

## ITEM 4.6

### CITY MANAGER'S REPORT OCTOBER 12, 2020 CITY COUNCIL REGULAR MEETING

**ITEM:** **APPROVE TASK ORDER NO. 17 WITH 4LEAF, INC., FOR INTERIM CHIEF BUILDING OFFICIAL PROFESSIONAL CONSULTING SERVICES**

**RECOMMENDATION:** **Adopt Resolution Approving Task Order No. 17 Pursuant to Master Professional Services Consulting Agreement dated September 21, 2015, with 4Leaf, Inc., to provide Interim Chief Building Official Professional Consulting Services**

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#### **SUMMARY:**

On September 21, 2015, City Council approved a Master Professional Services Consulting Agreement for various professional services in the Building Division. On May 13, 2019, City Council approved an extension to the Master Professional Services Consulting Agreement through June 30, 2021. A series of various task orders have been previously approved to provide various professional services within the Building Division, such as professional building inspection, plan checking, and staff augmentation services.

Due to continued increase in construction activity related to capital improvement, private land development, residential, commercial and industrial projects, staff requested a proposal from 4Leaf to provide continued professional services in the Building Division.

Tonight, staff is requesting City Council approval of Task Order No. 17 with 4Leaf, Inc., to provide continued professional consultant services in the capacity of an Interim Chief Building Official, while the city continues to recruit for a full-time Chief Building Official.

#### **BACKGROUND:**

The Chief Building Official position oversees the day-to-day functions of the Building Division. The external recruiting environment for this position is very competitive and it has become more and more difficult to find a fully qualified and certified candidate. Considering the current residential, commercial, and industrial development projects taking place within the city, it is necessary to utilize the services of a professional consultant for this position on an interim basis while recruiting.

**CITY MANAGER'S REPORT** **PAGE 2**  
**OCTOBER 12, 2020 CITY COUNCIL REGULAR MEETING**  
**APPROVE TASK ORDER NO. 17 WITH 4LEAF, INC. FOR INTERIM CHIEF**  
**BUILDING OFFICIAL CONSULTANT SERVICES**

Below is a summary table of previously approved task orders to date:

Task Order No.	Date Approved	Work Scope Description
1	09/21/15	Staff Augmentation
2	09/21/15	Plan Check Services
3	07/18/16	Plan Check Services
4	10/17/16	Plan Check Services
5	12/05/16	Inspection Services
6	06/19/17	Plan Check Services
7	06/19/17	Inspection Services
8	01/29/18	Chief Building Official
9	06/11/18	Chief Building Official
10	06/21/18	Inspection Services
11	10/08/18	Plan Check Services
12	05/13/19	Inspection Services
13	05/13/19	Staff Augmentation Services
14	6/10/2019	Interim Chief Building Official
15	10/14/2019	Professional Services
16	12/9/2019	Staff Augmentation Services

**REASON FOR RECOMMENDATION:**

Additional professional services are needed in the Building Division to keep up with the continued increase in construction activity related to capital improvement, private land development, and residential, commercial and industrial projects. The ability to use the services of outside consultants makes it possible to continue providing timely response times to our residents, businesses and developers.

**FISCAL IMPACT:**

The cost of the agreement is not to exceed \$136,000 and will be paid on a time and material basis. Sufficient funds have been included in fiscal year 2020-21 approved budget and will be paid from funds allocated in the Building Division professional services.

**ATTACHMENTS:**


- A. Resolution Approving Task Order No. 17 Pursuant to Master Consulting Agreement dated September 21, 2015 with 4leaf, Inc. to Provide Interim Chief Building Official Consultant Services
- B. Task Order No. 17 Pursuant to Master Consulting Agreement dated September 21, 2015 with 4leaf, Inc. to Provide Interim Chief Building Official Consultant Services

**CITY MANAGER'S REPORT**  
**OCTOBER 12, 2020 CITY COUNCIL REGULAR MEETING**  
**APPROVE TASK ORDER NO. 17 WITH 4LEAF, INC. FOR INTERIM CHIEF**  
**PROFESSIONAL BUILDING OFFICIAL CONSULTANT SERVICES**

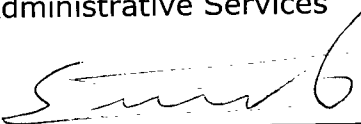
**APPROVALS:**

  
\_\_\_\_\_  
Michael King  
Public Works Director

10-7-2020  
Date

  
\_\_\_\_\_  
Cari James  
Director of Finance &  
Administrative Services

10/7/2020  
Date

  
\_\_\_\_\_  
Salvador Navarrete  
City Attorney

10-7-2020  
Date

  
\_\_\_\_\_  
Stephen J. Salvatore  
City Manager

10.7.2020  
Date

**RESOLUTION NO. 20-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING TASK ORDER NO. 17 PURSUANT TO MASTER PROFESSIONAL SERVICES CONSULTING AGREEMENT DATED SEPTEMBER 21, 2015 WITH 4LEAF, INC., TO PROVIDE INTERIM CHIEF BUILDING OFFICIAL PROFESSIONAL CONSULTING SERVICES**

**WHEREAS**, since the resignation of the Chief Building Official in the latter part of 2017, the position has been filled with an Interim Chief Building Official pursuant to the city's agreement with 4Leaf, Inc.: and

**WHEREAS**, City Council approved a Master Agreement with 4Leaf, Inc. for professional services on September 21, 2015, and a recent amendment extending the expiration date through June 30, 2021; and

**WHEREAS**, the city requires contracting professional personnel services in the Building Division in order to keep pace with ongoing development;

**WHEREAS**, 4Leaf, Inc. has provided the qualified and certified staff necessary to provide Interim Chief Building Official professional services in the Building Division; and

**WHEREAS**, the cost of the agreement is not to exceed \$136,000 and will be paid on a time and material basis. Sufficient funds have been included in fiscal year 2020-21 approved budget and will be paid from funds allocated in the Building Division professional services.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Lathrop does hereby approve Task Order No. 17 for Interim Chief Building Official Professional Consulting Services with 4Leaf, Inc.

The foregoing resolution was passed and adopted this 12<sup>th</sup> day of October 2020, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSTAIN:

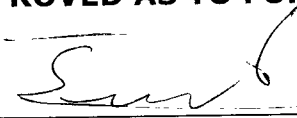
ABSENT:

\_\_\_\_\_  
Sonny Dhaliwal, Mayor

**ATTEST:**

\_\_\_\_\_  
Teresa Vargas, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Salvador Navarrete, City Attorney

**CITY OF LATHROP**

**TASK ORDER NO. 17**

**PURSUANT TO MASTER CONSULTING AGREEMENT DATED  
SEPTEMBER 21, 2015 WITH 4LEAF, INC.**

**TO PROVIDE INTERIM CHIEF BUILDING OFFICIAL CONSULTANT  
SERVICES**

**THIS TASK ORDER NO. 17** dated for convenience this **12<sup>th</sup> day of October 2020** is by and made and entered into by and between **4LEAF, Inc.** (“CONSULTANT”) and the CITY OF LATHROP, a California municipal corporation (“CITY”);

**RECITALS:**

**WHEREAS**, on September 21, 2015, CONSULTANT entered into a Master Agreement with the CITY, and parties approved an extension of the term to June 30, 2021 pursuant to an Amendment No. 2 to the Master Agreement dated May 13, 2019 (“AGREEMENT”) by which the CONSULTANT has agreed to provide Interim Chief Building Official Consultant Services; and

**WHEREAS**, CONSULTANT is specially trained, experienced, and competent to perform Interim Chief Building Official Consultant Services, which are required by this agreement; and

**WHEREAS**, CITY selected the CONSULTANT pursuant to said qualifications; and

**WHEREAS**, CONSULTANT is willing to render such Interim Chief Building Official Consultant Services, as hereinafter defined, on the following terms and conditions;

**NOW, THEREFORE**, CONSULTANT and the CITY agree as follows:

**AGREEMENT**

(1) **Incorporation Of Master Agreement**

This Task Order hereby incorporates by reference all terms and conditions set forth in the Master Agreement for Consulting Services for this project, unless specifically modified by this Task Order.

(2) **Scope of Service**

CONSULTANT agrees to perform Interim Chief Building Official Consultant Services in accordance with the scope of work and fee proposal provided

**CITY OF LATHROP – TASK ORDER NO. 17 WITH 4LEAF INC. FOR INTERIM CHIEF BUILDING OFFICIAL CONSULTING SERVICES**

in **Exhibit “A”** to this Task Order. CONSULTANT agrees to diligently perform these services in accordance with the upmost standards of its profession and to the CITY’S satisfaction.

(3) **Effective Date and Term**

The effective date of this **Task Order No. 17** is **October 12, 2020**, and it shall terminate no later than **March 31, 2021**.

(4) **Compensation**

CITY hereby agrees to pay CONSULTANT hourly rates and other charges detailed in **Exhibit “A”** up to a total sum not to exceed **\$136,000** for the Interim Chief Building Official Consultant Services. CONSULTANT shall be paid any uncontested sum due and payable within thirty (30) days of receipt of billings containing all information pursuant to Paragraph 5 in the Master Consulting Agreement Dated September 21, 2015.

(5) **Maximum Hours**

The maximum number of hours by any single 4Leaf employee, who is a CalPERS retired annuitant, pursuant to this agreement shall not exceed 960 hours during the fiscal year. All hours worked will be reported to CalPERS as required. CONSULTANT will provide required reporting information.

(6) **Notice to Proceed**

Prior to commencing work under this agreement, CONSULTANT shall receive a written “Notice to Proceed” from CITY. A Notice to Proceed shall not be issued until all necessary insurance have been received. City shall not be obligated to pay CONSULTANT for any services rendered prior to issuance of the Notice to Proceed.

(7) **Independent Contractor Status**

It is expressly understood and agreed by both parties that CONSULTANT, while engaged in carrying out and complying with any terms and conditions of this agreement, is an independent contractor and not an employee of the CITY. As an independent contractor, CONSULTANT is responsible for controlling the means and methods to complete the scope of work described in this Task Order No. 17 to the City’s satisfaction. CONSULTANT expressly warrants not to represent, at any time or in any manner, that CONSULTANT is an employee of the CITY.

**CITY OF LATHROP – TASK ORDER NO. 17 WITH 4LEAF INC. FOR INTERIM CHIEF BUILDING OFFICIAL CONSULTING SERVICES**

(8) **Consultant to Advise City of Any Potential Conflict of Interest**

CONSULTANT agrees not to assign personnel to work in direct conflict with the work performed to CITY and advise CITY of any potential conflict immediately upon discovery of such potential or actual conflict of interest.

(9) **Consultant to Provide Personnel with the Tools for Providing Services Rendered Pursuant to This Agreement**

Parties agree that CONSULTANT shall supply tools to personnel for providing the services rendered pursuant to this Agreement. For example, CONSULTANT shall maintain an office for assigned personnel outside of City Hall.

Provided, however, since CITY has several empty offices and cubicle spaces, excess cell phones, excess computers, and excess tablets, CONSULTANT personnel may be allowed by CITY to temporarily use some of CITY office resources. CONSULTANT expressly agrees that CONSULTANT personnel's use of any such City resources shall not exonerate Consultant from purchasing and paying for any tools necessary for Consultant to provide services to CITY under this Agreement. CONSULTANT further agrees that CONSULTANT shall not claim that any use by CONSULTANT's personnel of CITY resources should be considered evidence that CONSULTANT's personnel is an employee during the term of this Agreement instead of an employee of CONSULTANT.

(10) **Staff Direction**

CONSULTANT will not supervise CITY staff but will provide professional direction in their daily responsibilities based on building code standards.

(11) **Training**

CONSULTANT shall be trained on any specialty area they are providing professional consulting services to the City. CITY will not provide or pay for CONSULTANT training.

(12) **Signatures**

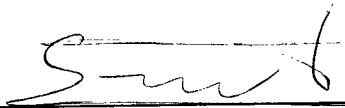
The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.



**CITY OF LATHROP – TASK ORDER NO. 17 WITH 4LEAF INC. FOR INTERIM CHIEF BUILDING OFFICIAL CONSULTING SERVICES**

Approved as to Form:

City of Lathrop  
City Attorney

  
\_\_\_\_\_  
Salvador Navarrete 10-6-2020  
Date

Recommended for Approval:

City of Lathrop  
Public Works Director

\_\_\_\_\_  
Michael King Date

Approved by:

City of Lathrop  
390 Towne Centre Drive  
Lathrop, CA 95330

\_\_\_\_\_  
Stephen J. Salvatore Date  
City Manager

CONSULTANT:

4 Leaf Inc.  
2126 Rheem Drive, Suite A  
Pleasanton, CA 94588  
Fed ID # 94-3393574  
Bus License # 20088

\_\_\_\_\_  
Signature Date

Kevin J. Duggan, President  
(Print Name and title)



## SCOPE OF SERVICES

### **Plan Review**

4LEAF will provide plan review for any and all types of structures to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and state and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CASP) compliance, and all other applicable ordinances. **Types of projects we provide these services for include: Single-Family Dwellings, Multi-Family Dwelling Units, Commercial, and Industrial.**

### **On-Site Review Work Plan**

4LEAF can supply Registered Professional Engineers to the City to work on-site performing structural plan review and non-structural reviews at the Jurisdiction’s discretion. Some of the jurisdictions we work with that have 4LEAF plan review staff onsite:

**County of Sonoma**  
**City of Palo Alto**  
**City of Solvang**  
**City of Signal Hill**  
**City of Greenfield**  
**City of Hemet**  
**City of Whitter**

**City of Victorville**  
**County of San Joaquin**  
**City of Malibu**  
**City of Hollister**  
**City of Gilroy**  
**City of Fontana**  
**County of San Benito**

### **Off-Site Review Work Plan**

4LEAF works effectively with design teams and assist Public Works, Planning, Fire, and Building Departments in the construction, rehabilitation, and repair of both public and private projects. Our experience includes checking for compliance with the structural, life-safety, accessibility, plumbing, mechanical, electrical, fire, and local codes/ordinances.

### **Approach**

We understand that the specific building plan review responsibilities will include, but are not limited to:

- Examining plans, drawings, specifications, computations documents, soils reports, and additional data
- Ascertaining whether projects are in accordance with applicable building and fire codes, and City ordinances, including but not limited to Title 24 and Title 25
- Performing such reviews as, structural, MEP, green building, fire and life safety, grading, and drainage
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, loads, and stability as per the applicable laws
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations, and masonry
- Providing additional plan review services as requested by the City
- Conducting all plan review at the City Department or at a site mutually agreed upon in writing
- Supplying all plan review staff with all code books and other basic professional references



## **4LEAF Plan Review QA/QC Process for all Reviews**

### **Task 1 – Project Tracking Set-up**

The first step of our process will be to set up the project in our system to enable 4LEAF and the City to track the progress of the review. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

### **Task 2 - Complete Submittal Review**

Upon receiving the plans from the City, 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the City to discuss the documents needed to proceed.

### **Task 3 - Plan Review Assignment**

After the triage process is performed and a complete package is verified, the project will be assigned to a qualified Plans Examiner and a turnaround time will be established. We then log each application into our database the same day the plans are received to assure that they are routed in a timely manner and to allow for daily project tracking.

### **Task 4 - Plan Review**

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the City with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

### **Task 5 - Quality Control**

Prior to submitting the plan review correction list to the City, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City or as directed by the City. The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

### **Task 6 - Plan Review Rerechecks**

Plans received for rerechecks will be reviewed for conformance. Our goal is to work with the designers to resolve any unresolved issues after our second review. If it appears that there are issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve any concerns.

### **Task 7 - Project Approval**

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the City processing requirements and return them to the City, along with our letter of completion.



### Turn-Around Times

4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF’s plan review team is widely recognized for quick turn-around times and prompt service. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs. **4LEAF also provides Fire Plan Review services.**

Type of Plans	Transportation	Initial Review	Resubmittal Review	2 <sup>nd</sup> Resubmittal Review	Expedited Review	Expedited Resubmittal
*Residential	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
**Multi-Family	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
***Large Commercial > 15,000 s.f.	< 24 Hours (pick up & delivery)	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable

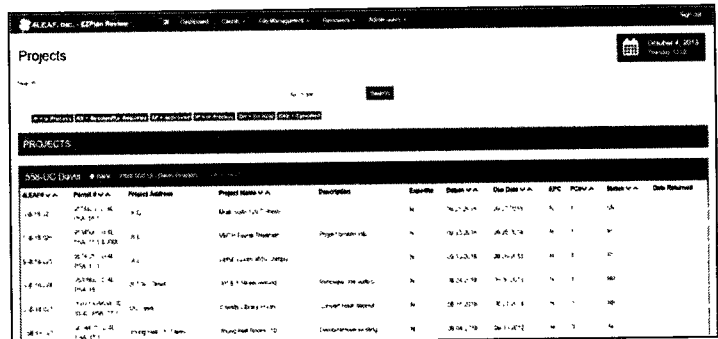
*\*Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing.*

Pick-up of all plans will be performed by 4LEAF staff within 24 hours of the City’s phone call or e-mail. 4LEAF prefers to pick-up and deliver the plans in person to communicate information that may be pertinent to the project and maintain consistent communication. At no additional cost, 4LEAF staff will transport the plans to and from the City upon a phone call to the 4LEAF office or simply e-mail for “pick-up” to [pickup@4leafinc.com](mailto:pickup@4leafinc.com).

### Document Control & Electronic Plan Review

When plans and documents are received for review, 4LEAF’s Plan Review Manager and Document Control Technician analyzes the project, creates a job number, and completes a Job Setup Sheet. This form highlights both jurisdiction and project specific design criteria and notes applicable contact information. Jobs are transmitted through 4LEAF’s easily accessed portal that tracks initial and subsequent reviews. The City and their customers can view 4LEAF’s plan control log through **EZPlan Review Portal**.

Plans then get distributed for review to a 4LEAF team consisting of a Plan Review Engineer or Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs their function of analyzing the plans and documentation for effective conformance to the California Codes, referenced construction standards, and City amendments. Code review methodology entails “The Effective Use of the CBC” reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the pre-designated contacts.



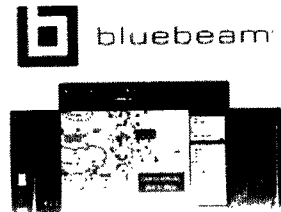


**4LEAF’s EZPlan Review**

EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the plan review process.

**Electronic Plan Review**

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF’s offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation.



**Additional Technologies**

Having served more than 100 jurisdictions, 4LEAF and our staff are knowledgeable and have experience working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF’s experience with tracking technologies include but are not limited to:



**Structural Only Review**

Upon request, 4LEAF will perform “structural only” reviews for the City. 4LEAF can communicate directly with the designers via email, in-person meetings, and through our EZPlan Review system. 4LEAF prefers PDF files for “structural only” reviews as they allow several Structural Engineers to review plans together should there be design-related questions. The majority of 4LEAF’s plan review engineers have a design background and work well with project designers.

**Certified Access Specialist (CASp)**

4LEAF has nine Certified Access Specialists on staff. We have performed CASp inspections, plan review projects, and have consulted on numerous construction projects for accessibility questions and advice.



CASp Inspector	Certification No.	Expiration
Jerry Thome	CASp-104	09/14/2021
Mike Anderson, P.E.	CASp-328	09/22/2022
Howard Conroy, CBO	CASp-429	07/31/2021
David Rashé, CBO	CASp-213	06/23/2022
Scott Wungluck	CASp-560	04/29/2020
Brent Hipsher, CBO	CASp-422	04/12/2021
William Holl, AIA	CASp-509	12/6/2022
Peter Oliver	CASp-818	04/11/2021
Logan Ellis	CASp-629	07/03/2021



**2019-21 FEE SCHEDULE & BASIS OF CHARGES**

For the City of Lathrop

All Rates are Subject to Basis of Charges

Plan Check Service	Fee for 1 <sup>st</sup> Review and two (2) subsequent rechecks	Hourly rate for onsite and/or greater than 3 reviews offsite (with authorization from Director):
Life Health Safety, Structural, ADA Requirements and Title 24 Energy Requirements Plan Checks	65% of City fee	\$125/hour structural \$95/hour non-structural
Plumbing/Mechanical/Electrical Only Plan Checks	40% of City fee	\$95/hour non-structural
Structural Only Plan Checks	40% of City fee	\$125/hour structural

**Additional Building Department Services**

Senior Combination Building Inspector .....	\$95/hour
Commercial Building Inspector .....	\$90/hour
Residential Building Inspector .....	\$80/hour
Training Building Inspector .....	\$70/hour
Code Enforcement.....	\$85/hour
Senior Permit Technician .....	\$70/hour
Permit Technician.....	\$65/hour
Administrative Support.....	\$60/hour
On-Site Plan Review Engineer.....	\$120/hour
On-Site Non-Structural Plans Examiner.....	\$90/hour
Fire Review.....	\$155/hour
Inspector of Record (including DSA or OSHPD) .....	\$135/hour
Public Works Inspector .....	\$145/hour
Interim Chief Building Official .....	\$130/hour
CASp Inspection.....	\$155/hour
Off-Site Project Manager .....	\$160/hour
Principal-in-Charge .....	\$185/hour
Hourly overtime charge per inspector .....	1.5 x hourly rate
Mileage (for inspections performed within the City).....	IRS Rate + 20%

**EXHIBIT A**  
**SCOPE OF SERVICES**

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Consultant has 2 key tasks:

1. Provide Building Plan Review as-needed
2. Provide On-Call Building Department staffing including building inspectors, building officials, permit technicians, on-site plans examiners/engineers, code enforcement personnel, etc. on an as-needed basis.

**1. Plan Review Services**

- The Consultant shall review all plans and supporting documents submitted for projects for which a Building Permit is requested. If, after the initial review the documents are found to be in substantial compliance with the State Building Codes and local ordinances, the plans and documents shall be stamped as reviewed and acceptable for construction. If corrections are found to be needed a report shall be prepared by the Consultant specifying the needed corrections and transmitted to the applicant. When plans and supporting documents are deemed acceptable for permit issuance, the applicant shall deliver the Building Permit application and all supporting documents to the Consultant (or City Hall) for permit processing.
- City shall collect direct from the applicant costs for plan review at time of submittal of plans and documents. Building permit fees shall be paid prior to issuance of the Building Permit. City shall mark/stamp permits PAID upon receipt of funds by applicant.
- Plan Reviews will be subject to the following turn-around times (Turn-Around Times may vary with the complexity and magnitude of the projects):

Residential .....	Up to 10 Business Days*
Multi-Family .....	Up to 10 Business Days*
Commercial .....	Up to 10 Business Days*
Industrial.....	Up to 10 Business Days*

\*Projects greater than 10,000 sq. ft. may take up to 15 Business Days. Business Days are defined as Monday-Friday (excluding Federal and State of California Holidays). Business Days will start the day after request is made.

**2. Provide On-Call Building Department Support Staff (As-needed)**

- 4LEAF will provide building department support staff to include building inspectors, permit technicians, on-site plans examiners/engineers, code enforcement personnel, etc. on an on-call basis for the City of Lathrop.
- 4LEAF's assigned personnel will be confirmed via email to include the rate - classifications, assignment length, and reporting information.

## EXHIBIT A SCOPE OF SERVICES

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- 4LEAF will provide interim staff and/or full-time staff within one business day or less. 4LEAF will provide staff from their database of qualified personnel. For requests made needing immediate personnel, 4LEAF will make every effort possible to secure suitable candidates.
- These positions vary from full-time staff, idle staff (temporarily in-between assignments, and pre-qualified staff which include personnel who are available subject to client demand.
- All on-call requests should be made directly to 4LEAF management. 4LEAF's recruiting manager, will handle the placement of all 4LEAF staff. 4LEAF's designated manager is:

Joseph Nicolas, PE  
8896 N. Winding Way  
Fair Oaks, CA. 95628  
(916) 965.0010 – Office  
(916) 200.9959 – Cell  
[jnicolas@4leafinc.com](mailto:jnicolas@4leafinc.com)

### Additional

### Conditions

- The City shall not hire any employee of the Consultant within one (1) year of the termination of this contract or one (1) year of the termination of employee by Consultant.