second residential units; and
9. Voluntary lot mergers. (Ord. 97-03 § 2 (part): prior code § 8-1.4209)

4. Amendment to Section 17.52.020. Section 17.52.020 is hereby added to the Winters Municipal Code to read as follows:

**17.52.020 Land Use/Zone Matrix**

Add "Second Residential Units" to Table 2 under R-R, R-1 and R-2 as a permitted "P" use.

5. Deletion of Section 17.60.070. Section 17.60.070 is hereby deleted in its entirety.

6. Addition of Chapter 17.98. Chapter 17.98 is hereby added to the Winters Municipal Code to read as follows:

**Chapter 17.98**

**SECOND RESIDENTIAL UNITS**

**Sections:**

- 17.98.010 Purpose and intent.**
- 17.98.020 Administration**
- 17.98.030 Development Standards**

**17.98.010 Purpose and intent**

The purpose of this section is to permit second residential units in single-family residential zoning districts consistent with state law (California Government Code Sections 65852.150 through 65852.2). This section is intended to expand housing opportunities by increasing the number of housing units available within existing neighborhoods while maintaining the primarily "single family" residential character of the area. Second residential units are intended to provide livable housing at lower cost while providing greater security, companionship, and family support for the occupants, consistent with the general plan.

**17.98.020 Administration**

A. Second Residential Unit Permit Required. An approved second residential unit permit shall be obtained prior to construction, conversion and/or development of a second residential unit. Pursuant to California Government Code Section 65852.2, the second residential unit permit shall be considered ministerial without any discretionary review or a hearing.

B. Application.

1. Applications for a second residential unit permit shall be filed with the community development director on forms provided by the community development department.

2. An application for a second residential unit permit shall be accompanied by a fee established by resolution of the city council to cover the cost of handling the application as prescribed in this subsection.

C. Existing Second Residential Units. This section shall in no way validate an illegal second residential unit. An application for a second residential unit permit may be made pursuant to the provisions of this chapter to convert an illegal second residential unit into a lawful second residential unit, or to allow for the replacement, alteration or expansion of an existing nonconforming second residential unit. The conversion of an illegal second residential unit into a lawful second residential unit, or the replacement, alteration or expansion of an existing nonconforming second residential unit shall be subject to the requirements of this chapter.

**17.98.030 Development Standards**

All second residential units shall comply with the following development standards:

A. The maximum area of floor space of any second residential unit shall not exceed one thousand two hundred (1,200) square feet of living area on lots with a net lot area of twenty thousand (20,000) square feet or more and seven hundred fifty (750) square feet of living area on lots with a net lot area of less than twenty thousand (20,000) square feet. A second residential unit may be attached to or detached from the principal residence.

B. The site on which the proposed second residential unit is to be located meets the minimum lot size requirements for the zone in which it is located, and in no instance is less than six thousand (6,000) square feet.

C. Construction under this section shall be subject to zoning requirements applicable to residential construction in single family (R-R, R-1 and R-2) zones, except as modified by the conditions of this section.

D. The lot on which the second residential unit is proposed shall contain a principal residence at the time of construction of the second unit. In the case of vacant lots, the principal residence and second residential unit may be constructed at the same time.

E. The second residential unit is self-contained with its own separate entrance, kitchen and bathroom and shall comply with all applicable building, fire, energy and other health and safety codes.

F. Only one second residential unit shall be allowed for each principal residence per lot. A second residential unit shall not be permitted on a lot already having two or more dwelling units located thereon and shall not be permitted in addition to a guest dwelling. A guest dwelling shall not be permitted on any lot developed with a second residential unit.

G. The second residential unit shall be in compliance with all current zoning requirements, including structure height and yard setbacks. Consistent with the general plan, second residential units that front on alleys shall be encouraged.

H. One off-street uncovered parking space shall be provided for every second residential unit in addition to parking required for the principal residence. The off-street uncovered parking space may be provided in the front setback to the side of the existing driveway, subject to complying with Section 17.60.070E.10. When development of the second residential unit displaces existing required off-street parking (e.g., conversion of a garage) the required parking shall be concurrently replaced on the property in compliance with the off-street parking regulations in Chapter 17.72.

I. Not more than forty (40) percent of the front yard of a parcel, inclusive of second residential unit off-street parking requirements, shall be devoted to a driveway.

J. The second residential unit shall not cause excessive noise, traffic congestion, parking congestion or overloading of public facilities.

K. Separate hookups for city services and/or utilities may be required as determined by city standards as applied by city staff or by the appropriate public utility.

L. Second residential units shall achieve architectural continuity with the principal residence and with the character of the surrounding neighborhood, as determined by the community development department. No entrance to a second residential unit shall be located on the front building elevation of the principal residence if the second residential unit is attached to the residence, in order to maintain the appearance of the structure as a single-family unit.

M. The property owner shall occupy either the principal or second residential unit as their principal or primary residence as defined by the County Assessor. If either unit should become non-owner occupied the second residential unit, upon notification by the city, shall be converted into a non-dwelling unit or guest dwelling by removing the kitchen facilities. To ensure the property is owner-occupied the property owner shall record a deed restriction prior to obtaining a certificate of occupancy for the second residential unit. The deed restriction will stipulate they (property owner) will live in one of the two units at all times.

N. Before obtaining an occupancy permit for a second residential unit the owner of a second residential unit shall file with the County Recorder a declaration or agreement, form to be approved by the city attorney, stating the owner shall live in either the principal residence or second residential unit at all times. This restriction shall be removed if the owner eliminates the second residential or converts it into a non-dwelling unit or guest dwelling by removing the kitchen facilities.

O. The size of the second residential unit shall be counted towards the maximum floor area ratio (FAR) for the site.

P. Second residential unit permits shall not be issued for second residential units that result in adverse impacts to the adequacy of water and sewer services, and/or result in adverse impacts on traffic flow, and/or result in adverse impacts on any real property listed in the California Register of Historic Places.

Q. All new construction or exterior alterations to existing structures proposed under the second residential unit permit may be subject to design review as prescribed in Chapter 17.36, except that design review shall be ministerial without any discretionary review or a hearing.

7. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

8. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Winters.

**INTRODUCED** at a regular meeting on the 20th day of October, 2015 and **PASSED AND ADOPTED** at a regular meeting of the Winters City Council, County of Yolo, State of California, on the 3rd day of November, 2015 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Cecilia Aguiar-Curry, Mayor

\_\_\_\_\_  
Nanci G. Mills, City Clerk

**CITY COUNCIL**

**ORDINANCE NO. 2015 - 04**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS  
DELETING SECTION 17.60.070 (HOME OCCUPATIONS), AMENDING SECTION 17.52.020  
(LAND USE REGULATIONS: ZONING MATRIX), AND ADDING SECTION 17.94 (HOME  
OCCUPATIONS) TO THE WINTERS MUNICIPAL CODE**

The City Council of the City of Winters, State of California, does hereby ordain as follows:

1. Purpose. The purpose of this ordinance is to amend various section of the text in the Zoning Ordinance necessary to regulate Home Occupations and Second Residential Units.

2. Authority. The City of Winters has authority to adopt this ordinance pursuant to the general police power granted to cities by Article 11, Section 7 of the California Constitution.

3. Amendment to Section 17.04.140B. Section 17.04.140B is hereby amended to read as follows:

“Cottage food operation” means any activity operated by as a cottage food enterprise with not more than one full-time equivalent cottage food employee, not including a family member or household member of the cottage food operator living in the home where the cottage food products are prepared or packaged for direct or indirect sale to consumers, as defined and may be amended by the California Department of Public Health, Section 113758 of the Health and Safety Code. Gross annual sales are regulated by the provisions of Section 113758 of Health and Safety Code.

“Cottage food products” means non-potentially hazardous foods, including foods that are limited to and described in Section 114365.5 of the State of California Health and Safety Code and that are prepared for sale in the kitchen of a cottage food operation.

4. Amendment to Title 17. Chapter 17.94 Home Occupations is hereby added to Winters Municipal Code to read as follows:

**Chapter 17.94**

**HOME OCCUPATIONS**

**Sections:**

- 17.94.010 Purpose and intent**
- 17.94.020 Regulations**
- 17.94.030 Administration**
- 17.94.040 Exceptions**

**17.94.010 Purpose and intent**

The purpose of a home occupation permit is to insure that businesses allowed to be conducted from a home can be done so in a manner without changing the residential character of the neighborhood, subject to the regulations listed in Section 17.102.020.

**17.94.020 Regulations.**

Any of following regulations, including but not limited to those related to direct sales from a home and permitted employees, which conflict with at-home cottage food operations permitted in Section 113758 of Health and Safety Code.

A use which is clearly incidental and secondary to the residential use of the dwelling may be conditionally approved by the zoning administrator, provided that:

- A. No more than one (1) home occupation shall be permitted in any dwelling unit.
- B. Only the residents of the dwelling may be employed by the home occupation, except as allowed for a cottage food operation.
- C. No more than fifteen (15) percent of the dwelling's gross floor area, to a maximum of four hundred (400) square feet, may be used in connection with the home occupation.
- D. No required parking shall be made unusable in connection with a home occupation.
- E. No mechanical or power-driven equipment other than that customarily used in dwellings shall be used in connection with a home occupation.
- F. No sign for the home occupation shall be displayed on the house or property.
- G. The home occupation may not create vehicular or pedestrian traffic above and beyond that normally generated by residential use of the dwelling unit. For the purposes of determining compliance with this regulation, a home occupation may have no more than an average of four (4) customers and/or deliveries to the residence per day, not to exceed a maximum of six (6) customers and/or deliveries to the residence on any one (1) day.
- H. There shall be no visible exterior evidence of the conduct of a home occupation. A home occupation must be conducted wholly within the dwelling unit or an accessory structure.
- I. Hours of operation where customers come to a home shall be conducted between the hours of 8:00 am and 6:00 pm Monday through Saturday. No customers shall come to a home on Sunday.
- J. Cottage Food Operations shall obtain an annual registration or permit to operate through the Yolo County Health Services prior to commencing operations. Yolo County Health Services

shall review for compliance with the provisions of state law related to a cottage food operation as described below and subject to periodic amendment by the state:

1. A "Class A" cottage food operation is one that may engage only in direct sales of cottage food products from the cottage food operation or other direct sales venue.
2. A "Class B" food operation is one that may engage in both direct and indirect sales of cottage food products from the cottage food operation, from direct sales venues, from offsite events, or from a third-party retail food facility described in the paragraphs below.

K. The following uses are not permitted as home occupations:

1. Those which entail repair, manufacturing, or processing. However, this shall not include handicraft, millinery, and laundering;
2. Those which entail the harboring, training, or raising of dogs, cats, birds, or other animals;
3. Those which entail automobile, body and fender repairing or painting;
4. Any use which is hazardous to the public health, safety and welfare or which may create objectionable noise or odors.

#### **17.94.030 Administration**

A. Home Occupation Permit Required. No person shall operate a home occupation business, as defined in Chapter 5.04 Business Licenses of the Winters Municipal Code, without first having a home occupation permit.

B. Application. An applicant for a home occupation permit shall submit a completed application form, processing fee (as applicable) and any other information required by the community development director.

C. Reviewing Body. Home occupation permits shall be reviewed by the zoning administrator subject to the provisions in Section 17.12.030D.2.

#### **17.94.040 Exceptions**

The City recognizes that special circumstances may exist which warrant granting a possible exception to some of the regulations. Exceptions to any of the regulations shall be considered by the planning commission at a noticed public hearing in accord with Section 17.16.040C. In considering a request for an exception the planning commission shall weigh the special circumstances against the potential impact to health, safety and welfare of the public. The following are exceptions the planning commission may consider:

A. Allowing more customers to come to the home than permitted in Section 17.94.020G if the business complies with all other regulations in this Chapter.

B. Allowing a small semi-trailer, typically one used for hauling equipment or landscaping materials, to be kept on the site if it can be kept in a place where it is not visible from the street, such as behind a solid fence, and the business complies with all of the other regulations.

In granting an exception, the planning commission shall make the following findings:

1. The business cannot easily be conducted where customers do not come to the home.
2. The business can be conducted in such a manner as not to adversely impact parking.
3. The business will not adversely impact the neighborhood.

C Allowing more than one (1) home occupation in any dwelling unit.

5. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

6. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Winters.

**INTRODUCED** at a regular meeting on the 20th day of October, 2015 and **PASSED AND ADOPTED** at a regular meeting of the Winters City Council, County of Yolo, State of California, on the 3rd day of November, 2015 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Cecilia Aguiar-Curry, Mayor

ATTEST:

\_\_\_\_\_  
Nanci G. Mills, City Clerk



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** November 3, 2015  
**THROUGH:** John W. Donlevy, Jr., City Manager   
**FROM:** Gene Ashdown, Building Official   
**SUBJECT:** PG&E Gas Operations Gas Operations Technical Contract with 4LEAF, Inc. to complete plan check and inspection services of the PG&E Gas Operational Training Center

---

**RECOMMENDATION:**

That the City Council:

1. Receive a Staff Report regarding Plan Check and Inspection Services related to the PG&E Gas Operations Technical Training Facility;
2. Approve Consultant Services Agreement No. O22-15 between the City of Winters and 4 LEAF, Inc. for a not to exceed amount of \$315,104; and
3. Authorize the City Manager to execute the Agreement.

**BACKGROUND:**

In July, 2015, the City Council approved the PG&E Gas Operations Technical Training Facility. In total, the 29 acre project will include approximately 110,000 SF of building and approximately 12 acres of civil/capital improvements.

PG&E has requested "on site" and full time inspection services in order to add continuity to the project and coordinate construction.

**DISCUSSION:**

In March of 2015 the City Staff issued and received responses from seven consulting companies in response to a Request for Proposal for Plan Check and Inspection Services for this project. Interviews were conducted with four (4) firms and 4LEAF, Inc was selected for the first phase of the PG&E Project which included plan review. 4LEAF, Inc. brings extensive experience which qualifies them for this project. They provide similar services to nearly 100 public agencies throughout California including City of Sacramento, City of Chico and the City of Folsom. 4LEAF, Inc. has worked on more than \$10 Billion of project related constructions projects including Lawrence Berkeley National Lab CRT, University of California Merced Campus, Cupertino Campus, WM Ware, and Taube-Koret Campus for Jewish Living. 4LEAF, Inc. will incorporate a team approach while working with the City’s building and engineering divisions.

The first phase services included a “courtesy review” of building and civil plans by staff and 4LEAF to help expedite the plan check process when the City received the official building permit application and plans at a later date. The land purchase has occurred and the building permit application should be submitted shortly.

4LEAF’S services will include complete building plan check per the 2013 California Code of Regulations Title 24 with the provisions of all State and local laws and regulations, building inspections, on-site civil improvement inspections, and CASp inspections. The building division will receive weekly reports and visit the site as needed. 4LEAF will also provide on-site civil inspection services and coordinate with the City Engineer.

Staff recommends the City Council approve the Consultant Services Agreement No. O22-15 between the City of Winters and 4LEAF, Inc. and authorize the City Manager to execute the Agreement.

**FISCAL IMPACT:**

All cost associated with this contract well be paid by PG&E, with the exception of \$15,000 for plan check that will be collected when the building permit is issued. The contract with 4 LEAF provides for a not to exceed amount of \$315,104.

**ATTACHMENTS:**

Consultant Services Agreement

Exhibit A- Proposal to Provide Plan Review and Inspections Services for the PG&E Gas Operation Technical Training Center Dated 4/7/15

Exhibit B- Estimated Fees to Perform



THIS AGREEMENT is made at Winters, California, as of \_\_\_\_\_, by and between the City of Winters ("the CITY") and 4LEAF, Inc. (CONSULTANT)", who agree as follows:

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, CONSULTANTS shall provide to the City the Services described in Exhibit "A", which is the CONSULTANT'S Proposal dated April 7, 2015. Consultant shall provide said services at the time, place, and in the manner specified by the CITY and Exhibit "A".
2. PAYMENT. The Consultant shall be paid for the actual costs, for all time and materials expended, in accordance with the Schedule of Fees included in Exhibit "B", but in no event shall total compensation exceed Three Hundred Fifteen Thousand One Hundred and Four Dollars (\$315,104.00) without the City's prior written approval. City shall pay consultant for services rendered pursuant to the Agreement and described in Exhibit "A".
3. FACILITIES AND EQUIPMENT. CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.
4. GENERAL PROVISIONS. The general provisions set forth in Exhibit "C" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the other term or condition shall control only insofar as it is inconsistent with general Provisions.
5. EXHIBITS. All exhibits referred to therein are attached hereto and are by this reference incorporated herein.

EXECUTED as of day first above-stated.

CITY OF WINTERS, a municipal corporation

By: \_\_\_\_\_  
John W. Donlevy, Jr., City Manager

CONSULTANT

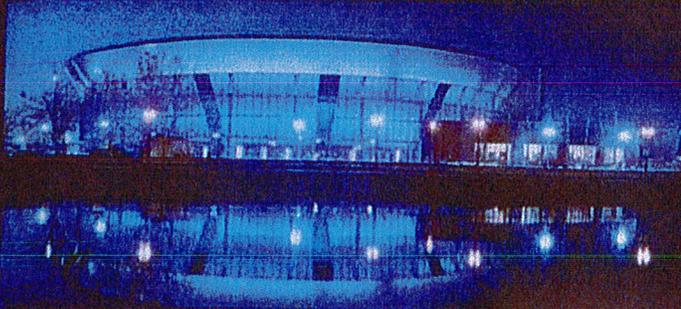
By: \_\_\_\_\_  
Gene Barry, P.E., Vice President  
4LEAF, Inc.

ATTEST:

By: \_\_\_\_\_  
Nanci G. Mills, CITY CLERK

**Exhibit "A" Provided by Consultant**

EXHIBIT A



PROPOSAL TO PROVIDE

PLAN REVIEW AND INSPECTION SERVICES FOR THE  
 PG&E GAS OPERATION TECHNICAL  
 TRAINING CENTER

FOR THE

CITY OF WINTERS  
 BUILDING AND CODE ENFORCEMENT DIVISION  
 318 FIRST ST.  
 WINTERS, CA 95694



Due: 4/7/2015

Submitted By:



**4LEAF, INC.**

ENGINEERING • CONSTRUCTION MANAGEMENT  
 BUILDING INSPECTION • PLAN CHECK



*Proposal to Provide*

*Plan Review and  
Inspection Services*

*For The*

*PG&E Gas Operation  
Technical Training  
Center*

*For The*

*City of Winters*

## Table of Contents

Section 1.	Cover Letter
Section 2.	About the Firm
Section 3.	Scope of Services for Project
Section 4.	Project Team Organization
Section 5.	Key/Lead Team Member Qualifications
Section 6.	References
Section 7.	Rate and Service Structure



City of Winters  
Building & Code Enforcement Division  
318 First Street  
Winters, CA 95694

April 7, 2015

**RE: Proposal to provide Plan Review and Inspection Services for the PG&E Gas Operations Technical Training Center**

4LEAF, Inc. (4LEAF) is excited to have the opportunity to present our proposal to provide plan review and inspection for the PG&E Gas Operations Technical Training Center. 4LEAF is the ideal choice for the following reasons:

**Local Experience**

4LEAF was established in 1999 and incorporated in 2001 and is a full-service engineering firm specializing in providing code review, building inspection, and project inspection services. Currently, we are supplying similar services to nearly 100 public agencies throughout California including the nearby municipalities such as the City of Sacramento, City of Chico, and the City of Folsom.

**Project Experience**

4LEAF is Northern California's leader in Project specific work. To date, 4LEAF has worked on more than \$10 Billion of project related construction projects including:

- Cupertino Campus (\$5 Billion)
- VM Ware (\$1.3 Billion)
- CDCR (\$800 Million)
- Taube-Koret Campus for Jewish Living (\$350 Million)
- University of California Merced Campus (\$350 Million)
- Lawrence Berkeley National Lab CRT (\$120 Million)

**Project Team**

4LEAF is proposing the following team of highly qualified industry professionals:

**Plan Review**

**Greg Shriver, P.E., CASp** – More than 25 Years of Plan Review experience.

**Kelly Park Li, S.E.** – More than 10 Years of Structural Engineering experience.

**Scott Martin, P.E.** – More than 10 years of Structural and Non Structural Plan Review experience.

**Inspection**

**Patrick Gunning** – More than 25 Years of Program and Project Inspection experience with a residence only 20 miles from the Winters job-site.

**Mike Anderson, CASp.** – More than 25 years of local experience with inspection and plan review.

**Project and Schedule Understanding and Approach**

4LEAF is committed to turning around the plan check in 15 days or less from time of receipt and 5 days or less for the re-checks. We further understand that the Learning Center and M&C Tech Center has a construction schedule of approximately 13 months in length from October 2015 to October 2016. There will also be two other projects within this time frame which will be approximately six months of construction (T&D) and five months of construction (Utility Village). 4LEAF will provide one Inspector for the duration of the project for approximately 1,700 hours and a CASp Inspector for 32 hours to be performed at milestone dates. The Inspector will be full-time when all three scopes are operating simultaneously and will scale back when construction is less. A detailed breakdown is provided in the proposal.

 **Resources/Requirements for Award**

With nearly 200 employees, including more than 100 inspectors, 4LEAF has the depth of resources to provide the City of Winters a variety of personnel options. In addition, 4LEAF has 10 Certified Access Specialists (CASp) on staff. **4LEAF exceeds all the "Requirements for Award".**

 **Commitment to Estimate/Fee Schedule**

4LEAF is committed to the Estimate and Fee Schedule provided to the City in Section 7 of this proposal. We understand that the contents of Section 7 may be included in the contract awarded to 4LEAF by the City of Winters.

 **Communication for Proposal**

The contract with the City of Winters will be managed by Craig Tole. Craig has a proven track record of success with managing large inspection and plan review assignments. Craig works between both Northern California offices in Pleasanton and Nearby Fair Oaks.

If you have any questions or require additional information, please feel free to call at your convenience. I may be reached at the office at (925) 462-5959, by cell at (925) 580-4055, or email at [ctole@4leafinc.com](mailto:ctole@4leafinc.com).

Sincerely,  
4LEAF, Inc.

Craig Tole  
Project Manager



**Section 2: About the Firm**

4LEAF, Inc. (4LEAF) was established in 1999 and incorporated in 2001 by experienced engineers and managers with a focus on providing plan review, project inspection, and on-call inspection services to municipal Building and Public Works Departments. With the goal of setting the industry standard for excellent customer service, 4LEAF has grown to nearly 200 personnel (including more than 100 Inspectors with approximately 75 of those full-time) throughout California, Washington, and Nevada.

**Principal/Management Team:**

**President:** Kevin Duggan

(P) – (925) 462-5959 (E) – kduggan@4leafinc.com

**Vice President:** Bert Gross, P.E.

(P) – (916) 965-0010 (E) – bgross@4leafinc.com

**Vice President:** Gene Barry, P.E.

(P) – (925) 462-5959 (E) – gbarry@4leafinc.com

**Director/PM:** Craig Tole

(C) – (925) 580-4055 (E) – ctole@4leafinc.com

**Bay Area - Corporate Office**

2110 Rheem Drive, Suite A

Pleasanton, CA 94588

**Sacramento Office**

4401 Hazel Ave., Suite 135

Fair Oaks, CA 95628

**Washington Office**

1201 Pacific Avenue, Suite 600

Tacoma, WA 98402

**4LEAF Consulting, LLC**

125 E. Reno Ave. Suite 3

Las Vegas, NV. 89119

4LEAF maintains the largest database of qualified personnel of varied qualifications.

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	25+	ICC Certified Inspectors & Inspectors of Record	100+
ICC Certified Building Officials	10	Registered Architects	3
Registered Engineers (PE, SE)	20	ICC Permit Technicians	8
Code Enforcement Staff (PC832)	8	CASp	10
Construction Managers/Inspectors	18	QSP/QSD	3

4LEAF has a proven track record of reviewing and inspecting projects of all sizes and complexities including:

City/County-owned facilities

Large Campuses

Stadiums/Arenas

Commercial Office Parks

Detention/Criminal Justice Facilities

Essential Service Facilities

Laboratories

Military Projects

Site Work

Water Front

Health Care Facilities

Transportation Facilities

Commercial Shopping Centers

High Profile Type B commercial construction

Large-Scale Residential / Master Planned

Multi-Family projects



## 4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT  
BUILDING INSPECTION • PLAN CHECK

As an experienced firm, 4LEAF has approaches to working with clients that are very different from those you might find when working with a large corporation. Our philosophy is to strive to be the best firm providing our clients with outstanding customer service and first-rate plan review and inspection services.

4LEAF has been the industry leader in providing Building Department Services to public and private clients throughout California. 4LEAF has provided plan review and inspection services for numerous projects including office campuses, parking garages, transportation facilities, city-owned buildings, universities, public schools, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. 4LEAF has also performed thousands of plan reviews on residential properties, including tenant improvements.

4LEAF's staff has the depth of experience in working with building structures. 4LEAF has performed more than \$25 billion dollars in construction over the past fifteen (15) years. We have worked with planning and building departments in the construction, rehabilitation, and repair of both public and private buildings. We have worked with design review and preservation boards to determine design criteria and associated project requirements. In addition, our staff has performed inspections and plan reviews for public and private building structures for compliance with life-safety, and Americans with Disabilities Act (ADA) accessibility requirements.

### Basic Services Provided by Firm

Building Department Services	Construction Management	Engineering Services
<ul style="list-style-type: none"> <li>• Full Department Services</li> <li>• ICC Certified Building Officials</li> <li>• On-Site Plan review</li> <li>• Off-Site Plan Review</li> <li>• ICC Certified Plan Review Staff</li> <li>• ICC Certified Building Inspectors</li> <li>• ICC Certified Permit Technicians</li> <li>• ICC Certified Code Enforcement Officers</li> <li>• California Certified Accessibility Specialists (CASp)</li> <li>• DSA Inspectors of Record</li> <li>• OSHPD Inspectors of Record</li> <li>• Leed Accredited Professionals</li> <li>• California Registered Architects</li> </ul>	<ul style="list-style-type: none"> <li>• Constructability Reviews</li> <li>• Daily Reports</li> <li>• Review Progressive Payments</li> <li>• Track Bid Item Quantities</li> <li>• Baseline Schedule Review</li> <li>• Coordinate between various project stakeholders</li> <li>• Monitoring Documenting Contractor's Compliance with Project Contract and Specs</li> <li>• Review Submittals, Supplementals &amp; RFI's</li> <li>• Maintaining Detailed Written and Photographic Records of Site Activities</li> <li>• Performing Claims Analysis</li> <li>• Performing On-Site Administration</li> </ul>	<ul style="list-style-type: none"> <li>• California Registered Engineers</li> <li>• NPDES Permitting and Compliance</li> <li>• Phase I &amp; II Environmental Assessments</li> <li>• Storm Water Pollution Prevention</li> <li>• Soil Stabilization / Management</li> <li>• CERCLA and RCRA Remedial Investigation Work Plans</li> <li>• Remedial Investigation Reports</li> <li>• Groundwater Treatment System O&amp;M</li> <li>• Engineering Cost Estimates</li> <li>• Roadway</li> <li>• Trenched Utilities/Pipelines</li> <li>• Bridge</li> <li>• Foundation</li> <li>• Hazardous Waster Management</li> </ul>



### Experience with Public Agencies

4LEAF is the largest provider of ICC Certified Combination Inspectors. 4LEAF currently supplies more than **100 ICC Inspectors** to municipal clients both on an on-call basis or permanent assignment. 4LEAF also performs a multitude of **plan review services** for these clients both on-site and from our 4LEAF office locations throughout California.

#### City / County / State On-Call Clientele

City of Palo Alto	City of Pleasanton	City of Sacramento
City of Cupertino	City of Livermore	California State Parks
City of Tracy	City of Dublin	County of Stanislaus
City of Lathrop	City of Concord	City of San Juan Bautista
County of San Joaquin	City of Walnut Creek	City of Hollister
City of Modesto	City of Berkeley	City of Daly City
County of Santa Clara	City of Rohnert Park	City of Stockton
County of San Mateo	Town of Danville	City of Merced
City of East Palo Alto	County of Alameda	City of Rocklin
City of Galt	City of El Cerrito	City of Riverbank
City of San Mateo	City of Pittsburg	City of Los Altos
City of San Leandro	City of San Ramon	City of Roseville
City of Gilroy	City of Martinez	City of Burlingame
City of Redwood City	City of Fremont	County of Tuolumne
City of Monterey	City of Brentwood	City of Sunnyvale
County of San Luis Obispo	Clark County, NV	City of Davis
City of Auburn/Enumclaw, WA	Town of Tiburon	City of Carmel By-The Sea
City of Santa Cruz	City of Citrus Heights	City of Bainbridge Island, WA
City of San Jose	City of Folsom	County of Fresno



## Project Inspection

4LEAF is the Northern California's leader in Project Inspection Services. Here is a list of our recently completed or in-progress commercial projects:

### Building Projects

- Cupertino Campus (\$5 Billion)
- VMware (\$1.3 Billion)
- CDCR (\$800 Million)
- Taube-Koret CJL (\$350 Million)
- UC Merced Phase 1 (\$350 Million)
- California Dept. of Parks and Recreation (DPR) (\$250 Million)
- St. Joseph's Hospital, Stockton, CA (\$120 Million)
- BART Dublin Station, Dublin, CA (\$116 Million)
- Lawrence Berkeley National Lab CRTF (\$115 Million)
- Los Angeles Downtown Park (\$100 Million)
- Stockton Ball Park and Arena (\$100 Million)
- Calaveras County Jail (\$68 Million)
- Downtown Health Center, Santa Clara County (\$50 Million)
- OSHPD Campus Work, Stanford University (\$50 Million)
- S.F. Muni Metro East (~\$50 Million)
- College of Marin Math Science Building (\$49 Million)
- Ashland Youth Center, Alameda County (\$40 Million)
- Lafayette Library and Learning Center (\$40 Million)
- County of San Luis Obispo Women's Jail (\$34 Million)
- Mitchell Park Library, Palo Alto (\$30 Million)
- Clark County Bus Rapid Transit (\$25 Million)
- Biltmore Adjacency, City of Cupertino (\$23 Million)
- College of Marin Diamond P.E. Center (\$16 Million)
- San Francisco Unified School District Renovation Projects (\$15 Million)
- County of San Luis Obispo Juvenile Hall (\$13 Million)
- Angel Island Immigration Station (\$12 Million)
- Santa Clara County, Berger One and Two Remodels (\$11 Million)
- City of Sacramento Fire Station #20 (\$10 Million)
- City of Sacramento Fire Station #30 (\$10 Million)
- Concord Naval Weapons Station (\$10 Million)
- Aerojet Defense and Space contractor facility upgrades (\$10 Million)
- City of Hayward Fire Station # 2 & 5 (\$10 Million)
- City of Dublin Fire Station # 17 (\$8 Million)
- City of Dublin Fire Station # 18 (\$7 Million)
- West Valley Mission Community College District Fire Alarm Replacement
- Governor's Mansion, Sacramento, CA

### Public Works Projects

- City of Walnut Creek Streetscape (\$TBD)
- Clark County I-215 Interchange (\$50 Million)
- Amtrak Extension, Sac RT (\$40 Million)
- America's Cup Marina (\$25 Million)
- Richmond Field Station (\$25 Million)
- Yosemite Slough, Candlestick Pt. (\$14 Million)
- PG&E Gas Pipeline Replacement (\$10 Million)
- Downtown Burlingame Utilities (\$8 Million)
- W. Sacramento Capitol Ave (\$7 Million)
- W. Sacramento Tower Bridge (\$6 Million)
- Auburn Blvd, Citrus Heights (\$5 Million)
- City of Cotati Train Depot (\$1.7 Million)



## Plan Check Experience

4LEAF plan checks approximately 2,000 plans each year and has the depth of experience in providing consultant services on a variety of projects. Our project history includes City/County owned properties, laboratories, military projects, transportation projects, office buildings, criminal justice facilities, health care facilities, and high profile Type B commercial construction projects. Our project history includes:

### City / County Plan Check Project History

Administrative Office of the Courts – (\$200 Million)

City of Cupertino – Campus Parking Garages (Undisclosed)

City of Livermore – Fire/Building Reviews for Paragon Outlet Mall – Phases 1 & 2 (\$100 Million)

County of Stanislaus – County Jail Buildings 1, 2, and 3 (\$90 Million)

City of Cupertino – Main Street Cupertino (\$300 Million)

County of Calaveras – Adult Detention Facility and Administration Building (\$68 Million)

City of Pleasanton – Clorox Campus (\$60 Million)

City of Dublin – Ross Headquarters (\$50 Million)

County of Alameda GSA – Ashland Youth Center (\$34 Million)

City of Palo Alto – Stanford Hospital Parking Garage and Visitors Center (\$32 Million)

City of Monterey – Conference Center Renovation (\$25 Million)

City of Pleasanton – BRE Multifamily (\$25 Million)

City of Palo Alto – VMware (\$125 Million)

City of Cupertino – Biltmore Adjacency (\$23 Million)

City of Palo Alto – Stanford School of Medicine 3165 Porter (\$18 Million)

City of Palo Alto – Hilton Hotel (\$18 Million)

City of Monterey – Santa Catalina School (\$15 Million)

City of Turlock – Sutter Health (\$15 Million)

City of Turlock Essential Services Facility – (\$11 Million)

County of Santa Clara FAF – Fire Review for Main Jail Panel Replacement

County of Santa Clara FAF – Fire Review for San Jose Downtown Health Center



## Section 3: Scope of Services

### Plan Check Services

Our understanding is that this project will consist of a review of the following buildings:

- Learning Center (65,400 Sq. Ft.)
- Transmission and Distribution Tech Center (11,100 Sq. Ft.).
- Gas Transmission Training Area (One 12 Ft. by 20 Ft. & One 20 Ft. by 12 Ft. Structures).
- Equipment and Excavation Training Area (10 Ft. x 10 Ft. permanent Shade Structure and 15 Ft. x 20 Ft. Shed).
- Utility Village (15 Mock homes of 600 Sq. Ft. and Permanent Shade Structure 10 Ft. x 10 Ft.).
- Cathodic Protection Area (6 Distribution Poles approximately 30 Ft. in length).
- Building Expansion Area (20,000 Sq. Ft. building).
- Site Security and Fencing (3,100 Linear-foot, 7 foot high masonry along southern, eastern, and western (up the proposed parking lot) boundaries and by a seven-foot ornamental fence along a small portion of the northern boundary connecting the Learning Center).

### Scope of Review

4LEAF will review these plans per the 2013 California Building Code. We anticipate the plan review services required will be the review of submitted plans for compliance with the provisions of all State and local laws and regulations including, but not limited to those for: Fire and Life Safety, Accessibility, Structural, Plumbing, Mechanical, Electrical, and Energy associated with all the buildings for the new Training Center. We anticipate the Fire-Life-Safety review to cover the following: egress, allowable building areas, fire resistive construction, smoke control, use separations and opening protection.

### Turn-Around Times

First Reviews will be performed in 10 days or less and rechecks will be performed in 5 days or less.

### ADA

4LEAF's review will be performed and managed by a Certified Access Specialist (CASp). 4LEAF will:

- Depict accessible elements in the design and construction documents.
- Identify discrepancies between project/permit application & design and construction documents.
- Detect nonconformance and/or omissions related to accessibility requirements in design and construction documents.
- Check and verify coordination of accessible elements throughout all relevant design and construction documents.
- Analyze site horizontal and vertical elevation data to evaluate conformance with applicable accessibility requirements.
- Analyze accessibility requirements

### Exclusions

Automatic fire suppression and fire alarm systems will not be part of this review. If required, 4LEAF will put in a separate bid for these items. 4LEAF assumes the City of Winters Fire Department will perform this portion of the review.



**Building Inspection Services**

Our understanding is that this project will consist of a review of the following buildings:

- Learning Center (65,400 Sq. Ft.)
- Transmission and Distribution Tech Center (11,100 Sq. Ft.).
- Gas Transmission Training Area (One 12 Ft. by 20 Ft. & One 20 Ft. by 12 Ft. Structures).
- Crane Certification Training Area.
- Vehicle Parking Areas.
- Equipment and Excavation Training Area (10 Ft. x 10 Ft. permanent Shade Structure and 15 Ft. x 20 Ft. Shed).
- Commercial Driver License Training Area
- Utility Village (15 Mock homes of 600 Sq. Ft. and Permanent Shade Structure 10 Ft. x 10 Ft.).
- Equipment Fueling Area
- Cathodic Protection Area (6 Distribution Poles approximately 30 Ft. in length).
- Building Expansion Area (20,000 Sq. Ft. building).
- Site Security and Fencing (3,100 Linear-foot, 7 foot high masonry along southern, eastern, and western {up the proposed parking lot} boundaries and by a seven-foot ornamental fence along a small portion of the northern boundary connecting the Learning Center).

**Construction Schedule**

Building	Start	Finish
Learning Center/M&C Tech Center	October, 2015	October, 2016
Transmission & Distribution Tech Center	November, 2015	May, 2016
Utility Village	November, 2015	March, 2016

**Level of Effort**

4LEAF will provide the City of Winters a highly qualified and experienced ICC Combination Building Inspector up to full-time (if needed) to perform the Inspections of this project. 4LEAF anticipates full time From October, 2015 through May, 2016, 24 hours per week for June, 2016 through September, 2016, and full-time for project closeout in October, 2016. In addition, we have budgeted 32 hours for CASp inspection.

2015			2016										
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	
Learning Center Starts	→	→	→	→	→	→	→	→	→	→	→	→	Learning Center Complete
	→	→	→	→	→	→	→	→	→	→	→	→	
Utility Village Starts	→		→	→	Utility Village Complete								
Full-Time Pre-Cons	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	¼-Time	¼-Time	Part-Time	Part-Time	Part-Time	Part-Time	Part-Time	Full-Time Closeout



Month	Year	Project	Scope	Hours
October	2015	LC/M&C	Review of Plans, Pre-Construction Meetings	172
November	2015	LC/M&C, T&D, Utility	Inspections, Meetings, and Reports for City	172
December	2015	LC/M&C, T&D, Utility	Inspections, Meetings, and Reports for City	172
January	2016	LC/M&C, T&D, Utility	Inspections, Meetings, and Reports for City	172
February	2016	LC/M&C, T&D, Utility	Inspections, Meetings, and Reports for City	172
March	2016	LC/M&C, T&D, Utility	Inspections, Meetings, CASp, and Reports for City	196
April	2016	LC/M&C, T&D	Inspections, Meetings, and Reports for City	96
May	2016	LC/M&C, T&D	Inspections, Meetings, and Reports for City	96
June	2016	LC/M&C	Inspections, Meetings, and Reports for City	96
July	2016	LC/M&C	Inspections, Meetings, and Reports for City	96
August	2016	LC/M&C	Inspections, Meetings, and Reports for City	96
September	2016	LC/M&C	Inspections, Meetings, and Reports for City	96
October	2016	LC/M&C	Closeout Procedures, CASp Inspection & Final Report	180
				<b>1,716</b>

**Inspection Scope**

Per the RFP, 4LEAF will have the following inspection responsibilities:

- Provide Construction Inspection services based on the approved plans and construction documents to ensure that all new construction is in conformance and compliance with the California Code of Regulations, Title 24, and other State and Local Laws. 4LEAF assumes the City of Winters have their adopted ordinances published on their City website.
- Prepare weekly summary reports of progress at the construction site based upon direct observation and reports by subordinate inspector and prepare these reports for review by the City of Winters Building Department.
- Review and appropriately respond to special inspection reports and subsequently electronically file the reports into a user friendly electronic document management system.
- Maintain an effective working relationship with the Contractor, Design Professionals, Construction Manager, and the City of Winters Building Department as to safeguard the Owner and City.
- Be tactful, firm, and fair in insistence to adherence of the intent of the approved plans and documents.
- Review and inspect work and materials in a timely manner so as to avoid as much as possible, disruption to the schedule or work already in place.
- Provide quality control of work (courtesy), materials, and equipment, and reject work that is substandard and/or which does not meet the intent of governing codes, laws, rules, and/or regulations.
- Rely on the Design Professional and Plan Review team to solve technical problems arising during construction.
- Refer to the Chief Building Official on gray areas of the code or where interpretation is needed. The Chief Building Official is the ultimate Authority Having Jurisdiction.



**4LEAF, INC.**

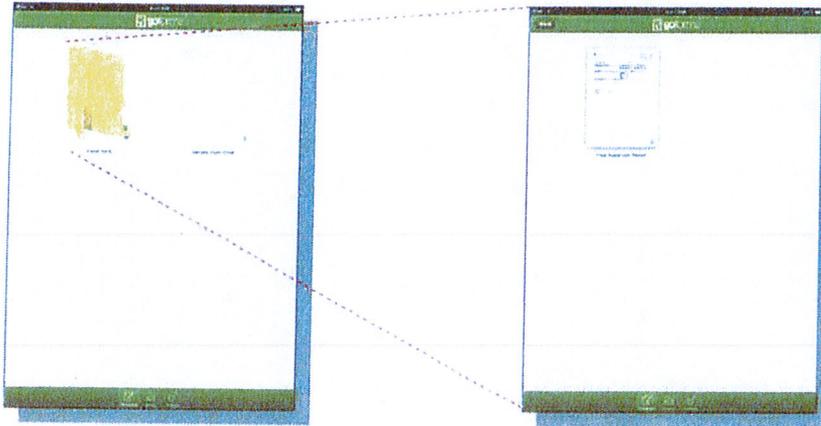
ENGINEERING • CONSTRUCTION MANAGEMENT  
BUILDING INSPECTION • PLAN CHECK



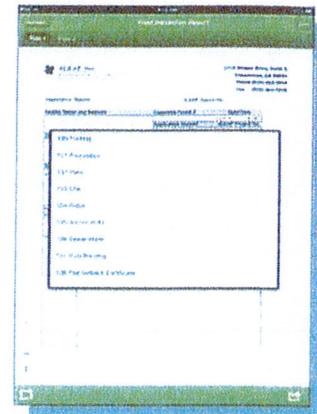
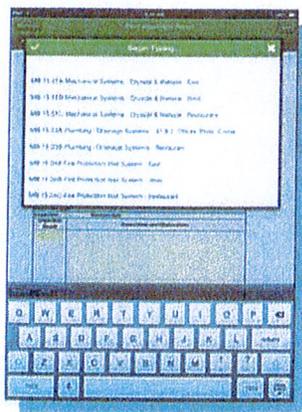
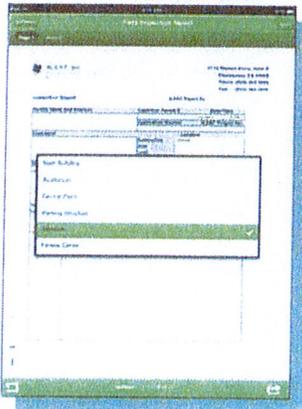
### Inspection Documentation

4LEAF proposes to use Go Formz for documenting inspections. 4LEAF's Inspection Form is already available in GoFormz and can be accessed by simply downloading the application to your iPad or Mobile Device.

From there, click on the Inspections Folder on the top left of your screen. Then, click on 4LEAF's Field Inspection Report



This report can populate immediately from the designated Inspection Request system to provide the report with the Building/Site, Zone for the project







---

## Section 4: Project Team Organization

### Principals

#### Kevin J. Duggan

Principal

Mr. Duggan is President and founder of this incorporated engineering and construction inspection firm based in Northern California. 4LEAF provides building department and public works services including building inspection, engineering inspection, plan check, office engineering, construction management, and environmental consulting. His responsibilities included program management, project management, business development, and forecasting. Mr. Duggan has more than 15 years of progressive business, management and construction related experience. He has been project manager on a number of both large and small projects in the Bay Area. Projects have included both civil and building projects with scopes ranging from environmental engineering services to construction management to building-safety code inspections.



#### Bert Gross, P.E.

Vice President

Bert Gross is Vice President of 4LEAF and is a California-registered Professional Engineer with more than 25 years of experience managing complex public works infrastructure projects. He is responsible for staffing, project, and financial management of 4LEAF's Construction Management, Project Management, and Inspection projects. Bert is experienced in project planning, specification writing, construction procurement and funding, scheduling, change order negotiations, and client relations. He has working knowledge of public contract codes, contracting and bidding procedures. His experience also includes field inspection of construction practices/methods and reviewing plans for constructability. Bert has served as a quality control manager and project manager for various design and construction projects. His responsibilities included quality control management and program management of engineering services for numerous federal infrastructure projects, major facility renovations, and new construction projects.



#### Gene Barry, P.E.

Vice President

Gene has more than 24 years of engineering and project management experience. He has experience as a project manager, construction manager, environmental engineer, field engineer, construction surveyor, soils tester, quality assurance inspector, and design engineer. He 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), has extensive experience preparing storm-water pollution prevention plans (SWPPP), and is very knowledgeable regarding the State of California's new General Construction Permit for stormwater discharges.





## Project Manager

### Craig Tole

Project Manager

Craig has been the Director of the 4LEAF business development team for the past 10 years under the supervision of the Vice President of Engineering and the company President and has managed more than \$15 Billion of Construction Inspection. Among Craig's responsibilities include the day to day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Construction Management, and Plan Check industries as well as the hiring and development of 4LEAF personnel. Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion in valuation. In addition, Craig also manages numerous Building Department and Capital Projects clients and is responsible for recruiting, qualifying, and placing staff throughout the Northwest United States.



Craig has established a proven track record of solidifying current clients as well as establishing new clients for 4LEAF. He is typically the first point-of-contact for client services and a direct link to home office support.

## Plan Review Team

### Greg Shriver, P.E., CASp

Plan Review Engineer

Greg has more than 30 years of experience in the performance of plan review engineering services. Greg has served a wealth of municipalities throughout California and has provided expertise in the California Building Code. Greg has primarily served a great majority of the East Bay and has served such jurisdictions as the Cities of Dublin, Livermore, Pleasanton, Pittsburg, Tiburon, American Canyon, and others. Greg is also a fixture in the International Code Council East Bay Chapter where he has held numerous positions including Past President. Greg continues to serve the industry on various code related issues and developments to his clients as well as other industry professionals when called upon.

### Kelly Park Li, S.E.

Plan Review Engineer

Kelly is a Registered Professional Structural Engineer and Certified Plans Examiner through the International Code Council. Kelly has more than seven years of experience designing and analyzing new construction of commercial buildings and tenant improvement projects. For the past 18 months, Kelly worked with the City of Walnut Creek performing plan reviews of commercial and residential projects for code compliance with state building codes and design standards. Kelly is familiar with design and review of a diverse range of project types including hospitals, medical office buildings, senior care facilities, retail, education, single and multi-family residential housing, and commercial buildings.



## Scott Martin, P.E.

Plan Review Engineer

Scott has more than 14 years of structural engineering experience. Scott has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letter, and constant communication with all project stakeholders. In addition, Scott was often tasked with the education of building code to applicants.

### Building Inspection Team

## Patrick Gunning

Proposed Project (Building) Inspector

Patrick has more than 25 years of experience in various management positions. His experience includes working closely with different government agencies and private companies in the construction of commercial and power industry projects ranging in value from \$2 million to \$1.3 billion. Patrick has a commanding knowledge of all building codes and accepted construction practices for all trades and excels in working closely with agents of owners, contractors, engineers in all levels of government. He is knowledgeable with programs including Storm Water Pollution Prevention Plans, the National Environmental Policy Act, the California Environmental Resources Evaluation System, California Public Utility Commission General Orders 95, 112, 128, 165 for high voltage overhead/underground transmission lines and utility gas transmission and distribution piping systems. Patrick is also proficient in the written/spoken English and Spanish languages. Patrick has served in various positions throughout the industry including Building Official in the Building Department of Dona Ana County, Las Cruces, NM, Director of Building & Safety, Supervising Inspector, Quality Control & Safety Manage, Director of Inspection Services, and Senior Inspector.

## Mike Anderson, P.E., C.B.O.

Proposed CASp (Building) Inspector

Mike Anderson has over 25 years of extensive plan review experience. He has provided architectural and structural plan review services on numerous moderate and complex projects for various jurisdictions and clients in California. His architectural review experience includes both reviewing new construction plans for code compliance and analyzing existing buildings for potential occupants and building owners. This architectural review covers aspects of the California Building Code including occupancy type, rated construction, exiting and accessibility. Mike is not only a professional engineer but also a Certified Access Specialist. Mike is currently responsible for providing architectural and accessibility plan review and office staff oversight for a variety of commercial, industrial, and multi-family residential projects throughout the western U.S. Through many years of project experience and personal contacts in the code industry, he maintains a strong connection with and understanding of the California Building Code. Mike has extensive experience reviewing high-rise and mid-rise projects for the City of Sacramento for conformance with the local building codes and ordinances. He has reviewed apartments, commercial buildings, OSHPD 3 Facilities and assembly occupancy facilities.

---

# Craig Tole

## Director of Development Services / Project Manager

---

### Experience

10 years

### Education

Bachelor of Science, Economics, 2000  
Sonoma State University

### Certifications / Training

Building Department Responsibilities  
for State License Clinics

### Registrations

International Code Council (ICC)

- East Bay Chapter
- Napa/Solano Chapter
- Monterey Bay Chapter
- Peninsula Chapter
- SVABO

CMAA

APWA

### Experience Summary

Craig has been the Director of the 4LEAF business development team for the past 10 years under the supervision of the Vice President of Engineering and the company President. Among Craig's responsibilities include the day to day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Construction Management, and Plan Check industries. Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$5 Billion. In addition, Craig also manages numerous Building Department clients and is responsible for recruiting, qualifying, and placing staff throughout California. Craig is currently managing the inspection services on a **\$5 Billion corporate campus in Cupertino, CA** where 4LEAF is performing the complete Building Department and Public Works Department inspections. To date, Craig manages a team of 14 personnel and monitors the milestone tracking and daily communication with the Chief Building Official and Public Works Director.

---

### Select Project Experience

#### Building Department Management

##### *Project Manager*

Craig is currently the Building Department Manager on behalf of 4LEAF. Craig is responsible for all assignments performed for clientele including plan review, building inspection, permit technicians / counter services, code enforcement, etc. Craig is responsible for recruiting and placing all building department staff as well as the pick-up and delivery and assignment of plan reviews to appropriate Engineers and certified staff. Craig manages more than 60 Building Department contracts. Some of them includes:

- ◆City of Cupertino, Building Department
- ◆City of Palo Alto, Building Department
- ◆County of Santa Clara, Building Department
- ◆County of Santa Clara, Facilities & Fleet
- ◆City of Sunnyvale, Building Department
- ◆City of Manteca, Building Department
- ◆City of Hollister, Building Department
- ◆City of Dublin, Staffing/Recruitment Manager
- ◆City of Monterey, Building Department
- ◆City of Salinas, Building Department
- ◆County of Stanislaus, Capital Projects
- ◆City of Walnut Creek, Building Department

### City of Palo Alto

#### VMWare, Taube-Koret Campus for Jewish Living, Mitchell Park Library

##### *Project Manager*

Craig is responsible for consultant building department services to the City of Palo Alto Building Department on behalf of 4LEAF. Services include on-site plan review engineering and on-call building inspection services. Craig was also the Consultant Project Manager for three large Municipal projects which included the **\$1.3 Billion VMware**, Mitchell Park Library, and the Taube-Koret Campus for Jewish Living (CJL). Craig supervised four staff members providing construction inspection services on this 8.6 Acre **\$350 Million** Dollar Project in Palo Alto at the former campus of the Sun Microsystems Corporation at 901 San Antonio Road. This project included two major components which includes a 193 unit senior residential living complex (298,130 s.f.) and the Oshman Family Jewish Community Center (134,150 s.f.). The project also consisted of 12 separate buildings placed on a podium style parking garage with a capacity of 628 parking spaces.



### College of Marin Campus Improvements - \$80 Million

##### *Project Manager*

Craig is responsible for the Consultant Project Management of nearly \$80 million in construction at the College of Marin. 4LEAF is currently performing Inspector of Record services on the Science and Mathematics Building. This project consists of construction of a new 77,000 gross square foot Science Building to replace the existing 55,000 square foot 1960's Science structure. The three-story building includes wet labs, dry labs, class rooms and a central plan for nearby buildings. Adjacent softscape and hardscape is included. The new building is rated by the United States Green Building Council and will feature a partial "green" roof, and a heating system utilizing water-fed heat pumps from the common geothermal field.



### Various Universities and Community College Districts

##### *Project Manager*

Craig has managed multiple consultant agreements with the California State School System, University of California, and Community College Districts. These contracts include Construction Management and Inspector of Record services for both On-Call agreements and project specific assignments. Our University clientele includes:

- California State University East Bay
- University of California, Berkeley
- Stanford University School of Medicine
- Stanford University Facilities Department
- University of California, Davis, Campus Inspection Services
- San Francisco Unified School District
- Evergreen Community College District

---

# Greg Shriver, P.E., CASp

Senior Plan Review Engineer

---

## Experience

32+ years

## Education

B.S.C.E Degree, California State University Fresno, May 1981  
Fresno City College, Fresno CA  
AA Degree, May 1973

## Certifications

Registered California Professional Engineer No. 38761  
CASp Certification No. 096

## Registrations

ICBO  
CALBO  
SEAOC  
California Energy Commission  
Past President – ICC East Bay Chapter

## Experience Summary

Greg has more than 30 years of experience in the performance of plan review engineering services. Greg has served a wealth of municipalities throughout California and has provided expertise in the California Building Code. Greg has primarily served a great majority of the East Bay and has served such jurisdictions as the Cities of Dublin, Livermore, Pleasanton, Pittsburg, Tiburon, American Canyon, and others. Greg is also a fixture in the International Code Council East Bay Chapter where he has held numerous positions including Past President. Greg continues to serve the industry on various code related issues and developments to his clients as well as other industry professionals when called upon.

---

## Select Professional Experience

### 4LEAF Inc.

*Senior Plan Check Engineer*

#### **2013 - Present**

Greg joined 4LEAF in January of 2013 as our Senior Plan Check Engineer. Greg is responsible for the management and performance of plan review for all of 4LEAF's plan review clientele and assists in the development of 4LEAF's Structural Engineers and Non-structural review staff.

### Interwest Consulting Group

*Engineer / Plans Examiner*

#### **2007-2012**

Greg served Interwest Consulting Group for nearly six years performing plan reviews for Fire-Life-Safety, Structural, Accessibility, and Title 24 for many municipalities including Cities of Pleasanton, Dublin, Livermore, Pittsburg, Tiburon, Martinez, etc.

### Independent Code Consultants

*Engineer / Plans Examiner / Owner*

#### **1991-2007**

Greg was the sole proprietor of his own Consulting Group for more than 15 years performing plan reviews for Fire-Life-Safety, Structural, Accessibility, and Title 24.

**Project Experience**

**Oracle Building "H" and Parking Structure**

Occupancy: B, Type II FR & S-2 IB  
 Size: 532,261 sf  
 No. of Stories: 4  
 Valuation: \$60,000,000



**Project Description:** Greg provided the complete shell and tenant improvement plan reviews for this four story building totaling 180,996 sq ft. Occupancy is B with construction type II FR, fully sprinklered. The structural systems consisted of conventional footings, structural steel framing and metal deck/concrete fill floor and roof diaphragms and special braced frames. The parking garage consisted of complete plan review services for the four story S-2 building. The Construction type was I-B with a total square footage of 351,265 sq ft. Structural systems consisted of conventional footings, post tensioned concrete floor slabs, and concrete shearwalls.

**Pleasanton Corporate Commons**

Occupancy: B  
 Size: 250,000 sf  
 No. of Stories: 5  
 Valuation: \$60,000,000



**Project Description:** Greg performed the plan review on the 250,000 sq ft Corporate Commons that included five stories of structural steel, reinforced concrete, and metal deck floors. The occupancy is B construction and the structural systems consisted of conventional footings, structural steel framing and metal deck/concrete fill floor and special braced frames.

**6088 / 6100 Sunol Boulevard**

Occupancy: B-H, 2-H, 7, II FR  
 Size: 184,233 sf  
 No. of Stories: 4  
 Valuation: \$55,000,000



**Project Description:** Greg provided the complete shell and tenant improvement plan reviews for this two building project consisting of one-three story building with basement and one two-story building totaling 184,233 sq ft. Occupancy is B/H-2H-7 with construction type IIFR, fully sprinklered. The structural systems consisted of conventional footings, structural steel, framing and metal deck/concrete fill floor and roof diaphragms, and special moment resisting frames.

**Pleasanton Presbyterian Church**

Occupancy: E-3, B, and A2.1, Construction Type V-N  
 Size: 78,000 sf  
 No. of Stories: 1&2  
 Valuation: \$15,000,000



**Project Description:** Greg provided plan review for the Pleasanton Presbyterian Church that consisted of a single story multi-use building, a single story classroom building, a single story youth center building, and a two story worship center. The total square footage for the project is approximately 78,000 sq ft. The Occupancy is E3, B and A2.1. The construction is type V-N sprinklered. The project was constructed using conventional wood framing, the lateral force resisting systems consisted of plywood roof and floor diaphragms and plywood shear walls.

---

# Kelly Park-Li, S.E.

## Structural Engineer/Plans Examiner

---

### Experience

7+ years

### Education

B.S Structural Engineering  
University of California, San Diego, 2006

### Licenses

Professional Structural Engineer, CA  
Professional Civil Engineer, CA

### Certifications

ICC Building Plans Examiner  
ICC Residential Plans Examiner  
State of California Post Disaster Safety  
Assessment Program #67993

### Experience Summary

Kelly is a Registered Professional Structural Engineer and Certified Plans Examiner through the International Code Council. Kelly has more than seven years of experience designing and analyzing new construction of commercial buildings and tenant improvement projects. For the past 18 months, Kelly worked with the City of Walnut Creek performing plan reviews of commercial and residential projects for code compliance with state building codes and design standards. Kelly is familiar with design and review of a diverse range of project types including hospitals, medical office buildings, senior care facilities, retail, education, single and multi-family residential housing, and commercial buildings.

---

### Select Professional Experience

#### 4LEAF, Inc.

*Structural Engineer / Plans Examiner*

#### **2014 - Present**

Kelly recently joined 4LEAF in November of 2014 as a Structural Engineer and Plans Examiner in our Pleasanton office. Kelly is tasked with the performance of plan review for all of 4LEAF's plan review clientele and will assist in the development of 4LEAF's Structural Engineers and Non-structural review staff. Some of her recent reviews for 4LEAF include Shea Homes Masterplan in Brentwood, Multi-family project in Daly City, and the CarMax Facility in Pleasanton. In addition, Kelly performed the plan review on the \$300 Million Broadway Plaza in Walnut Creek.

#### **City of Walnut Creek, CA**

*Structural Engineer / Plans Examiner*

#### **July 2013 – November, 2014**

Kelly worked for the City of Walnut Creek for approximately 18 months where she was responsible for reviewing drawings and documents submitted to obtaining building permits for conformance with the California Building Standards Code (Title 24 of the California Code of Regulations), structural design standards, and local municipal code. Kelly also reviewed life-safety, structural design, accessibility, energy standards, plumbing, electrical, mechanical, and green building. In addition, Kelly also worked the Public Counter performing reviews of tenant improvements and answering code-specific questions from architects, engineers, contractors, and homeowners. Kelly's plan review experience includes:

- Commercial
  - Structural design review of new two story, steel moment frame retail building and a new two-story concrete precast hybrid moment frame parking garage.
  - Structural and non-structural review of large and small office and retail tenant improvements.
  - Structural review of exterior signage.
- Residential
  - Single family alternations, additions, and new construction.
  - Multi-family alternations, additions, and new construction.

**KPFF, Consulting Engineers, Walnut Creek, CA**

*Project Engineer*

**2006-2013**

Kelly was responsible for the design and analysis of large and small projects in new and existing construction. Kelly created structural drawings and details along with calculation packages to obtain permit approvals from City and OSHPD jurisdictions. Materials used in design included steel, concrete, wood and masonry.

- Performed Design and Analysis for Lateral and Gravity Loads including:
  - New Four Story, pile supported moment frame and buckling-restrained braced frame hospital in Northern California (OSHPD).
  - Free Standing steel cantilever column canopies.
  - Concrete and Masonry retaining walls and shear walls.
  - Reframing in existing steel and wood construction for new equipment, added openings in floors or walls, and removed columns.
  - Anchorage of suspended, wall and floor mounted equipment for medical, mechanical, and electrical units in existing hospital, clinic, care facility, higher education, and retail applications.
  - Reviewed exiting c.1930 structure for deficiencies per ASCE 31-03 guidelines and designed strengthening scheme to comply with ASCE 41-06.

---

# Scott Martin, P. E.

Plan Review Engineer

---

## Experience

14 years

## Education

University of California, Irvine  
B.S. Civil Engineering

## Certifications

California Registered Civil Engineer  
License # 59091

Nevada Registered Civil Engineer  
License # 019922

## Professional Affiliations

ICC – International Code Council

Structural Engineers of Northern  
California (SEAC)

ASCE

## Experience Summary

Scott has more than 14 years of structural engineering experience. Scott has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letter, and constant communication with all project stakeholders. In addition, Scott was often tasked with the education of building code to applicants.

---

## Select Professional Experience

### 4LEAF, Inc.

#### *Structural Plan Check Engineer*

#### **2012 - Present**

Starting in December of 2013, Scott has recently accepted a position to perform and manage plan reviews in the Central Valley and Central Coast for many of 4LEAF's clientele. Since 2012, Scott has worked for 4LEAF as a structural plans examiner and has been tasked to the City of Palo Alto. Scott was often assigned to the counter to work with the public and architects to answer building code related questions and to provide excellent customer service. In addition, Scott performed many large-scale plan reviews for the City including:

- Stanford Medical Center (6 Stories) \$32 Million
- VM Ware HTE Tenant Improvement \$ 25Million
- Hilton Hotel and Underground Parking \$18 Million
- VM Ware Parking Structure 2 \$14 Million
- Stanford Hospital Site Development \$13 Million
- 260 California (3 Story mixed-use & underground parking) \$10 M
- Thermal Vacuum Chamber \$9.7 Million
- VM Ware Parking Structure (4 Levels) \$6.8 Million
- 4 Story Tenant Improvement for Survey Monkey \$6.1 Million
- Merck Corporate Office \$4.945 Million

**Wildan Engineering, Fresno, CA**

*Structural Plan Check Engineer*

**2007-2010**

Scott performed structural plan reviews on behalf of Wildan Engineering for numerous jurisdictions throughout California. Scott was tasked with the plan review, creation of the plan check letter, communicating with project stakeholders, and educating the applicants on current building codes and standards. Some of Scott's projects included:

- CSU Humboldt Student Center Expansion; Arcata, CA
- Park Place: Res/Office/Retail over Parking; Paso Robles, CA
- CalRENEW-1 Solar Power Farm; Mendota, CA
- City of Winters Police/Fire Complex; Winters, CA
- UC Davis Hyatt Place Hotel; Davis, CA

**Advanced Structural Design, Inc., Fresno, CA**

*Project Engineer*

**1998-2007**

Scott was a Project Engineer for nearly ten years with Advanced Structural Design out of Fresno. Scott was responsible for engineering design, drafting (Autocad & hand), shop drawing review, and coordination with clients.

- Mt. Whitney Classroom Buildings; Visalia CA (DSA #02-107633)
- Plumber's Union Expansion; Fresno, CA
- Oak Valley New Admin; Tulare Co., CA
- Paul Evert's RV Expansion and New Canopies; Fresno, CA
- Grizzlies Stadium; Fresno, CA

---

# Patrick Gunning

Inspector/Plans Examiner

---

## Experience

25+ years

## Education

Burges H.S., El Paso, TX – graduated  
1968

University of Texas at El Paso – 88  
semester hours BA Liberal Arts,  
English Literature

## Certifications

ICC Commercial Building Inspector  
ICC Commercial Plumbing Inspector  
ICC Commercial Electrical Inspector  
ICC Commercial Mechanical Inspector  
ICC Residential Electrical Inspector  
ICC Residential Plumbing Inspector  
ICC Residential Mechanical Inspector  
ICC Residential Energy Inspector/Plans  
Examiner  
Texas State Board of Plumbing  
Examiners - Texas Plumbing Inspector  
License.

Texas State Board of Plumbing  
Examiners – Medical Gas.

Texas Commission on Environmental  
Quality - Backflow Prevention.

Dona Ana County NM Sheriff  
Department - Codes Investigations.

State of New Mexico Construction  
Industries Division – Building Official

## Affiliations

Construction Industries Division, State  
of New Mexico

Benevolent & Protective Order of Elks,  
Woodland, CA

Carpenters Union #2413, Glenwood  
Springs, CO

International Codes Council, Whittier,  
CA 90601

## Experience Summary

Patrick has more than 25 years of experience in various management positions. His experience includes working closely with different government agencies and private companies in the construction of commercial and power industry projects ranging in value from \$2 million to \$1.3 billion. Patrick has a commanding knowledge of all building codes and accepted construction practices for all trades and excels in working closely with agents of owners, contractors, engineers in all levels of government. He is knowledgeable with programs including Storm Water Pollution Prevention Plans, the National Environmental Policy Act, the California Environmental Resources Evaluation System, California Public Utility Commission General Orders 95, 112, 128, 165 for high voltage overhead/underground transmission lines and utility gas transmission and distribution piping systems. Patrick is also proficient in the written/spoken English and Spanish languages.

Patrick has served in various positions throughout the industry including Building Official in the Building Department of Dona Ana County, Las Cruces, NM, Director of Building & Safety, Supervising Inspector, Quality Control & Safety Manager, Director of Inspection Services, and Senior Inspector.

---

## Select Professional Experience

### Building Department Inspections

Patrick was responsible for insuring compliance with local and state government rules / regulations, assisted the general public with home-site developments, and contractors with commercial construction procedures. Processes included special use permit applications, plans review, all trades inspections, and required engineering/environmental input. Working closely with the Corps of Engineers on Job Order Contracts in New Mexico, California, and Hawaii, Patrick enforced the same regulations as would be found in a typical city building department. The U.S. Army Residential Communities Initiative program was comprised of 44 installations with more than 85,000 homes, community development centers, shopping malls, schools, roads, utilities, and parks. As Supervising Inspector on the Ft. Irwin, CA and Ft.

Bliss, TX projects, Patrick led a team of inspectors to conduct field inspections and approvals of all new construction for all skilled trades including site preparation, infrastructure, and finish grading.

### **Bureau Veritas**

#### *Power Generation Plant Inspections*

Project scopes included construction of various type electric generating power plants, high-pressure gas transmission / distribution lines, overhead and underground high-voltage electric transmission lines, and substations. Bureau Veritas acted as the authority having jurisdiction representing the California Energy Commission and the California Public Utilities Commission. Laws, ordinances, rules, and standards enforced included local, engineering specifications, ASME, local / state building codes, General Orders 95, 128, 165, Storm Water Pollution Prevention Plans, and Cultural/Archeological Environmental fields.

#### **Generation Power Plant Projects**

Simple and combined cycle gas-fired, solar photovoltaic, solar concentrating thermal, wind farms, high-voltage electric transmission lines and substations, and high-pressure natural gas lines.

#### **Solar & Wind Farm Projects**

##### *Director of Inspection Services*

As the Director of Inspection Services, Patrick assigned inspectors, developed assignments to conduct inspections, observations, and document daily activities of work. Solar projects ranged in size from 125 MW to 300 MW with valuations from \$800 million to \$1.25 billion. Project designs included parabolic trough technology relaying solar heat to a heat transfer fluid (HTF) where the HTF generates steam in solar steam generators, and solar concentrating thermal power plants, based on distributed energy via heliostat mirror technology to a tower, subsequently feeding a large capacity power island(s). Valuations ranged from \$800 million - \$1.25 billion. Wind projects ranged in size from 50 - 200 MW with valuations from \$10 – \$80 million.

#### **Simple and Combined Cycle Gas Fired Projects**

##### *Director of Inspection Services*

As the Director of Inspection Services of several sites, and as the Senior Inspector on site for the Colusa, Mariposa, and Genesis projects, Patrick was the team leader in the inspection approval, observation, and documentation of work to build new Power Generation Plant projects approved by the CEC. Plant capacities ranged from 200 MW to 800 MW. Work inspected included civil preparation and development of vacant land in preparation for installation of project infrastructure for storm drainage, water/sewer, overhead/underground high-voltage electrical, ground grids, natural gas lines, fire prevention, asphalt roads/curbs, site lighting, and fencing. Above ground structures included I-Beam construction for pipe supports / catwalks / cable trays, tanks (water, HTF, effluents, etc.), multi-celled air cooled condensing units, new building construction for administrative, engineering / control / maintenance occupancies, and electrical substations. Components installed included GE turbines generators, heat recovery steam generators, hydronic piping systems (aqueous ammonia, water, steam, ammonia, refrigerants, air, and lube oil), transformers, 230Kv high-voltage transmission lines/towers, substations, fire-sprinkler systems for key buildings, and security systems. Valuations ranged from \$250 million – \$925 million.

### **Overhead Transmission Lines and Towers**

#### ***Senior Inspector***

As the Senior Inspector, Patrick was the team leader in the inspection of work to fabricate and install of towers, observation/approval of welding processes, witness grounding tests, approve clearances, verify conductors and static lines sag were within specifications.

### **High Pressure Natural Gas Pipeline**

#### ***Director***

Representing the California Public Utility Commission (CPUC) for the state program "Gas Pipeline Test Strength Program", Bureau Veritas provided oversight and documentation of inspections and testing procedures conducted by others on high pressure natural gas pipelines owned by PG&E, SoCal Gas, and SDG&E in California. As Director, Patrick assigned inspectors and finalized the *Daily Inspection Report* for this work. Work inspected included the ordering, timing and implementation of the strength testing as conducted by PG&E. Test criteria was based on system hydraulics, customer demand, electric generation impact, timing of availability of records for engineering, timing of ability to obtain permits, material lead times, clearance resources, coordination with other pipeline work, construction resources, and local government. Inspected items included: status, name, type, line, mile start/end dates, comments, date, location and tests performed, documents, email to action parties, and others.

---

# Mike James Anderson, P.E., CASp

Plan Review Engineer

---

## Experience

25 years

## Education

BS, Civil Engineering,  
California State University,  
Sacramento

## Registration

CA Registered Civil Engineer

## Certification

ICC Certified Professional Plans  
Examiner  
CASp – Certification No 328

## Experience Summary

Mike Anderson has over 25 years of extensive plan review experience. He has provided architectural and structural plan review services on numerous moderate and complex projects for various jurisdictions and clients in California. His architectural review experience includes both reviewing new construction plans for code compliance and analyzing existing buildings for potential occupants and building owners. This architectural review covers aspects of the California Building Code including occupancy type, rated construction, exiting and accessibility. Mike is not only a professional engineer but also a Certified Access Specialist. Mike is currently responsible for providing architectural and accessibility plan review and office staff oversight for a variety of commercial, industrial, and multi-family residential projects throughout the western U.S. Through many years of project experience and personal contacts in the code industry, he maintains a strong connection with and understanding of the California Building Code. Mike has extensive experience reviewing high-rise and mid-rise projects for the City of Sacramento for conformance with the local building codes and ordinances. He has reviewed apartments, commercial buildings, OSHPD 3 Facilities and assembly occupancy facilities.

---

## Select Professional Experience

### Plaza Lofts Seven Story Building

City of Sacramento, CA

High-Rise with complex rated construction details and Ch.11A accessibility including parking garage, ramps, etc.

### Marriott Hotel – Fifteen Story Hotel & Condominium Building

City of Sacramento, CA

High-Rise with both CBC Ch. 11A & B accessibility provisions.

### RT Metro Repair Facility

City of Sacramento, CA

Industrial structure with multiple other uses including assembly and office.

### Carefree Natomas Apartments, Sacramento, CA

Three-story multi-family with clubhouse – 20 building site including full accessibility site analysis.

## Plan Review – Main Street Cupertino

Cupertino, CA

Since 2010, 4LEAF has provided Consultant Plan Review Services for the City of Cupertino. 4LEAF has performed several reviews over the past three years. 4LEAF's projects include Residential, Commercial, and Industrial. Most recently, 4LEAF is currently performing a review on the Main Street Cupertino Project which includes:

- Main Street Cupertino Encompasses 17.4 Acres
- Located on Stevens Creek Blvd between Finch Avenue and Tantau Avenue
- 130,000 Square Feet of Retail
- Exceptional Visibility via I-280, Two Interchanges of Wolfe Road and Lawrence
- One Acre European Inspired, Public Square
- 100,000 Square Feet of Class-A Office
- 150-250 Room Hotel
- 160+ Units of High-end Senior Housing



**Size: 700,000 sq ft**

**Valuation: ~\$300 Million**

**Plan Review: 2-1-2013**

**Review Completed: April, 2013**

**Consultant Fee: ~\$200,000**

Client Name: City of Cupertino  
Project Location: Cupertino, CA  
Client Contact: Albert Salvador, P.E., CBO  
Client Address: 10300 Torre Ave, CA 95014  
Client Phone: (408) 777-3328  
Completion Date: April, 2013  
Project Cost: ~\$300 Million

Key Personnel  
Joseph Nicolas, PE – Review Team  
Greg Shriver, PE, CASp – Review Team  
Yoseff Abdoud – Review Team  
Mike Anderson, PE – Review Team  
Stefanie Hionis, PE – Review Team  
Melissa Admaniak, PE – Review Team  
Abby Obligation – Review Team



**4LEAF, INC.**

ENGINEERING • CONSTRUCTION MANAGEMENT  
BUILDING INSPECTION • PLAN CHECK

## Plan Review Services - Workday Corporate Campus

City of Pleasanton, CA

4LEAF has been tasked with performing the Plan Review and Inspection Services of the Workday Corporate Campus located in Pleasanton, CA. To date this includes the tenant improvements of 5 five-story buildings totaling approximately 300,000 sq. ft. and will also include a new six story building totaling approximately 450,000 sq. ft. and two parking garages (1 four-story and 1 five-story) which will include approximately 250,000 sq. ft.. Upon completion, the new six-story building will be the tallest building in the City of Pleasanton.

Building Department style plan review to include a Structural review, Building (life-safety) review, Accessibility / ADA review (performed by a Certified Access Specialist), Energy Compliance / Title 24 review, and a Plumbing / Mechanical / Electrical review. All final submitted project documents must be wet stamped and signed by the project's registered engineer(s) or licensed architect(s) per State of California regulations.



Current Buildings - Tenant Improvements



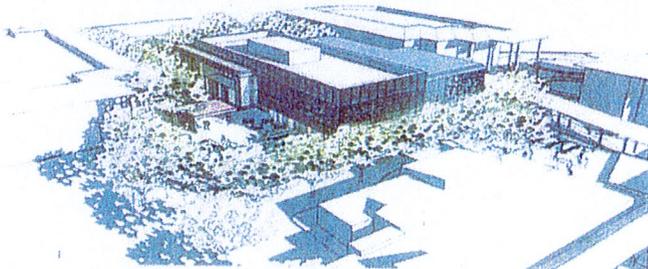
**Size: Tenant Improvements - 360,000 Sq ft**  
**Size: New Building + Garages - 700,000 Sq ft**

**Valuation: \$TBD**

**TI Plans Received: 2010 – Present**  
**New Structure Received: June, 2014 - TBD**

**Consultant Fee: \$200,000**

**Occupancies B and A-3**



Project: *New Campus*  
 Shriver – Client  
 – Consultant PM  
 Client Address: 200 Old Bernal Avenue  
 Oakland, CA 94566  
 Client Phone: (925) 931-5303  
 Completion Date: TBD

Location: Plan Review  
 Contact:

Client Name: Pleasanton, CA

City of Pleasanton

Greg

George Thomas

Craig Tole



**4LEAF, INC.**

ENGINEERING • CONSTRUCTION MANAGEMENT  
 BUILDING INSPECTION • PLAN CHECK

## Plan Review Services - Administrative Office of the Courts

San Francisco, CA

4LEAF is currently under contract to perform the architectural, structural, and MEP reviews for projects procured by the Administrative Office of the Courts. To date, 4LEAF has or is currently reviewing three separate projects for the Administrative Offices of the Courts. These building department style plan reviews include a Structural review, building (life-safety) review, accessibility / ADA review (performed by a Certified Access Specialist), energy compliance / title 24 reviews, and a Plumbing / Mechanical / Electrical review. All final submitted project documents must be wet stamped and signed by the project's registered engineer(s) or licensed architect(s) per State of California regulations. **These projects include:**

- Solano County Courthouse
- Yuba City Courthouse
- Hanford Courthouse

### Kings County Courthouse, Hanford, CA



The proposed new courthouse, which is slated to begin construction in March 2013, will replace and consolidate five existing facilities. The facility, which will measure approximately 144,460 square feet, will include 12 courtrooms; support space for court administration and public services; a self-help center; improved jury assembly accommodations.

**Size: 144,460 Sq ft**  
**Valuation: \$136 Million**  
**Consultant Fee: \$19,000**

The project sustainability goal is LEED Silver certification, and the anticipated completion date for the courthouse is March 2015.

### Solano County, Old Solano Courthouse Renovation, Fairfield, CA



The proposed new courthouse will be approximately 25,000 square feet and will include the renovation of the original courthouse that was built in 1911.

**Size: 25,418 Sq ft**  
**Valuation: \$25 Million**  
**Consultant Fee: \$20,000**

### Yuba City Courthouse, Yuba City, CA



The proposed new courthouse will be approximately 79,000 square feet and will include seven new court rooms. Construction is scheduled to be completed at the end of 2014.

**Size: 78,701 Sq ft**  
**Valuation: \$74 Million**  
**Consultant Fee: \$22,000**

Client Name:	Administrative Office of the Courts	<u>Key Personnel</u>
Project Location:	Various	Joseph Nicolas – Project Manager
Client Contact:	Grant Walker	
Client Address:	455 Golden Gate Ave San Francisco, CA 94102	
Client Phone:	(415) 865-4200	
Project Cost:	Separate bid per project	



**4LEAF, INC.**

ENGINEERING • CONSTRUCTION MANAGEMENT  
 BUILDING INSPECTION • PLAN CHECK

## Inspection Services - VM Ware, Palo Alto, CA

City of Palo Alto, Building Division

4LEAF provided the inspection services on behalf of the City of Palo Alto for the VMware Campus expansion. This Campus Expansion Project was located at 3431 Hillview at the Stanford Research Park in Palo Alto, California. This project scope included:



- Construction of an extensive expansion and renovation of the current corporate office campus totaled approximately 800,000 square feet (S.F.) with a construction cost of \$1.3 Billion.
- Three (3) parking garage structures for approximately 2,900 stalls.
- LEED Certification
- Four phases of work (Phase 2A, Phase 2B, Phase 3, and Phase 4)

**Phase 2A** – Included the total renovation gross square footage of Phase 2A at approximately 200,000 S.F. with the construction of a new, three level, stand-alone parking garage structure to accommodate approximately 1,400 cars. This also included complete demolition of the existing building R1 & R1 Shed (a total gross square footage of approximately 88,000 S.F.) & R6 East & West Bldg. & R6 WCS – approximately 135,000 S.F and new site work that included underground utilities and landscaping.

**Phase 2B** – Included the interior and exterior improvements associated with the existing building labeled HT-E. The total renovation gross square footage of Phase 2B was approximately 220,000 S.F. This phase included but was not limited to structural upgrades on the building due to day-lighting requirement on the west elevation and an atrium building-out within the building.

**Phase 3** – Comprised the construction of three (3) new, approximately 85,000 S.F. each, two story office buildings included new site work and landscaping improvements. Phase 3 also included the construction of one (1) new, approximately 15,000 S.F. one-story amenity building for food service/cafeteria. In addition, Phase 3 included the construction of two (2) new, stand-alone parking structures (PG-1 and PG-3) totaling approximately 1,650 cars between the two structures. PG-1 was constructed for approximately 875 cars and PG-3 was constructed for approximately 765 cars.

**Phase 4** – Included the construction of the last new two story office building that included new site work and landscaping improvements. This building was approximately 90,000 S.F.



Client Name: City of Palo Alto  
Client Reference: Peter Pirnejad, P.E., Director  
Client Telephone: Office: (650) 991-8157  
Client Address: 285 Hamilton Ave. Palo Alto, CA 94301  
Email: [Peter.Pirnejad@CityofPaloAlto.org](mailto:Peter.Pirnejad@CityofPaloAlto.org)  
Project Address: 3431 Hillview, Palo Alto, CA 94304  
Completion Date: January, 2014  
Project Cost: \$1.3 Billion

Key Personnel  
Christopher Fowler – Lead Inspector  
Korwyn Peck - Inspector  
Nick Buchannan - Inspector  
George Hoyt – Accessibility Inspector  
Craig Tole – Consultant PM



**4LEAF, INC.**

ENGINEERING • CONSTRUCTION MANAGEMENT  
BUILDING INSPECTION • PLAN CHECK

## Inspection Services - Taube-Koret Campus for Jewish Life, Palo Alto, CA

City of Palo Alto, Building Division

Inspector of Record: 4LEAF

Special Inspection: Construction Testing Services

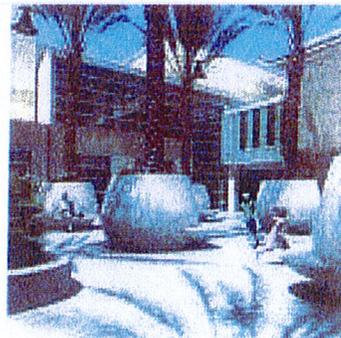
4LEAF Staff performed the entirety of the Inspection Services on this 8.6 Acre \$350 Million project in Palo Alto at the former campus of the Sun Microsystems Corporation at 901 San Antonio Rd. This project consisted of two major components which includes a 193 unit senior residential living complex (298,130 s.f.) and the Oshman Family Jewish Community Center (134,150 s.f.).



This project consisted of 12 separate buildings of podium style design over an at grade garage with a capacity of 628 parking spaces. The buildings will vary in height up to 4 stories with some occupied roofs and will be Type I fire-resistive construction. In addition, the campus will include a children's day care center and preschool, offices for non-profit organizations, a cultural and arts center and a community center.

This project also included ALTAIRE (Bridge Urban Infill Development) Multi-Family Housing. The ALTAIRE multi-family housing development encompasses the northerly 3.5 acres of the former Sun Microsystems campus and shares common entrances with the Taube-Koret Project. This includes 103 two and three story town-homes in 11 separate buildings totaling 144,370 s.f. with a total construction valuation of \$40 Million and will be Type V-1 hour construction.

Bridge Senior Housing is contiguous to the ALTAIRE Project, Bridge Housing Corporation that is building 56 senior residential units in a 50,725 s.f. four story ceiling that encompasses .5 ½ acres. The total valuation of construction is approximately \$10 Million and will use primarily R-1 classifications and is a Type V-1 hour construction.



Client Name: City of Palo Alto  
Client Address: 285 Hamilton Avenue, Palo Alto, CA 94301  
Client Contact: Peter Pirnejad, P.E., Director  
Client Telephone: Office: (650) 991-8157  
Project Address: 901 San Antonio Road, Palo Alto, CA 94303  
Completion Date: August 2010  
Project Cost: \$350 Million Dollars  
Contractor: Webcor

### Key Personnel

George Hoyt – Lead Inspector  
Vern Sanders – Inspector  
Craig Tole – Consultant PM  
Vickie Detloff - Inspector  
Kim Blackseth - CASp



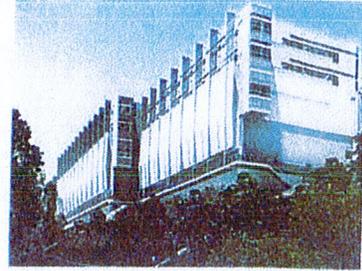
**4LEAF, INC.**

ENGINEERING • CONSTRUCTION MANAGEMENT  
BUILDING INSPECTION • PLAN CHECK

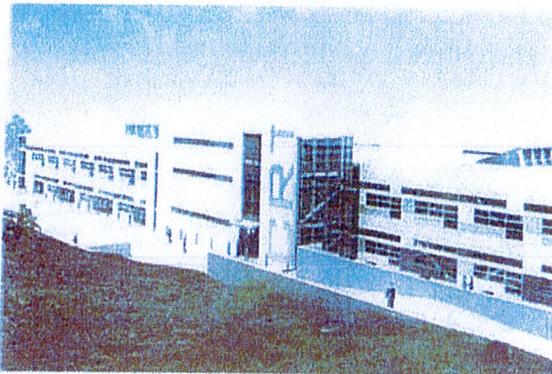
## Inspector of Record Services

### Lawrence Berkeley National Laboratory, Berkeley CA

Description: 4LEAF is currently performing Inspector of Record (IOR) services for the Lawrence Berkeley National Laboratory Computational Research and Theory Building. Construction began at the beginning of 2012. The University is constructing the new Computational Research and Theory (CRT) Building which will provide new opportunities for research collaborations with campus investigators. The CRT Building is a \$140 M research facility that will provide a 32,000 square foot computer floor that could support a variety of computing systems, including high performance computers, research clusters, and advanced data storage systems.



The building will also provide office space for over 300 people and many high tech conference, seminar, meeting, and visualization lab rooms. The CRT will be designed to have flexible space for multidisciplinary computing science and computational science research teams such as those envisioned for the Berkeley CSE program.



The CRT facility will be on the forefront of high-performance supercomputing research. It is being constructed on University of California land adjacent to the UC Berkeley campus on Cyclotron Road. Key research areas expected to benefit from the CRT Facility include global climate change research, fusion energy research, biological and environmental research, basic energy science, and astrophysics.

Client Name: Lawrence Berkeley National Laboratory  
Project Location: UC, Berkeley  
Client Contact: Jack Heffernan  
Client Address: 1936 University Ave  
Berkeley CA 94704  
Phone: (510) 486-5993  
Completion Date: September, 2015  
Project Cost: ~\$140 Million

Key Personnel  
Rory Shortreed – IOR  
Patrick Gunning – IOR  
Gene Barry, P.E. – Consultant PM





**4LEAF, INC.**  
 ENGINEERING • CONSTRUCTION MANAGEMENT  
 BUILDING INSPECTION • PLAN CHECK

**Estimate: Project Inspection and Plan Review Services for PG&E Facility**

**DATE:** 04/07/15  
**PROPOSAL No.:** P2706  
**CLIENT:** City of Winters  
**PROJECT:** PG&E Gas Operations Technical Training Center  
**LOCATION:** Winters, CA

ITEM: 1 ONSITE INSPECTIONS	4LEAF STAFF	ESTIMATED HOURS	UNIT PRICE	ESTIMATED TOTAL
Plan Review	Greg Shriver, P.E.	15 Day Turn-Around	Lump Sum	\$33,574
Building Inspection	Patrick Gunning	1,684	\$97	\$163,348
CASp Inspection	Mike Anderson	32	\$150	\$4,800
<i>Preliminary Sub-Total of Services provided by 4LEAF</i>				<i>\$201,722</i>

<i>Preliminary Estimated Fees</i>	<i>\$201,722</i>
<i>Project Management &amp; Administration 3%</i>	<i>\$6,052</i>
<i>Total Preliminary Estimated Fees</i>	<i>\$207,774</i>

*Estimate is for Plan Review and Inspection Services for the PG&E Gas Operations Technical Training Center*

*Estimate is derived from the details provided in the Request for Proposal published by the City of Winters (Due 4/7/15)*

*4LEAF is not responsible for any design or contractor delays. Should the project go beyond the published construction schedule, 4LEAF will require additional Funds.*

*This is a straight time estimate. 4LEAF will bill 1.5 X the hourly rate for Overtime work, upon request*

*Please review 4LEAF's Fee Schedule for other rates and terms and conditions*

**Exhibit "B" Provided by Consultant**

**Estimated Fees to Perform  
 On-Site Inspection Services on Behalf of the City of Winters  
 for the PGE GOTTC Winters Project, Winters, CA**

**EXHIBIT B**

Task	Task Description	Building Inspector (RT Hours)		Building Inspector (OT Hours)		Building Inspector (Double Time Hours)		CASP Inspector (RT Hours)		PW Inspector (RT Hours)		PW Inspector (OT Hours)		PW Inspector (OT Hours)		Total Hours Per Task	Cost Per Task	Notes	
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate				
1	Plan Review		\$97		\$145.5		\$194		\$150		\$120		\$180		\$240				
2	Building Inspections	1,851		0		0		0	0	0	0	0	0	0	0	Lump Sum	\$15,000	See Note (a)	
3	CASP Inspections	0		0		0		32	0	0	0	0	0	0	0		\$179,566	See Notes (b) and (c)	
4	Public Works Inspections	0		0		0		0	0	888	0	0	0	0	0		\$4,800		
5	Project Management & Administration (3%)																\$106,560	See Notes (d) and (e)	
	<b>Totals:</b>	<b>1,851</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>888</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,771</b>	<b>\$315,104</b>	<b>See Note (f)</b>	

**Notes:**

- (a) "Courtesy" plan review has already been performed by 4LEAF and comments provided to PG&E. Budget for this line item is for 3rd-party plan review that will be performed on plans to be submitted by PG&E to the City of Winters for plan check.
- (b) Includes 40 hrs for Building Inspector to become knowledgeable on plans and specifications prior to beginning project.
- (c) Assumes a Building Inspector at 80 percent time for 283 working days (assuming regular time rate, Monday-Friday). Level of effort based on DPR's draft GOTTC Winters Schedule dated 9/17/15. Assumes start date of 11/25/15 for the task "Sound Walls" and "Learning / M&C Center Structure" and continuing through January 06, 2017 for the tasks "UG Site Electrical/Telecom", "Site Power / Data Distribution", "PG&E Underground Transmission", "PG&E Underground Cathodic Protection", "Tilt-Up Panels", "Structural Steel", "Learning Center / M&C Exterior", "Learning Center Interior", "M&C / Flow Lab Tech Center Interior", "Learning Center Electrical / Data Rooms", "Learning Center Restrooms / Locker Rooms", "M&C Electrical Room", "Learning Center Kitchen", "Learning Center Fire Alarm / Start-up / Commissioning", "T&D Structure", "T&D Electrical / Data Rooms", "T&D Restroom Facilities", "T&D Finishes", "T&D Fire Alarm / Start-Up / Commissioning", "Utility Village / Transmission / Crane Certification", "Site Finishes", "Landscape Finishes / Security Fencing & Gates / Site Furnishings", "Grant Ave", "Control System / Security Systems / Fire Alarm", and "Punch List / Substantial Completion" as outlined on DPR's draft GOTTC Winters Schedule dated 9/17/15.
- (d) Assumes a full-time Public Works Inspector for 111 working days (assuming 8 hours per day at regular time rate, Monday-Friday). Level of effort based on DPR's draft GOTTC Winters Schedule dated 9/17/15. Assumes start date of 10/19/15 for reviewing the Plans and Specifications and beginning the task "Mobilization" and continuing through March 25, 2016 for the tasks "Offsite Package", "Site Grading", "UG Site Utilities", "PG&E Site Underground", and "PG&E Underground Utility Village" as outlined on DPR's draft GOTTC Winters Schedule dated 9/17/15.
- (e) Does not include any allowance for Overtime, Night-time, weekend, or holiday work). If requested by the City or Contractor, these hours will be billed at the (OT) rate shown and in accordance with California Labor Law for hours worked in excess of 8 hrs per day or 40 hrs per week.
- (f) Does not include budget for performing special inspections or materials testing. Assumes this scope of work will be performed by others.

## EXHIBIT "C"

### GENERAL PROVISIONS

(1) INDEPENDENT CONTRACTOR. At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of CITY. CITY shall have the right to control CONSULTANT only insofar as the results of CONSULTANT'S services rendered pursuant to this Agreement; however, CITY shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

(2) LICENSES; PERMITS; ETC.. CONSULTANT represents and warrants to CITY that CONSULTANT has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONSULTANT to practice CONSULTANT'S profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONSULTANT to practice his profession.

(3) TIME. CONSULTANT shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT'S obligations pursuant to this Agreement.

(4) INSURANCE.

(a) WORKER'S COMPENSATION. During the term of this Agreement, CONSULTANT shall fully comply with the terms of the law of California concerning worker's compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability CONSULTANT may have for worker's compensation.

(b) GENERAL LIABILITY AND AUTOMOBILE INSURANCE. CONSULTANT shall obtain at its sole cost and keep in full force and effect during the term of this agreement broad form property damage, personal injury, automobile, employer, and comprehensive form liability insurance in the amount of \$2,000,000 per occurrence; provided (1) that the CITY, its officers, agents, employees and volunteers shall be named as additional insured under the policy; and (2) that the policy shall stipulate that this insurance will operate as primary insurance; and that (3) no other insurance effected by the CITY or other names insured will be called upon to cover a loss covered there under; and (4) insurance shall be provided by an, at least, A-7 rated company.

(c) PROFESSIONAL LIABILITY INSURANCE. During the term of this Agreement, CONSULTANT shall maintain an Errors and Omissions Insurance policy in the amount of not less than \$1,000,000.

(d) CERTIFICATES OF INSURANCE. CONSULTANT shall file with CITY'S City Clerk upon the execution of this agreement, certificates of insurance which shall provide that no cancellation, major change in coverage, expiration, or non-renewal will be made during the term of this agreement, without thirty (30) days written notice to the City Clerk prior to the effective date of such cancellation, or change in coverage.

(5) CONSULTANT NOT AGENT. Except as CITY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement, to bind CITY to any obligation whatsoever.

(6) ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

(7) PERSONNEL. CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that CITY, at its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

(8) STANDARD OF PERFORMANCE. CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his profession. CITY pursuant to this Agreement shall be prepared in a substantial, first-class, and workmanlike manner, and conform to the standards of quality normally observed by a person practicing in CONSULTANT'S profession. CITY shall be the sole judge as to whether the product of the CONSULTANT is satisfactory.

(9) CANCELLATION OF AGREEMENT. This Agreement may be canceled at any time by CITY for its convenience upon written notification to CONSULTANT. CONSULTANT shall be entitled to receive full payment for all services performed and all costs incurred to the date of receipt of written notice to cease work on the project. CONSULTANT shall be entitled to no further compensation for work performed after the date of receipt of written notice to cease work. All completed and uncompleted products up to the date of receipt of written notice to cease work shall become the property of the CITY.

(10) PRODUCTS OF CONSULTING. All products of the CONSULTANT resulting from this Agreement shall be the property of the CITY.

(11) INDEMNIFY AND HOLD HARMLESS. CONSULTANT shall indemnify, hold harmless the CITY, its officers, agents and employees from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property to the extent arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by the CONSULTANT or any person directly or indirectly employed by or acting as agent for CONSULTANT in the performance of this Agreement, including the concurrent or successive passive negligence of the City, its officers, agents or employees.

It is understood that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This

indemnification and hold harmless clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

(12) PROHIBITED INTERESTS. No employee of the CITY shall have any direct financial interest in this agreement. This agreement shall be voidable at the option of the CITY if this provision is violated.

(13) LOCAL EMPLOYMENT POLICY. The City of Winters desires wherever possible, to hire qualified local residents to work on city projects. Local resident is defined as a person who resides in Yolo County.

The City encourages an active affirmative action program on the part of its contractors, consultants, and developers.

When local projects require, subcontractors, contractors, consultants, and developers will solicit proposals from qualified local firms where possible.

As a way of responding to the provisions of the Davis-Bacon Act and this program, contractor, consultants, and developers will be asked to provide no more frequently than monthly, a report which lists the employee's residence, and ethnic origin.

(14) CONSULTANT NOT PUBLIC OFFICIAL. CONSULTANT is not a "public official" for purposes of Government Code §87200 et seq. CONSULTANT conducts research and arrives at conclusions with respect to his or her rendition of information, advise, recommendation or counsel independent of the control and direction of the CITY or any CITY official, other than normal contract monitoring. In addition, CONSULTANT possesses no authority with respect to any CITY decision beyond the rendition of information, advice, recommendation or counsel.