

## ITEM 4.6

### CITY MANAGER'S REPORT FEBRUARY 14, 2022 CITY COUNCIL REGULAR MEETING

**ITEM:** APPROVAL OF TASK ORDER NO. 26 WITH 4LEAF, INC. FOR STAFF AUGMENTATION SERVICES IN THE BUILDING DIVISION

**RECOMMENDATION:** Adopt Resolution Approving Task Order No. 26 with 4LEAF, Inc. for Staff Augmentation Services in the Building Division Pursuant to Master Professional Services Consulting Agreement dated September 21, 2015 with 4LEAF, Inc.

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#### **SUMMARY:**

The City of Lathrop continues to experience rapid growth over the past few years, and even during the recent pandemic, the increase in construction and development projects has remained steady.

Due to the continued increase in construction and development activity related to capital improvement, private land development, residential, commercial, and industrial projects, staff has requested a proposal from 4LEAF, Inc. (4LEAF), to continue to provide professional services in the Building Division. A series of 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.

Staff is requesting City Council approval of Task Order No. 26 with 4LEAF for continued professional consultant services to provide Staff Augmentation Services for an amount not to exceed \$300,000.

Sufficient funds have been allocated in budget fiscal years 21/22 & FY 22/23.

#### **BACKGROUND:**

The Public Works Department is comprised of five divisions: Administration, Building, Engineering, Construction, and Utility Operations. The Building Department is responsible for the permitting and inspection of construction (including but not limited to new construction, additions, alterations, repairs, and remodeling) throughout the City's building permit jurisdiction as required by the International Building Codes.

Due to the 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.

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**FEBRUARY 14, 2022 CITY COUNCIL REGULAR MEETING**  
**APPROVAL OF TASK ORDER NO. 26 WITH 4LEAF, INC. FOR STAFF**  
**AUGMENTATION SERVICES IN THE BUILDING DIVISION**

Table 1 below provides a summary of the previously approved task orders with 4LEAF to date.

Table 1 – Summary of Previously Approved Task Orders

<b>Task Order No.</b>	<b>Date Approved</b>	<b>Building Division Work Scope Description</b>
1,2	2015	Staff Augmentation, Plan Check Services
3,4,5	2016	Plan Check & Inspection Services
6,7	2017	Plan Check & Inspection Services
8,9,10,11	2018	Interim Chief Building Official (CBO), Plan Check & Inspection Services
12,13,14,15,16	2019	Staff Augmentation, Plan Check & Inspection Services, Interim CBO, Professional Services
17,18,19	2020	Interim CBO, Staff Augmentation, Inspection Services
20, 21, 22, 23, 24, 25	2021	Staff Augmentation, Plan Check & Inspection Services, Interim CBO

**REASON FOR RECOMMENDATION:**

Continued professional services are needed for 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.

**FISCAL IMPACT:**

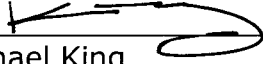
The cost of Task Orders No. 26 for Staff Augmentation Services is for an amount not to exceed \$300,000 and will be paid on a time and material basis. Sufficient funds have been allocated in budget fiscal years 21/22 & 22/23.

**ATTACHMENTS:**

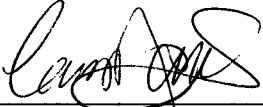
- A. Resolution Approving Task Order No. 26 with 4LEAF, Inc., for Staff Augmentation Services in the Building Division Pursuant to Master Professional Services Consulting Agreement dated September 21, 2015 with 4LEAF, Inc.
- B. Task Order No. 26 Pursuant to Master Consulting Agreement dated September 21, 2015 with 4LEAF, Inc. for Staff Augmentation Services

**CITY MANAGER'S REPORT**  
**FEBRUARY 14, 2022 CITY COUNCIL REGULAR MEETING**  
**APPROVAL OF TASK ORDER NO. 26 WITH 4LEAF, INC. FOR STAFF**  
**AUGMENTATION SERVICES IN THE BUILDING DIVISION**


**APPROVALS:**

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


1-25-2022  
Date

  
\_\_\_\_\_  
Cari James  
Finance Director

1/25/2022  
Date

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

1-26-2022  
Date

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

2.7.22  
Date

**RESOLUTION NO. 22-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING TASK ORDER NO. 26 WITH 4LEAF, INC. FOR STAFF AUGMENTATION SERVICES IN THE BUILDING DIVISION PURSUANT TO MASTER PROFESSIONAL SERVICES CONSULTING AGREEMENT DATED SEPTEMBER 21, 2015 WITH 4LEAF, INC.**

**WHEREAS**, due to the 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; and

**WHEREAS**, a series of task orders have been previously approved to provide professional services within the Building Division, such as professional building inspection, plan checking, and staff augmentation services; and

**WHEREAS**, the City utilizes contracting professional personnel services in the Building Division in order to keep pace with ongoing construction activity; and

**WHEREAS**, the cost of Task Order No. 26 for Staff Augmentation Services is for an amount not to exceed \$300,000 and will be paid on a time and material basis. Sufficient funds have been allocated in budget fiscal years 21/22 & 22/23; and

**WHEREAS**, the proposed Tasks Order No. 26 will be fully funded by plan check fees collected from development and costs for plan check services will only be paid if the revenue has been received.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Lathrop does hereby approve Task Order No. 26 for an amount not to exceed \$300,000 with 4LEAF, Inc. to provide continued professional consultant services in the capacity of Staff Augmentation services in the Building Division.

The foregoing resolution was passed and adopted this 14<sup>th</sup> of February 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**CITY OF LATHROP**

**TASK ORDER NO. 26**

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

**TO PROVIDE BUILDING STAFF AUGMENTATION SERVICES**

**THIS TASK ORDER NO. 26** dated for convenience this **14<sup>th</sup> day of February 2022** 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 Amendment No. 2, dated May 13, 2019. On March 8, 2021, City Council approved an extension of the term to June 30, 2023 pursuant to Amendment No.3 (“AGREEMENT”), by which the CONSULTANT has agreed to perform building professional services; and

**WHEREAS**, CONSULTANT is specially trained, experienced, and competent to perform Staff Augmentation 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 Staff Augmentation 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 Staff Augmentation Services in accordance with the scope of work and fee proposal provided in Exhibit “A” to this Task Order.

**CITY OF LATHROP – TASK ORDER NO. 26 WITH 4LEAF INC. TO PROVIDE BUILDING STAFF AUGMENTATION SERVICES**

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. 26 is February 14, 2022**, and it shall terminate no later than **June 30, 2022**.

(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 **\$300,000** for Staff Augmentation 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) **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.

(6) **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. 26 WITH 4LEAF INC. TO PROVIDE BUILDING STAFF AUGMENTATION SERVICES**

Approved as to Form:

City of Lathrop  
City Attorney



1.26.2022

\_\_\_\_\_  
Salvador Navarrete

\_\_\_\_\_  
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  
City Manager

\_\_\_\_\_  
Date

CONSULTANT:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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





## FY2021-2022 FEE SCHEDULE & BASIS OF CHARGES

For the City of Lathrop

All Rates are Subject to Basis of Charges

Plan Check Services	Fee for 1 <sup>st</sup> review and two (2) subsequent rechecks	Hourly rate for on-site and/or greater than three (3) reviews off-site (with authorization from Director):
Life Health Safety, Structural, ADA Requirements, and Title 24 Energy Requirement Plan Checks	65% of City fee	\$133/hour structural \$105/hour non-structural
Plumbing/Mechanical/Electrical Only Plan Checks	40% of City fee	\$105/hour non-structural
Structural Only Plan Checks	40% of City fee	\$133/hour structural

### Additional Building Department Services

Senior Combination Building Inspector (BIII) .....	\$115/hour
Commercial Building Inspector (BII) .....	\$105/hour
Residential Building Inspector (BI) .....	\$95/hour
Training Building Inspector .....	\$85/hour
Code Enforcement .....	\$95/hour
Senior Permit Technician .....	\$75/hour
Permit Technician .....	\$69/hour
Administrative Support .....	\$64/hour
On-Site Plan Review Engineer .....	\$133/hour
On-Site Non-Structural Plans Examiner .....	\$105/hour
Fire Review .....	\$165/hour
Inspector of Record (including DSA or OSHPD) .....	\$143/hour
Public Works Inspector .....	\$155/hour
Interim Chief Building Official .....	\$139/hour
CASp Inspection .....	\$165/hour
Off-Site Project Manager .....	\$170/hour
Principal-in-Charge .....	\$197/hour
Hourly overtime charge per inspector .....	1.5 x hourly rate
Mileage (for inspections performed within the City) .....	IRS Rate+ 20%



**BASIS OF CHARGES**

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

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise.
- Most fire plan reviews will be done within 10 business days and within 5 business days for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed 45% of the plan check fee collected by the City, return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed above.
- All plan review services will be subject to a \$250.00 minimum fee if percentage-based fee or two (2) hour minimum charge if hourly rates apply.
- 4LEAF assumes that these rates reflect the fiscal year 2021-2022 contract period. 3% escalation for fiscal year 2022-2023 and 2023-2024 is negotiable per market conditions.
- Overtime and Premium time will be charged as follows:
 

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8-hour M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 <sup>st</sup> 8-hour Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate
- Overtime will only be billed with prior authorization of designated Authority personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.



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## **SCOPE OF WORK**

### **Plan Review Services**

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 of Lathrop to work on-site performing structural plan review and non-structural reviews at the Jurisdiction's discretion. 4LEAF currently supplies on-site review to such Municipalities as:

**City of San Jose**

**City of Livermore**

**City of Hollister**

**City of Sacramento**

**Livermore/Pleasanton Fire Dept. (LPFD)**

**City of Palo Alto**

**City of San Mateo**

**City of Pleasanton**

**Town of Paradise**

**County of San Mateo**

### **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 and;



## **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 of Lathrop 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 of Lathrop 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 of Lathrop 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 Rechecks**

Plans received for rechecks 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 of Lathrop 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

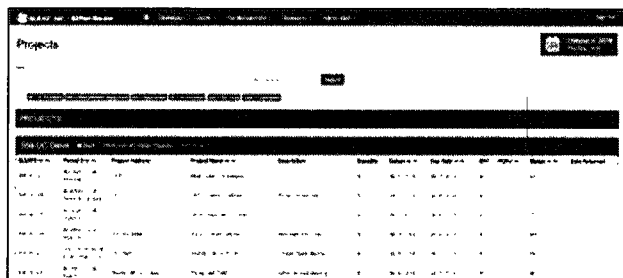
***\*Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing.***

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 EZPlan Review portal which tracks initial and subsequent reviews and is open for view by the customer.

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,





## **4LEAF, INC.**

ENGINEERING . CONSTRUCTION MANAGEMENT  
PLAN CHECK . BUILDING INSPECTION . PLANNING

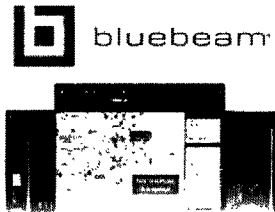
and City amendments. Code review methodology entails “The Effective Use of the CBC” reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the pre-designated contacts.

### **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 to 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 140 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 9 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.





## On Call Building Department Staff Services

### Permit Technician

4LEAF has a proven track record of providing Permit Technician/Counter staff to jurisdictions. The 4LEAF pool of talented professionals includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if required. Our staff encompasses the right combination of experience, education, and certifications. 4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Planning and Building Department counter.

Typical duties include:

- Accepting plans for plan check and verifying that plans are accurate and complete
- Calculating permit fees
- Explaining ordinances and procedures to owners, contractors, developers, architects, and general public
- Assisting with preparation of permit applications
- Receiving plans for Planning and Building permits and route to various agencies (if requested)
- Accepting complaints on code violations, process, and record complaints
- Answering phone calls for field and office staff
- Processing inspection requests
- Maintaining files for building permits
- Operating the Building Department's computerized information system
- Inputting a variety of information, including building permits and inspections
- Completing related duties and responsibilities as assigned by Building Official and Senior staff members

4LEAF has numerous of Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job.

### Administrative Assistant

4LEAF is also able to provide administrative staff who are familiar with basic Building & Fire Life Safety information. These staff members can provide front counter services relating to reception duties such as answering and routing incoming phone calls, handling incoming and outgoing packages, filing documents, receiving and directing office visitors, providing general support to office staff, responding to emails, etc.

### Interim Building Official

The 4LEAF Interim Building Official will provide in-house plan reviews to the City, limiting the amount of projects distributed to outside consultants and helping the City achieve significant cost savings. The Interim Building Official will also manage other 4LEAF contract staff.

The Building Official will act as an adjunct staff member to the City and work with City personnel and various departments to perform professional building services including but not limited to plan review, permit technician, building inspection, and code enforcement.



Staff qualifications for this role include evaluating and documenting projects for compliance with applicable building standards and housing codes, on- and off-site plan review, staff augmentation, and other building department related tasks. Proposed staff for this role will be appropriately trained and certified for all work assigned.

**Building Department Services Placement Schedule**

<b>Building Department Staff</b>	<b>Interim</b>	<b>Full-Time</b>
<b>Permit Technician (ICC Certified)</b>	< 2 Days	< 5 Days
<b>Assistant Permit Technician / Admin Staff</b>	< 2 Days	< 5 Days
<b>Building Official</b>	< 2 Days	< 15 Days