Attachment B

Professional Services Agreement with J. Lee Engineering, Inc.

PROFESSIONAL SERVICES AGREEMENT WITH J. LEE ENGINEERING, INC. FOR STAFF AUGMENTATION AND PLAN REVIEW SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into as of this 8th day of July, 2025 ("Effective Date"), by and between the CITY OF NEWPORT BEACH, a California municipal corporation and charter city ("City"), and J. LEE ENGINEERING, INC., a California corporation ("Consultant"), whose address is 430 South Garfield Avenue, Suite 301, Alhambra, CA 91801, and is made with reference to the following:

RECITALS

- A. City is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of City.
- B. City desires to engage Consultant to provide Staff Augmentation and Plan Review Services ("Project").
- C. Consultant possesses the skill, experience, ability, background, certification and knowledge to provide the professional services described in this Agreement.
- D. City has solicited and received a proposal from Consultant, has reviewed the previous experience and evaluated the expertise of Consultant, and desires to retain Consultant to render professional services under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. TERM

The term of this Agreement shall commence on the Effective Date, and shall terminate on July 7, 2028, unless terminated earlier as set forth herein.

2. SERVICES TO BE PERFORMED

Consultant shall diligently perform all the services described in the Scope of Services attached hereto as Exhibit A and incorporated herein by reference ("Services" or "Work"). City may elect to delete certain Services within the Scope of Services at its sole discretion.

3. TIME OF PERFORMANCE

3.1 Time is of the essence in the performance of Services under this Agreement and Consultant shall perform the Services in accordance with the schedule included in Exhibit A. In the absence of a specific schedule, the Services shall be performed to

completion in a diligent and timely manner. The failure by Consultant to strictly adhere to the schedule set forth in Exhibit A, if any, or perform the Services in a diligent and timely manner may result in termination of this Agreement by City.

- 3.2 Notwithstanding the foregoing, Consultant shall not be responsible for delays due to causes beyond Consultant's reasonable control. However, in the case of any such delay in the Services to be provided for the Project, each party hereby agrees to provide notice within two (2) calendar days of the occurrence causing the delay to the other party so that all delays can be addressed.
- 3.3 Consultant shall submit all requests for extensions of time for performance in writing to the Project Administrator as defined herein not later than ten (10) calendar days after the start of the condition that purportedly causes a delay. The Project Administrator shall review all such requests and may grant reasonable time extensions for unforeseeable delays that are beyond Consultant's control.
- 3.4 For all time periods not specifically set forth herein, Consultant shall respond in the most expedient and appropriate manner under the circumstances, by hand-delivery or mail.

4. COMPENSATION TO CONSULTANT

- 4.1 City shall pay Consultant for the Services on a time and expense not-to-exceed basis in accordance with the provisions of this Section and the Schedule of Billing Rates attached hereto as Exhibit B and incorporated herein by reference. Consultant's compensation for all Work performed in accordance with this Agreement, including all reimbursable items and subconsultant fees, shall not exceed **Six Hundred Twenty Thousand Dollars and 00/100 (\$620,000.00)**, without prior written authorization from City. No billing rate changes shall be made during the term of this Agreement without the prior written approval of City.
- 4.2 Consultant shall submit monthly invoices to City describing the Work performed the preceding month. Consultant's bills shall include the name of the person who performed the Work, a brief description of the Services performed and/or the specific task in the Scope of Services to which it relates, the date the Services were performed, the number of hours spent on all Work billed on an hourly basis, and a description of any reimbursable expenditures. City shall pay Consultant no later than thirty (30) calendar days after approval of the monthly invoice by City staff.
- 4.3 City shall reimburse Consultant only for those costs or expenses specifically identified in Exhibit B to this Agreement or specifically approved in writing in advance by City.
- 4.4 Consultant shall not receive any compensation for Extra Work performed without the prior written authorization of City. As used herein, "Extra Work" means any Work that is determined by City to be necessary for the proper completion of the Project, but which is not included within the Scope of Services and which the parties did not reasonably anticipate would be necessary at the execution of this Agreement.

Compensation for any authorized Extra Work shall be paid in accordance with the Schedule of Billing Rates as set forth in Exhibit B.

5. PROJECT MANAGER

- 5.1 Consultant shall designate a Project Manager, who shall coordinate all phases of the Project. This Project Manager shall be available to City at all reasonable times during the Agreement term. Consultant has designated Jaeyol Lee to be its Project Manager. Consultant shall not remove or reassign the Project Manager or any personnel listed in Exhibit A or assign any new or replacement personnel to the Project without the prior written consent of City. City's approval shall not be unreasonably withheld with respect to the removal or assignment of non-key personnel.
- 5.2 Consultant, at the sole discretion of City, shall remove from the Project any of its personnel assigned to the performance of Services upon written request of City. Consultant warrants that it will continuously furnish the necessary personnel to complete the Project on a timely basis as contemplated by this Agreement.
- 5.3 If Consultant is performing inspection services for City, the Project Manager and any other assigned staff shall be equipped with a cellular phone to communicate with City staff. The Project Manager's cellular phone number shall be provided to City.

6. ADMINISTRATION

This Agreement will be administered by the Community Development Department. City's Deputy Community Development Director/Chief Building Official or designee shall be the Project Administrator and shall have the authority to act for City under this Agreement. The Project Administrator shall represent City in all matters pertaining to the Services to be rendered pursuant to this Agreement.

7. CITY'S RESPONSIBILITIES

To assist Consultant in the execution of its responsibilities under this Agreement, City agrees to provide access to and upon request of Consultant, one copy of all existing relevant information on file at City. City will provide all such materials in a timely manner so as not to cause delays in Consultant's Work schedule.

8. STANDARD OF CARE

8.1 All of the Services shall be performed by Consultant or under Consultant's supervision. Consultant represents that it possesses the professional and technical personnel required to perform the Services required by this Agreement, and that it will perform all Services in a manner commensurate with community professional standards and with the ordinary degree of skill and care that would be used by other reasonably competent practitioners of the same discipline under similar circumstances. All Services shall be performed by qualified and experienced personnel who are not employed by City. By delivery of completed Work, Consultant certifies that the Work conforms to the

requirements of this Agreement, all applicable federal, state and local laws, and legally recognized professional standards.

- 8.2 Consultant represents and warrants to City that it has, shall obtain, and shall keep in full force and effect during the term hereof, at its sole cost and expense, all licenses, permits, qualifications, insurance and approvals of whatsoever nature that is legally required of Consultant to practice its profession. Consultant shall maintain a City of Newport Beach business license during the term of this Agreement.
- 8.3 Consultant shall not be responsible for delay, nor shall Consultant be responsible for damages or be in default or deemed to be in default by reason of strikes, lockouts, accidents, acts of God, or the failure of City to furnish timely information or to approve or disapprove Consultant's Work promptly, or delay or faulty performance by City, contractors, or governmental agencies.

9. HOLD HARMLESS

- 9.1 To the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless City, its City Council, boards and commissions, officers, agents, volunteers and employees (collectively, the "Indemnified Parties"), from and against any and all claims (including, without limitation, claims for bodily injury, death or damage to property), demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, attorneys' fees, disbursements and court costs) of every kind and nature whatsoever (individually, a Claim; collectively, "Claims"), and which relate (directly or indirectly) to the negligence, recklessness, or willful misconduct of the Consultant or its principals, officers, agents, employees, vendors, suppliers, subconsultants, subcontractors, anyone employed directly or indirectly by any of them or for whose acts they may be liable, or any or all of them, and/or if it is subsequently determined that an employee of Consultant is not an independent contractor.
- 9.2 Notwithstanding the foregoing, nothing herein shall be construed to require Consultant to indemnify the Indemnified Parties from any Claim arising from the sole negligence, active negligence or willful misconduct of the Indemnified Parties. Nothing in this indemnity shall be construed as authorizing any award of attorneys' fees in any action on or to enforce the terms of this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by the Consultant.

10. INDEPENDENT CONTRACTOR

10.1 It is understood that City retains Consultant on an independent contractor basis and Consultant is not an agent or employee of City. The manner and means of conducting the Work are under the control of Consultant, except to the extent they are limited by statute, rule or regulation and the expressed terms of this Agreement. No civil service status or other right of employment shall accrue to Consultant or its employees.

Nothing in this Agreement shall be deemed to constitute approval for Consultant or any of Consultant's employees or agents, to be the agents or employees of City. Consultant shall have the responsibility for and control over the means of performing the Work, provided that Consultant is in compliance with the terms of this Agreement. Anything in this Agreement that may appear to give City the right to direct Consultant as to the details of the performance of the Work or to exercise a measure of control over Consultant shall mean only that Consultant shall follow the desires of City with respect to the results of the Services.

- 10.2 Consultant agrees and acknowledges that no individual performing Services or Work pursuant to this Agreement shall: work full-time for more than six (6) months; work regular part-time service of at least an average of twenty (20) hours per week for one year or longer; work nine hundred sixty (960) hours in any fiscal year; or already be a CalPERS member.
- 10.3 Consultant must submit to and pass a criminal background investigation by providing a complete set of fingerprints to City prior to commencing or performing Services or Work. Consultant is required to submit any fees for the criminal background investigation according to the City's most current administrative fee schedule or successor document. Fingerprints may be required to be updated every five (5) years.

11. COOPERATION

Consultant agrees to work closely and cooperate fully with City's designated Project Administrator and any other agencies that may have jurisdiction or interest in the Work to be performed. City agrees to cooperate with the Consultant on the Project.

12. CITY POLICY

Consultant shall discuss and review all matters relating to policy and Project direction with City's Project Administrator in advance of all critical decision points in order to ensure the Project proceeds in a manner consistent with City goals and policies.

13. PROGRESS

Consultant is responsible for keeping the Project Administrator informed on a regular basis regarding the status and progress of the Project, activities performed and planned, and any meetings that have been scheduled or are desired.

14. INSURANCE

Without limiting Consultant's indemnification of City, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement or for other periods as specified in this Agreement, policies of insurance of the type, amounts, terms and conditions described in the Insurance Requirements attached hereto as Exhibit C, and incorporated herein by reference.

15. PROHIBITION AGAINST ASSIGNMENTS AND TRANSFERS

Except as specifically authorized under this Agreement, the Services to be provided under this Agreement shall not be assigned, transferred contracted or subcontracted out without the prior written approval of City. Any of the following shall be construed as an assignment: The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Consultant, or of the interest of any general partner or joint venturer or syndicate member or cotenant if Consultant is a partnership or joint-venture or syndicate or co-tenancy, which shall result in changing the control of Consultant. Control means fifty percent (50%) or more of the voting power or twenty-five percent (25%) or more of the assets of the corporation, partnership or joint-venture.

16. SUBCONTRACTING

The subcontractors authorized by City, if any, to perform Work on this Project are identified in Exhibit A. Consultant shall be fully responsible to City for all acts and omissions of any subcontractor. Nothing in this Agreement shall create any contractual relationship between City and any subcontractor nor shall it create any obligation on the part of City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise required by law. City is an intended beneficiary of any Work performed by the subcontractor for purposes of establishing a duty of care between the subcontractor and City. Except as specifically authorized herein, the Services to be provided under this Agreement shall not be otherwise assigned, transferred, contracted or subcontracted out without the prior written approval of City.

17. OWNERSHIP OF DOCUMENTS

- 17.1 Each and every report, draft, map, record, plan, document and other writing produced, including but not limited to, websites, blogs, social media accounts and applications (hereinafter "Documents"), prepared or caused to be prepared by Consultant, its officers, employees, agents and subcontractors, in the course of implementing this Agreement, shall become the exclusive property of City, and City shall have the sole right to use such materials in its discretion without further compensation to Consultant or any other party. Additionally, all material posted in cyberspace by Consultant, its officers, employees, agents and subcontractors, in the course of implementing this Agreement, shall become the exclusive property of City, and City shall have the sole right to use such materials in its discretion without further compensation to Consultant or any other party. Consultant shall, at Consultant's expense, provide such Documents, including all logins and password information to City upon prior written request.
- 17.2 Documents, including drawings and specifications, prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by City or others on any other project. Any use of completed Documents for other projects and any use of incomplete Documents without specific written authorization from Consultant will be at City's sole risk and without liability to Consultant. Further, any and all liability arising out of changes made to Consultant's deliverables under this Agreement by City or persons other than Consultant is waived against Consultant, and City assumes

full responsibility for such changes unless City has given Consultant prior notice and has received from Consultant written consent for such changes.

17.3 All written documents shall be transmitted to City in formats compatible with Microsoft Office and/or viewable with Adobe Acrobat.

18. CONFIDENTIALITY

All Documents, including drafts, preliminary drawings or plans, notes and communications that result from the Services in this Agreement, shall be kept confidential unless City expressly authorizes in writing the release of information.

19. INTELLECTUAL PROPERTY INDEMNITY

Consultant shall defend and indemnify City, its agents, officers, representatives and employees against any and all liability, including costs, for infringement or alleged infringement of any United States' letters patent, trademark, or copyright, including costs, contained in Consultant's Documents provided under this Agreement.

20. RECORDS

Consultant shall keep records and invoices in connection with the Services to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any Services, expenditures and disbursements charged to City, for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of City to examine, audit and make transcripts or copies of such records and invoices during regular business hours. Consultant shall allow inspection of all Work, data, Documents, proceedings and activities related to the Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

21. WITHHOLDINGS

City may withhold payment to Consultant of any disputed sums until satisfaction of the dispute with respect to such payment. Such withholding shall not be deemed to constitute a failure to pay according to the terms of this Agreement. Consultant shall not discontinue Work as a result of such withholding. Consultant shall have an immediate right to appeal to the City Manager or designee with respect to such disputed sums. Consultant shall be entitled to receive interest on any withheld sums at the rate of return that City earned on its investments during the time period, from the date of withholding of any amounts found to have been improperly withheld.

22. ERRORS AND OMISSIONS

In the event of errors or omissions that are due to the negligence or professional inexperience of Consultant which result in expense to City greater than what would have

resulted if there were not errors or omissions in the Work accomplished by Consultant, the additional design, construction and/or restoration expense shall be borne by Consultant. Nothing in this Section is intended to limit City's rights under the law or any other sections of this Agreement.

23. CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS

City reserves the right to employ other Consultants in connection with the Project.

24. CONFLICTS OF INTEREST

- 24.1 Consultant or its employees may be subject to the provisions of the California Political Reform Act of 1974 (the "Act") and/or Government Code §§ 1090 et seq., which (1) require such persons to disclose any financial interest that may foreseeably be materially affected by the Work performed under this Agreement, and (2) prohibit such persons from making, or participating in making, decisions that will foreseeably financially affect such interest.
- 24.2 If subject to the Act and/or Government Code §§ 1090 et seq., Consultant shall conform to all requirements therein. Failure to do so constitutes a material breach and is grounds for immediate termination of this Agreement by City. Consultant shall indemnify and hold harmless City for any and all claims for damages resulting from Consultant's violation of this Section.

25. NOTICES

- 25.1 All notices, demands, requests or approvals, including any change in mailing address, to be given under the terms of this Agreement shall be given in writing, and conclusively shall be deemed served when delivered personally, or on the third business day after the deposit thereof in the United States mail, postage prepaid, first-class mail, addressed as hereinafter provided.
- 25.2 All notices, demands, requests or approvals from Consultant to City shall be addressed to City at:

Attn: Deputy Community Development Director/Chief Building Official Community Development Department City of Newport Beach 100 Civic Center Drive Newport Beach, CA 92660

25.3 All notices, demands, requests or approvals from City to Consultant shall be addressed to Consultant at:

Attn: Jaeyol Lee J. Lee Engineering, Inc. 430 S. Garfield Avenue, #301 Alhambra, CA 91801

26. CLAIMS

Unless a shorter time is specified elsewhere in this Agreement, before making its final request for payment under this Agreement, Consultant shall submit to City, in writing, all claims for compensation under or arising out of this Agreement. Consultant's acceptance of the final payment shall constitute a waiver of all claims for compensation under or arising out of this Agreement except those previously made in writing and identified by Consultant in writing as unsettled at the time of its final request for payment. Consultant and City expressly agree that in addition to any claims filing requirements set forth in the Agreement, Consultant shall be required to file any claim Consultant may have against City in strict conformance with the Government Claims Act (Government Code sections 900 et seq.).

27. TERMINATION

- 27.1 In the event that either party fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, that party shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of two (2) calendar days, or if more than two (2) calendar days are reasonably required to cure the default and the defaulting party fails to give adequate assurance of due performance within two (2) calendar days after receipt of written notice of default, specifying the nature of such default and the steps necessary to cure such default, and thereafter diligently take steps to cure the default, the non-defaulting party may terminate the Agreement forthwith by giving to the defaulting party written notice thereof.
- 27.2 Notwithstanding the above provisions, City shall have the right, at its sole and absolute discretion and without cause, of terminating this Agreement at any time by giving no less than seven (7) calendar days' prior written notice to Consultant. In the event of termination under this Section, City shall pay Consultant for Services satisfactorily performed and costs incurred up to the effective date of termination for which Consultant has not been previously paid. On the effective date of termination, Consultant shall deliver to City all reports, Documents and other information developed or accumulated in the performance of this Agreement, whether in draft or final form.

28. STANDARD PROVISIONS

- 28.1 <u>Recitals</u>. City and Consultant acknowledge that the above Recitals are true and correct and are hereby incorporated by reference into this Agreement.
- 28.2 <u>Compliance with all Laws</u>. Consultant shall, at its own cost and expense, comply with all statutes, ordinances, regulations and requirements of all governmental entities, including federal, state, county or municipal, whether now in force or hereinafter enacted. In addition, all Work prepared by Consultant shall conform to applicable City, county, state and federal laws, rules, regulations and permit requirements and be subject to approval of the Project Administrator and City.
- 28.3 Waiver. A waiver by either party of any breach, of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach

of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

- 28.4 <u>Integrated Contract</u>. This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions herein.
- 28.5 <u>Conflicts or Inconsistencies</u>. In the event there are any conflicts or inconsistencies between this Agreement and the Scope of Services or any other attachments attached hereto, the terms of this Agreement shall govern.
- 28.6 <u>Interpretation</u>. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of the Agreement or any other rule of construction which might otherwise apply.
- 28.7 <u>Amendments</u>. This Agreement may be modified or amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.
- 28.8 <u>Severability</u>. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.
- 28.9 <u>Controlling Law and Venue</u>. The laws of the State of California shall govern this Agreement and all matters relating to it and any action brought relating to this Agreement shall be adjudicated in a court of competent jurisdiction in the County of Orange, State of California.
- 28.10 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, sexual orientation, age or any other impermissible basis under law.
- 28.11 <u>No Attorneys' Fees</u>. In the event of any dispute or legal action arising under this Agreement, the prevailing party shall <u>not</u> be entitled to attorneys' fees.
- 28.12 <u>Counterparts</u>. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original and all of which together shall constitute one (1) and the same instrument.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the dates written below.

APPROVED AS TO FORM: CITY ATTORNEY'S OFFICE Date: 6/26/25		CITY OF NEWPORT BEACH, a California municipal corporation Date:	
By: Aaron C. Harp City Attorney	(Bi)	By: Joe Stapleton Mayor	
ATTEST: Date:		CONSULTANT: J. Lee Engineering, Inc., a California corporation Date:	
By: Molly Perry Interim City Cl	erk	By: Jaeyol Lee Chief Executive Officer	
		Date:	
		By: Jessica Lee Chief Financial Officer, Secretary	
	[END OF S	IGNATURES]	
Attachments:	Exhibit A – Scope of S Exhibit B – Schedule o Exhibit C – Insurance I	f Billing Rates	

EXHIBIT A SCOPE OF SERVICES

Page A-1

I. BUILDING PLAN REVIEW, INSPECTION, AND PERMIT TECHNICIAN SERVICES

A. PLAN REVIEW SERVICES

- Services. Consultant shall assist the City's Building Division with timely and accurate plan check services for the following scope of plan check. Consultant shall provide consultants on staff. Consultant shall:
 - (a) Review residential, commercial and industrial buildings for compliance with City adopted codes, including California Building and Residential Codes, Green Code, Mechanical Code, Plumbing Code, and Electrical Code, City of Newport Beach Municipal Code, and State Energy Conservation requirements;
 - (b) Provide written notification to each applicant, consisting of a complete electronically generated plan check letter, which outlines the documents reviewed, instructions to the applicant regarding the processing of documents, and a listing of plan check comments which refer to appropriate sheets, details or calculations pages, the code section of concern, and specify the apparent code violation;
 - (c) Be available, during regular business hours, to discuss and clarify plan check issues with applicants, designers, owners and consultants, and such resolution of code issues may be performed by telephone, or meetings, prior to resubmitting corrected plans and documents;
 - (d) Attend all required meetings as directed by the Chief Building Official;
 - (e) Review soils report, for compliance with CBC, for the proposed scope of work;
 - (f) Review grading plans to assure conformance with City codes, written policies and standard specifications and compliance with the recommendations, specifications and details contained in the submitted soils report and assure that all appropriate details are shown on the plans, review quantity calculations to assure accuracy and completeness;
 - (g) Review surveys, in accordance with City Policy; and
 - (h) Review Erosion Control Plans to verify erosion and sedimentation measures comply with the Best Management Practices per City standards.
- 2. Turn-Around Schedule. Consultant shall complete each plan check, when not conducted in City Hall, within the time specified below.
 - (a) First Check: Ten (10) working days from submittal by applicant;
 - (b) Subsequent Checks: Five (5) working days.

3. Qualifications.

- (a) Experience: Four years of experience checking building plans.
- (b) <u>Training</u>: Bachelor's degree from an accredited college or university with major coursework in civil engineering, structural engineering, or architecture.

- (c) <u>License/Certificate</u>: Possession of a valid California driver's license. Possession of State of California registration as a professional engineer or architect. Possession of an ICC "Building Plans Examiner" certificate.
- (d) <u>Additional Requirement</u>: Members of the Consultant's team performing Building Plan Review services on-site must successfully complete a thorough background review, including being fingerprinted by Newport Beach Police Department.
- (e) <u>Supervision Received and Exercised</u>: Consultant will receive direction from the Chief Building Official or his or her designee.
- (f) Hours of Work: Consultant' staff assisting with Building Plan Review services shall be available during regular business hours.

B. INSPECTION SERVICES

- Services. Consultant shall assist City staff with timely and accurate inspection services
 for the following scope of inspections. Consultant's personnel shall be required to report
 on-site at City Hall, as directed, and perform field inspections as assigned.
 - (a) Provide up to two qualified building inspectors, and provide up to eighty (80) hours of Contract Inspection Services per week;
 - (b) Provide inspections of all requested inspections and re-inspections for compliance with City of Newport Beach Municipal Code and State codes and regulations, California Building Code, Residential Code, Plumbing Code, Mechanical Code, Electrical Code, Fire Code, Energy Code, Green Building Standards Code, Disabled Access Regulations, and Title 25, Mobile Home Parks regulations, State Water Resource Control Board regulations related to storm water pollution prevention, Sound Transmission Control regulations, and locally adopted building ordinances and amendments thereof;
 - (c) Consultant's personnel shall not be substituted without approval from the Chief Building Official;
 - (d) Maintain all inspection records for all assigned projects, including correction notices and all documentation related to project inspections;
 - (e) Coordinate all inspection and re-inspection requests as assigned;
 - (f) Coordinate with the Principal Building Inspector, as appropriate, on discretionary decisions or requests for alternate materials; and
 - (g) Coordinate with the Principal Building Inspector on all Certificate of Occupancy to be sure that all applicable City regulatory agencies have approved the project.

2. Qualifications.

- (a) Experience: Must have demonstrated work experience performing residential and commercial inspections on a variety of construction projects. Must have excellent customer service skills.
- (b) <u>Training</u>: Equivalent to completion of the twelfth grade.

- (c) <u>License/Certificate</u>: Possession of ICC certification as Combination Building Inspector. Possession of an appropriate valid California driver's license.
- (d) <u>Additional Requirement</u>: On-site members of Consultant's team performing Building Inspection services must successfully complete a thorough background review, including being fingerprinted by Newport Beach Police Department.
- (e) <u>Supervision Received and Exercised</u>: Consultant receives general supervision from the Principal Building Inspector.
- (f) Hours of Work: On-site consultants assisting with Building Inspection services shall be available during regular business hours.

C. PERMIT TECHNICIAN SERVICES

- **1. Services.** Consultant's personnel shall report on-site at City Hall as directed and perform permit technician for the following scope of permit technician services.
 - (a) Provide one qualified permit technician, full or part time providing Contract Permit Technician Services;
 - (b) Consultant's personnel shall not be substituted without approval from the Chief Building Official;
 - (c) Provide support and technical assistance at the public counter, over the telephone and via email, and provide general information and assistance to the public regarding requirements for obtaining permits, zone clearances, and business licenses:
 - (d) Assist in responding to requests for information from other departments and governmental agencies regarding the General Plan, Zoning Code, Local Coastal Program, and Subdivision Code;
 - (e) Determine building valuations based on established standards, and calculate and determine a variety of fees for plan checks, permits, taxes and sanitation district and school district charges;
 - (f) Instruct applicants on correct procedures for completing required forms and applications, and provide information regarding City, State and Federal regulations pertaining to building, planning, and public works activities;
 - (g) Maintain recorded of plans and applications submitted, and participate or direct the filing and routing of plans and permits to appropriate City departments and staff;
 - (h) Coordinate the plan approval process between various City departments, and refer applicants to appropriate City department or outside agency as necessary;
 - (i) Notify applicants when plan or permits are ready for pick-up or issuance, and provide status updates as required;
 - (i) Follow-up on stop work orders and complaints;
 - (k) Perform data entry and issue permits via the computerized permitting system;

- (I) Verify worker's compensation insurance and State contractor licensing;
- (m) Perform related duties as assigned; and
- (n) Coordinate with the Permit Technician Supervisor and attend all required meetings as directed by the Chief Building Official.

2. Qualifications.

- (a) Experience: Must have demonstrated work experience performing permit technician work on a variety of construction projects. Must have excellent customer service skills.
- (b) Training: Equivalent to completion of the twelfth grade.
- (c) <u>License/Certificate</u>: Possession of ICC certification as Permit Technician. Possession of an appropriate valid California driver's license.
- (d) <u>Additional Requirement</u>: On-site members of Consultant's team performing Permit Technician services must successfully complete a thorough background review, including being fingerprinted by Newport Beach Police Department.
- (e) <u>Supervision Received and Exercised</u>: Consultant shall receive general supervision from the Permit Technician Supervisor.
- (f) Hours of Work: On-site consultants assisting with Permit Technician services shall be available during regular business hours.

II. ON-CALL STRUCTURAL REVIEW SERVICES

- A. Services. Consultant shall assist City staff with special projects involving the review of complex structural design on as-needed basis. Consultant shall:
 - 1. Provide on-call plan review of complex structural design for conformance to the latest adopted codes and standards;
 - 2. Provide written notification to each applicant, consisting of a complete electronically generated plan check letter which outlines the documents reviewed, instructions to the applicant regarding the processing of documents, and a listing of plan check comments;
 - 3. The plan check comments shall refer to appropriate sheets, details or calculations pages and the code section of concern, and comments shall specify the apparent code violation:
 - 4. Be available during regular business hours to discuss and clarify plan check issues with applicants, designers, owners and consultants, and resolution of code issues may be performed by telephone, or meetings prior to resubmitting corrected plans and documents; and
 - 5. Attend all required meetings as directed by the Chief Building Official.

- **B.** Turn-Around Schedule. Consultant shall complete each review, off site, within the time specified below:
 - 1. First Check: Ten (10) working days from submittal by applicant; and
 - 2. Subsequent Checks: Five (5) working days.

C. Qualifications.

- 1. Experience: Ten years of experience reviewing complex structural design.
- 2. <u>Training</u>: Master's degree from an accredited college or university with major coursework in structural engineering.
- 3. <u>License/Certificate</u>: Possession of a valid California driver's license. Possession of State of California registration as a professional structural engineer.
- 4. <u>Supervision Received and Exercised</u>: Consultant will receive direction from the Chief Building Official.
- 5. Hours of Work: Consultant shall be available during regular business hours.



PROPOSAL

ICINITY MAP

City of Newport Beach

Technical Proposal for BUILDING PLAN REVIEW, PERMIT TECHNICIAN, AND INSPECTION SERVICES May 02, 2025

JLEE ENGINEERING, INC | 430 S GARFIELD AVE. SUITE 301 | ALHAMBRA, CA 91801 | T: 626.284.8906



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1. Cover Letter

Date:

May 2, 2025

To:

City of Newport Beach

Subject:

City of Newport Beach - Proposal to Provide Building Plan Review, Permit Technician, and

Inspection Services (RFP No. 25-37)

J. Lee Engineering, Inc. is pleased to submit our proposal to provide Building Plan Review, Permit Technician, and Inspection Services for the City of Newport Beach.

Our proposal is being submitted to provide services contained in both Sections A (Building Plan Review, Inspection, and Permit Technician Services) and Section B (On-Call Structural Review Services) of the RFP.

As a full-service firm with over 25 years of experience in building and safety services, we bring a qualified and experienced team to provide the City of Newport Beach's ongoing building and safety needs with professionalism and technical excellence. Our firm is currently providing on-call building and safety related services to 12 local government agencies.

Since 2022, we have been providing the building and safety related services for the City of Newport Beach.

- We are familiar with the City's specific policies, procedures, and expectations required for the services sought in the RFP.
- We have established and developed an effective line of communications for providing our services to the City.

We are to committed to providing high quality services to achieve City's satisfaction.

- We will assign staff with experience and qualifications appropriate for the services requested.
- We will consistently deliver high quality work products on time.
- We will provide optimum value for the services provided.

For this proposal, Mr. Jae Lee is the designated contact person for the company:

Name/Title:

Jae Lee, P.E., CPE, CASp / President

Address:

JLee Engineering, Inc. /430 S. Garfield Ave., Suite 301, Alhambra, CA 91801

Phone/email: (626) 284-8906 / JLee@JLeeEngineering.com

We look forward to the opportunity to continue providing high-quality Plan Review, Inspection, and Permit Technician services to the City of Newport Beach.

Sincerely

Jae Lee, P.E., CPE, CASp



2. Company Qualifications and Experience

A. Firm Overview

J. Lee Engineering, Inc. (JLee Engineering), founded in 2000 and headquartered in Alhambra, California, is a firm specializing in providing Building and Safety services to local government agencies.

For over 25 years, we have successfully delivering building and safety related services with great successes to local government agencies in Southern California. We maintain excellent service record of high quality and on-time delivery to our clients.

- We provide services to meet our clients' needs and priorities.
- We deliver high quality work products and customer service.
- We assign staff with experience and qualifications appropriate for the services requested.
- We provide optimum value for each service requested by the clients.

Our client base includes a mix of large counties and small-to-medium cities, enabling us to tailor solutions that align with a range of staffing and code compliance needs. Our services include, but not limited to:

- Plan Review and Inspection Services
 - Conventional new, addition, and alteration of residential, commercial, and industrial projects
 - o High profile and complex residential, commercial, and industrial development projects
 - Specialized governmental facility projects
 - Seismic retrofit and upgrade projects
- Engineering and Technical Support Services (Structural reviews of complex projects; Geology and geotechnical report reviews)
- Permit Technician Services and Other Staff Augmentation Services
- Disabled Access Evaluations and Certified Access Specialist (CASp) Program
- Other Building and Safety Related Services (Code related trainings, Code research and modification request reviews
- Conventional and electronic plan review using the client preferred methods and systems. We have extensive experience with systems including Bluebeam, ProjectDox, Energov, Accela, and other proprietary systems.

B. Staff Qualifications and Commitment

- JLee Engineering's staff have the experience and expertise in in their respective field and disciplines.
- Our staff possess education, training, licenses, certifications, and experience years that will meet or exceed each client's requirements when assignments are made.

C. Ability to Deliver Service

 We employ detailed work plans and quality assurance framework to deliver services reliably and efficiently.



- Our resource management is continuously monitored to ensure appropriate staffing levels and to minimize service disruptions to our clients.
- We do not anticipate the use of subcontractors. If support becomes necessary in the future, we will
 coordinate with the City in advance and comply with all contract provisions regarding subcontractor use.

D. Service Fee Value

Our fee schedule is competitive and reflects the quality and value of our work. We prioritize:

- · Timely, on-schedule delivery;
- Work products that are clear, comprehensive, and code-compliant;
- Efficient service that avoids redundancy or delay;
- Prompt and proactive communication with City staff and applicants.

E. Relevant Local Experience

We currently provide building and safety related services 12 local government agencies, which range from small local communities to large counties. We provided similar services to the following jurisdictions, which closely align with the scope of services identified in RFP:

Client Agency	nt Agency Building and Safety Services	
City of Beverly Hills	Plan review, supplemental services, on-site staffing, CASp reviews	
City of Burbank	Plan check, permit technician services, inspection, engineering consulting	
City of Culver City	Plan check and inspection services	
City of Hawthorne	Plan check and inspection services, including industrial projects (e.g., SpaceX)	
City of Inglewood	Plan check and inspection services	
City of Newport Beach	Plan review and inspection services	
City of Pasadena	Plan review services	
City of Redondo Beach	Plan Check and Inspection Services	
City of Santa Ana	Building inspection and plan check services	
County of Los Angeles	Capital project reviews, inspections, and staffing augmentation	
County of Riverside	Plan check and inspection services	
County of San Bernardino	Plan review, inspections, permit technicians, and emergency response support	



3. References / Recent Project History

JLee Engineering currently provides building plan review, inspection, permit technician, and other building and safety related services to 12 local governmental agencies.





3.2: Description of Services for the References

A. City of Newport Beach – Building and Safety (June 2022 to Present)

Summary of Services

Since June 2022, JLee Engineering, Inc. has been supporting the City of Newport Beach with Building & Safety services. We provide experienced and qualified personnel who meet the City's requirements and deliver high-quality work products with responsiveness and professionalism.

1. Plan Review Services

- Conduct comprehensive plan reviews for residential, commercial, and industrial projects for compliance with the California Building Standards Code, Newport Beach Municipal Code, Title 24 Energy and Green Codes, and applicable local, state, and federal laws
- Review includes architectural, structural, mechanical, electrical, plumbing, disabled access, energy, green building, and fire/life safety disciplines.
- Evaluate geotechnical reports, grading plans, erosion control, LID, and NPDES-related documents.
- Issue code-based correction letters and engage directly with applicants to resolve comments.
- Adhere to City-mandated turnaround times: 10 working days for first reviews and 5 working days for rechecks.
- Provide on-site plan review services when requested.

2. Structural Review (On-Call)

- Perform structural reviews for complex projects as requested by the City.
- Reviews are completed by California-licensed Structural Engineers (S.E.) with extensive municipal experience.
- Maintain standard turnaround times unless otherwise authorized by the City.

3. Building Inspection Services

- Provide up to 80 hours per week of on-site inspection services with ICC-certified combination inspectors.
- Conduct field inspections across all trades to verify compliance with applicable codes and approved plans.
- Coordinate closely with City staff and maintain thorough inspection records.
- Inspectors assigned to the City undergo background checks per Newport Beach Police Department policy.



B. County of Los Angeles – Building and Safety (July 2010 to Present)

Summary of Services:

Plan Check, Inspections, Permit Technicians, and Related Services

 Provide plan reviews for architectural, structural, grading, drainage, discharge elimination system (NPDES), low impact development (LID), mechanical, plumbing, disabled access, electrical, energy conservation, and green building.

In addition to standard plan review services, the following plan reviews are provided:

- Commercial and institutional development project with complex structural design and systems.
- High-profile and complex projects.
- On-site plan check assignments in various district offices.
- 2. Perform electronic/digital plan reviews when requested.
- Perform plan reviews in compliance with applicable County of Los Angeles, state and federal building laws, ordinances, regulations, and any applicable standards related to development, construction, and building.
- 4. Provide on-site plan check engineers and perform plan reviews on-site.
- Provide inspection services in compliance with applicable county, state and federal building laws, ordinances, regulations, and any applicable standards related to development, construction, and building.
- 6. Assign permit technicians and other professionals to the County of Los Angeles for temporary staff augmentations.
- 7. Provide Engineering, Technical Support, and Related Services.

C. County of San Bernardino – Building and Safety (September 2015 to Present)

Summary of Services:

Plan Review, Inspection, and Permit Technician Services, Emergency Response, and Special Projects

- Provide Plan review for building plans for compliance with the current editions of the California Codes (i.e., California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, etc.).
- 2. Meet with various constituents, including but not limited to, architects, building designers, contractors and owner-builders, to resolve issues regarding plans being reviewed.
- 3. Perform plan reviews electronically via County's ePlans software program that can be accessed online.
- 4. Provide inspectors certified and qualified, to perform building code inspections.
- Assign permit technicians and other professionals to the County of Los Angeles for temporary staff augmentations.
- Proved consultant services for Special Projects. Projects may include the preparation of engineered plan details, conducting training on a variety of code-related topics, engineering practices, preparation of documents/handouts, projects associated with public counter services, and similar projects.



D. City of Beverly Hills (September 2007 to Present)

Summary of Services:

Plan Review and Supplemental Services

 Provide plan reviews for architectural, structural, grading, drainage, discharge elimination system (NPDES), low impact development (LID), mechanical, plumbing, disabled access, electrical, energy conservation, and green building.

In addition to standard plan review services, the following plan reviews are provided:

- Complex and high-profile, multi-use commercial and residential development projects.
- Residential and commercial projects with complex structural design and systems.
- Seismic retrofit projects which include Soft, Weak, or Open-Front (SWOF) and NDS building projects.
- Perform plan reviews in compliance with applicable county, state and federal building laws, ordinances, regulations, and any applicable standards related to development, construction, and building including City of Beverly Hills amendments.
- 3. Perform plan reviews using ePlan software system ProjectDox.
- 4. Provide on-site plan check engineers and perform plan reviews on-site.
- Assign permit technicians and other professionals to the City of Beverly Hills for temporary staff augmentations.
- Provide Planning (Zoning) plan reviews for compliance with City's Municipal code, conditions as set by City staff, commissions, and City Council, and all applicable State and local laws, policies, procedures, and standards.

E. City of Burbank (April 2019 to Present)

Summary of Services:

Building Plan Check, Permit Technician, and Engineering Consultant Services

 Provide all aspects of building and safety services according to and for compliance with California Building Standards Code, building material and equipment standards, engineering principles and application, California Contractor State License Law, code enforcement principles and procedures, inspection procedures and standards.

In addition to standard plan review services, the following plan reviews are provided:

- Commercial development project with complex structural design and systems.
- · Entertainment industry facility projects.
- Soft Story Retrofit projects.
- Provide as-needed plan check services: complete review of all residential, commercial, mixed-use
 and industrial (tenant improvements included) plan checks to verify compliance with applicable
 life-safety, structural, seismic retrofit, disabled access, grading and drainage, excavation and
 shoring, mechanical, electrical, plumbing, energy conservation, green building, NPDES-SUSMP,
 MWELO codes and standards.



- 3. Provide as-needed inspection services: residential, commercial, mixed-use and industrial inspections of all types (e.g., architectural, structural, disabled access, mechanical, electrical, plumbing, grading and drainage, excavation and shoring, geology and soils, energy conservation, green building, et cetera). These consultant services require specific technical expertise in local and California Building Codes in order to undertake inspections for large development projects including, but limited to deputy inspection services.
- 4. Provide as-needed permit technician services for temporary staff augmentation.
- Provide as-needed environmental review which may include duties related to the National Pollution Discharge Elimination System (NPDES), Sustainable Use Standard Mitigation Program (SUSMP), permit requirements related to the Management Stormwater System (MS4 permit), Model Water Efficiency Landscape Ordinance (MWELO), or other environmental-type review.
- 6. Provide as-needed building code instruction which may include technical training to staff in a classroom or field type setting on various code and technical subjects.

3.3: Recent Project History (Current Plan Review, Inspection, and Permit Technician Services)

A. <u>Currently, we provide plan review, inspections, and permit technician services twelve (12) agencies which range from small local communities to large counties.</u>

Client Agency	Types of Services	
City of Newport Beach (Jun. 2022 to Present)	Plan Check, Inspection, and Staff Augmentation Services	
City of Beverly Hills (Sep. 2007 to Present)	Plan Review and Supplemental Services	
City of Burbank (Apr. 2019 to Present)	Plan Check, Permit Technician, and Engineering Consultant Services	
City of Culver City (Sep. 2019 to Present)	Plan Check and Inspection Services	
City of Hawthorne (Apr. 2020 to Present)	Plan Check and Inspection Services	
City of Inglewood (Sep. 2015 to Present)	Plan Check and Inspection Services	
City of Pasadena (Dec.2021 to Present)	Plan Review Services	
City of Redondo Beach (Feb. 2021 to Present)	Plan Check and Inspection Services	
City of Santa Ana (Sep. 2015 to Present)	Plan Check and Building Inspection Services	



County of Los Angeles (July 2010 to Present)	Plan Check, Inspections, Permit Technicians, and Related Services
County of Riverside (Dec. 2020 to Present)	Plan Check and Inspection Services
County of San Bernardino (Sep. 2015 to Present)	Plan Review, Inspection, and Permit Technician Services, Emergency Response, and Special Projects

- B. All services are provided in accordance with all applicable laws and enforcement of codes specific to each agency, including but not limited to, the following:
 - California Building Code (CBC) / California Mechanical Code (CMC) / California Plumbing Code (CPC) /
 California Electrical Code (CEC) / California Energy Code / California Residential Code / California
 Green Building Standards Code / California Fire Code
 - City Ordinances and Codes as corresponding to the specific agency
 - All related State and Local codes adopted by the specific agency
- C. For our current clients, the following on-call services are provided:
 - 1. Plan Check Services (On-Site and Off-Site)
 - Assign plan reviewers with appropriate experience and qualifications for the scope of projects.
 - Provide plan reviews for diversified project types: residential, commercial, mixed-use and industrial projects.
 - Provide on-site or off-site plan review/check services including rechecks and meetings with various constituents involved in the plans being reviewed. The plan reviews are performed for compliance with the applicable requirements of the following:
 - o Architectural and Structural Plan Reviews
 - o Title 24 Energy Plan Reviews
 - Civil, Grading, Mechanical, Plumbing, and Electrical Engineering Plan Reviews
 - Environmental Reviews including, National Pollutant Discharge Elimination System (NPDES,), Sustainable Use Standard Mitigation Program (SUSMP), Municipal Separate Storm Sewer System (MS4), Model Water Efficiency Landscape Ordinance (MWELO) and Low Impact Development (LID).
 - Disable Access (ADA) Compliance Reviews
 - Green Building Plan Reviews
 - Perform plan reviews for compliance with the applicable codes and regulatory requirements as well as according to the specific service levels and turnaround goals established by each client agency.
 - Provide standard and expedited plan reviews as specified in the agreements.
 - o Comply with the plan pick-up schedule goals specified by the client.



- Communicate clearly and professionally with applicants, engineers, contractors, and city representatives throughout the plan review, correction verification and permit issuance process.
- Meet with various constituents, including but not limited to, architects, building designers, contractors and owner-builders, to resolve issues regarding plans being reviewed.

2. Inspection Services

- Respond to inspection requests and perform inspections according to the times and durations requested by the client.
- Provide qualified inspectors to our client agencies to perform inspections related to construction activities for the enforcement of the permit conditions, code and regulatory requirements.

Types of project include, but not limited to, the following:

- New construction residential, commercial, industrial, and other constructions.
- Remodels, repairs, and tenant improvement.
- Enforcements of the code and other regulatory requirements of the agencies.
- Other inspection related activities and duties.

Meet with members of the general public and client representatives when necessary.

3. Specialized Services provided include, but not limited to, the following:

- CASp Services Plan reviews and site visits/evaluations by a certified CASp professional.
- Geotechnical Reviews Review of geotechnical reports and geology related studies.

4. Permit Technician Services:

- Assist the general public by providing technical information concerning building and construction permit requirements.
- Make the final check of forms and permit applications for accuracy, completeness, and compliance.
- Assist the public with plan check submittals, and issuing permits.
- · Coordinate routing, filing, and logging of plans and permits.
- Compute charges for building permits and receive fees.
- Utilize permit issuance, inspection scheduling, and plan tracking system.
- Assist the Building and Safety office manager/staff in other related permitting activities.

Other Services:

- · Provide administrative support services.
- · Provide technical staff augmentation.
- Provide training related to plan check or code requirements.
- Prepare or review technical reports or documents.
- Provide field engineering, inspections, or investigations.
- Provide code interpretations.



D. <u>Electronic Permitting Software Experience</u>

- 1. We provide plan check services in the formats specified by the client agencies. We currently use the following systems:
 - ePlan check system "ProjectDox" for the City of Beverly Hills
 - ePlan check system "ProjectDox" for the City of Burbank
 - · ePlan check system "Bluebeam" for the County of Los Angeles
 - ePlan check system "Bluebeam" and "Accela" for the County of San Bernardino
 - ePlan check system "Accela" for the City of Culver City
- 2. For the clients using non-electronic formats, we share our experiences using different types of electronic formats to provide our clients with insight regarding the available systems.

3.4: Company's Project Plan Review Experience

The following is a partial list of significant projects that were plan reviewed by JLee Engineering team members. They are provided to show the variety and diversity of plan check experiences:

A. Residential Buildings

- \$105 Million, 5-story, 2 level of Subterranean parking, Multi-dwelling building.
- · \$30 Million, 7-story, 350-unit Apartment Building
- \$20 Million, 22-story Beverly West Residences
- New 30-unit Condominium Building with 8-story, 2-level of Subterranean parking, Type I, steel moment frame
- New 28,000 SF Custom Residential Building in hillside area
- New 2,000 SF Custom Residential Building in hillside area with special requirements as such as flood zone, private access easement, a vehicular bridge across the 30' wide water.

B. Commercial Buildings

- \$800 Million, The Burbank Studios for Warner Brothers, 9 & 8 Story office with 4 subterranean garages
- \$750 Million, One Beverly Hills in Beverly Hills, 14 and 15 story Two Tower: Hotel, Condo, Assembly Hall, Restaurant and Retail.
- \$300 Million Waldorf Astoria Hotel in Beverly Hills, 13-story New luxury
- \$200 Million, Disney Concert Hall
- \$150 Million, 35-Story Constellation Place building
- \$100 Million, Monarch Beach Resort in Dana Point (R1, A2.1, S3, M and B Occupancies)
- \$89 Million, Rancho Los Amigos National Rehabilitation Center
- \$77 Million, 5- and 6- story Office Building
- \$75 Million, Data Center, Addition and Tenant Improvement
- \$72 Million, Ford Theater Complete renovation and new office and supporting building.
- \$65 Million, Marina Del Rey mixed use development



- \$44 Million, 3-story Subterranean Parking Structure
- \$4 Million, 5-story, Post-Tension Parking Structure
- Earthquake damage repair of Topanga Plaza Mall & Sherman Oak Galleria
- 360,000 SF Multiple-Use Building (Retail / Office / Restaurant) The Shoppes in Chino Hills complex
- 1.6 Million SF Addition and Remodel The Westfield Mall in Topanga Canyon
- 3-story, 5 level Subterranean parking, Medical Building
- Chevron Refinery, Pipe Supports, Silo, and major equipment supports
- Air Craft Hangers
- J. Paul Getty Museum renovation in Malibu

C. Government Buildings/Essential Facilities

- \$234 Million, Hall of Justice renovation of 11 story building for LA County Sheriff Headquarters
- \$102 Million, Hertzberg-Davis Forensic Science Center, 5 story Crime Lab
- \$107 Million, Airport Courthouse, 10 story new courthouse
- \$91 Million Martin Luther King, Jr. Outpatient Center with Mental Heath I 2.1 Occupancy
- \$48 Million, Camp Kilpatrick, New Juvenile Detention Center
- \$40 Million, Airport Court renovation
- \$30 Million, City of Santa Monica Public Safety Building consist with Jail (I-3 Occ.), Police and Fire Department office
- \$2 Billion LAX international Airport Modernization Project
- Fire stations in City of Santa Monica and County of Los Angeles
- Natural History Museum for Accessibility Upgrade and Tenant Improvement
- Hollywood Bowl Acoustic Canopy
- Accessibility Plan Check for Public Schools as part of California State Modernization Project
- 5-story Crime Lab for Architectural, Life Safety and Accessibility plan check
- Los Padrino Juvenile Hall and Central Juvenile Hall, I-3 Occupancy
- Los Angeles International Airport Terminal 8 expansion

D. Seismic Retrofit Projects

- · Soft story retrofit plan reviews:
 - City of Beverly Hills: Over 60 plan reviews
 - City of Los Angeles: Over 1000 plan reviews
 - City of Burbank: 2 plans reviewed (voluntary compliance)
- Non-Ductile Concrete Retrofit plan reviews:
 - City of Beverly Hills: 12-story office building with 3 subterranean parking structure
 - City of Beverly Hills: 10-story office building with 4 subterranean parking structure
 - City of Hawthorne: 6-story office building
- Pre Northridge steel moment frame retrofit plan reviews:
 - City of El Segundo: 16-story office with 2 subterranean garages



4. Staff Qualifications

We can confirm that our staff has the relevant experience and qualifications to provide the scope of services sought by the City of Newport Beach:

- Building Plan Review Services
- On-Call Structural Review
- Building Inspection Services
- Building Permit Technician Services
- Our staff is knowledgeable and dedicated to developing technically and to staying current with local code and regulatory requirements of each client.
- We are committed to delivering high-quality services for the Scope of Services specified in the Request for Proposal (RFP).
- For all services requested in the RFP, we will assign and provide knowledgeable and experienced staff
 appropriate and specific for the task. For each discipline or specialized field, our staff will meet or
 exceed the qualifications required by the City.

We do not anticipate the use of subcontractors. If support becomes necessary in the future, we will coordinate with the City in advance and comply with all contract provisions regarding subcontractor use.

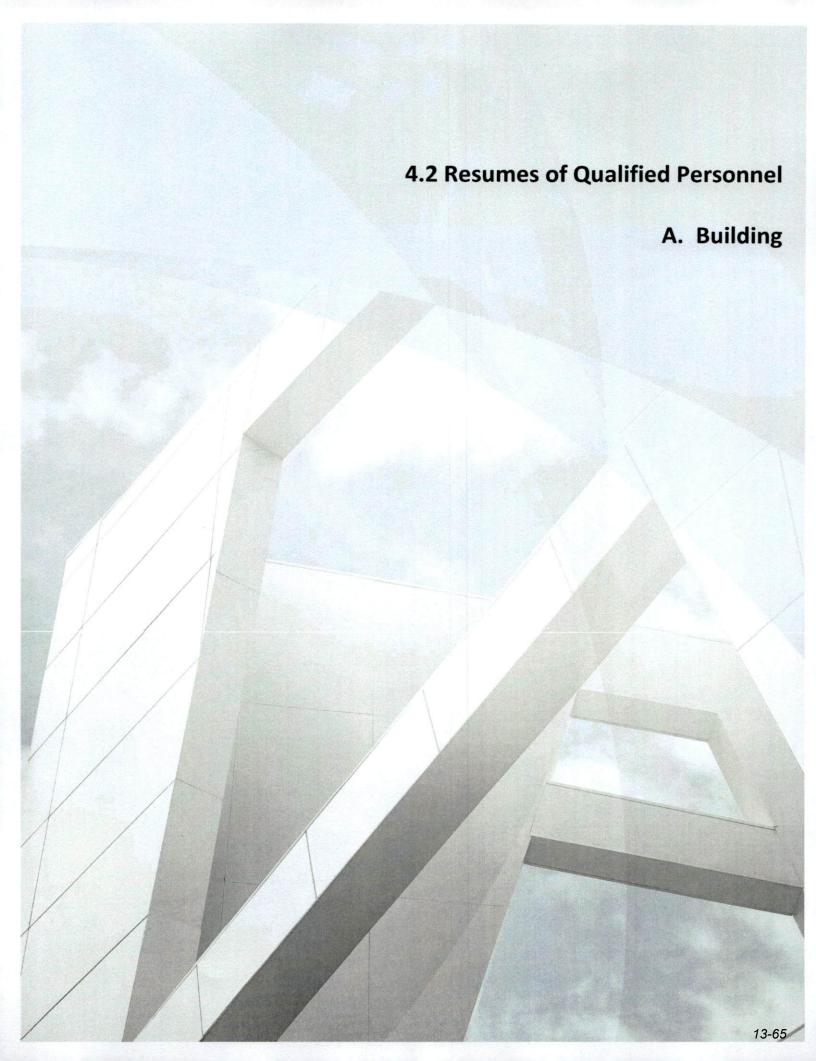
4.1: Principal Manager / Administrator (Primary Contact Person for All Services)

Jae Lee, P.E., CPE, CASp - President, Principal Manager / Administrator

Mr. Jae Lee will serve as the principal manager and main point of contact for all service requests from the City of Newport Beach. He will supervise, coordinate, and manage all services delivered.

- Experience: Over 30 years of experience in plan check, building and safety, and consultant services.
- Clients Served: City of Los Angeles, Beverly Hills, Burbank, Culver City, Glendora, El Segundo,
 Hawthorne, Hermosa Beach, Inglewood, Long Beach, Pasadena, Redondo Beach, Santa Ana, County of
 Los Angeles, Riverside County, San Bernardino County.
- Mr. Lee has consistently delivered services with high quality and to the satisfaction of municipal clients.

The following resumes represent our full team of qualified professionals who will be assigned to perform the services outlined in the RFP. Each staff member has been carefully selected for their specialized expertise, credentials, and track record of performance in municipal building and safety services. J. Lee Engineering, Inc. ensures that all personnel possess the education, certifications, and experience necessary to meet or exceed the City of Newport Beach's requirements.







As a dedicated champion of structural integrity and compliance, Jae Lee's leadership in the field of Building and Safety Services is invaluable to any assignment. His professional acumen is poised to elevate the quality of Building Safety Services, fostering a culture of safety, precision, and reliability under the umbrella of JLee Engineering's esteemed service offerings.

SUMMARY OF EXPERIENCE

- Over 30 years of experience providing plan check and building and safety services to the governmental agencies.
- Sustained provision of plan check services at the LA County Alhambra Headquarters office of the Building and Safety Division, adeptly handling LA County Capital projects and complex structures over a continuum of 14 years beginning in 2003.
- Commanding expertise in the management and prioritization of plan review workloads, consistently
 guaranteeing the completion of projects within allotted schedules while fostering collaboration with clients.
 His approach ensures adherence to current policies and full compliance with evolving building codes and
 regulations.
- Expert oversight of the plan check staff assigned to detailed reviews of building plans, structural
 computations, geotechnical reports, Title 24 energy efficiency calculations, and related documentation
 pertaining to a variety of construction sectors including residential, commercial, and industrial projects. He
 ensures unerring conformity with all applicable building codes and local ordinances.
- Advanced capabilities in conducting plan check reviews of highly complex building projects, offering precise
 code interpretations, strategic recommendations, and specialized training in the domain of building code
 requirements.

- University of California, Berkeley (UC Berkeley) B.S. Civil Engineering
- California Professional Engineer Civil Engineer
- Certified Access Specialist (CASp)
- ICC Certified Plan Examiner
- ICC LA Basin Chapter Structural Code Committee Member



ERIC LIM, P.E., CPE, CASP SR. PC ENGINEER/BUILDING

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 15 years of experience in design and plan checking with County of Los Angeles Building and Safety and JLee Engineering, Inc.
- Perform plan check for residential and commercial projects for various code requirements, including fire and life safety, structural, and disable access requirements at the County of Los Angeles.
- Assisted with the 2020 Code Adoption process, with Green Building and Fire Life Safety.
- Plan checked large-scale commercial projects, Public Housing, and multi-family residential development.
- Developed an ADU Expedited Checklist and assisted with LA County B&S ADU Program.
- District Office Manager at the South Whittier County District Office and the contract cities of La Mirada and Santa Fe Springs – Oversaw a field office of Plan Checkers, Inspectors, and Permit Technicians to ensure high-level customer service.

- University of Southern California B.S. Civil Engineering
- California Professional Engineer Civil Engineer
- ICC Certified Plans Examiner
- Certified Access Specialist (CASp)
- ICC LA Basin Chapter Committee Involvement Fire-Life Safety & Disabled Access



BENJAMIN LING, S.E., P.E., CPE SR. PC ENGINEER/BUILDING

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 28 years of experience in architectural/ structural plan review for commercial, residential and government buildings and facilities.
- Significant projects include Campus Kilpatrick, the "LA Model" of holistic juvenile treatment and rehabilitation center, Rancho Los Amigos National Rehabilitation Center, Marina Del Rey mixed use development, Hall of Justice renovation and new construction, Disney Concert Hall, and Reconstruction of USC, UCLA and Martin Luther King Medical Centers.
- Coordinate construction documents, including calculations for LA County facilities, such as music centers, libraries, hospitals, museums, jails, and etc.
- Design unreinforced masonry buildings for earthquake hazard mitigation, and high-rise pre-stressed concrete buildings, subterranean condominium, custom-made houses, and apartment buildings.

- National Taiwan University B.S. Civil Engineering
- University of Texas at Austin M.S. Structural Engineering
- California Structural Engineer (S.E.)
- California Professional Engineer Civil Engineer
- ICC Certified Plans Examiner



SEAN HUGHES, S.E., P.E., CPE, CPRE SR. PC ENGINEER/BUILDING

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- · Over 20 years of experience in structural engineering and plan checking with
- JLee Engineering, Inc and other firms.
- · Performed plan check services at the County of Los Angeles San Gabriel office.
- Perform plan check for residential, commercial, and industrial projects to achieve governing code compliance for fire and life safety, structural, and disable access.

- California State Polytechnic University M.S. Civil Engineering
- California State Polytechnic University B.S. Civil Engineering
- California Structural Engineer (S.E.)
- · California Professional Engineer Civil Engineer
- National Council of Examiners for Engineering & Surveying
- ICC Certified Plans Examiner / ICC Certified Residential Plans Examiner



ED ALEXANIANS, P.E., S.E. SR. PC ENGINEER/BUILDING

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Joined JLee Engineering, Inc. after over 24 years of experience in plan checking and structural engineering at the Los Angeles County Building and Safety.
- Provided plan check services for various projects at the County of Los Angeles, City of Beverly Hills,
 City of Alhambra, City of El Segundo, and Temple City.
- Performed plan check services and assisted research section at the County of Los Angeles in Alhambra headquarter office since 2012.
- Provide plan check for residential, commercial, industrial building projects with varying degree of complexity and sizes: single family wood-frame buildings to mid- and high-rise office buildings. Provide building code interpretations to plan check engineers and design professionals.

- University of California, Los Angeles (UCLA) M.S. Structural Engineering
- Tehran University, Iran B.S. and M.S. in Structural Engineering
- California Structural Engineer (S.E.)
- California Professional Engineer Civil Engineer



PETER KIM, P.E., S.E. SR. PC ENGINEER/BUILDING

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 30 years of experience in structural engineering and plan checking at the City of Los Angeles, Building & Safety (LADBS)
 - Chief, Metro Structural Plan Check Guide and manage high-rise & complex buildings, Implement the Non-Ductile Concrete Retrofit program
 - Office Manager at West Los Angeles, Van Nuys & South Los Angeles District Office Manage the operations of multiple plan check divisions and sections
 - Chief of Specialty Engineering, the Zoning Engineer Provide technical advice to the LADBS Commission
 - o Metro & Van Nuys Counter Chief Manage the Structural plan check counter
- Other wide range of experiences in numerous Division and Sections of LADBS: Case Manager,
 Structural plan check, Earthquake Safety & Disabled Access

- University of California, Berkeley (UC Berkeley) B.S & M.S. Structural Engineering
- California Structural Engineer (S.E.)
- California Professional Engineer Civil Engineer





SUMMARY OF EXPERIENCE

- Over 33 years of experience at the City of Los Angeles as a plan check engineer, project design engineer, project manager, and program manager in Building and Safety Department, Department of Public Works, and Harbor Department (Port of Los Angeles).
- Review plans, calculations, and other permit documents for compliance with the building codes and city's other requirements.
- Manage and deliver design and construction the Public Works and Port of Los Angeles projects during project initiation, planning, execution, monitor and control, and closeout phases of projects.
- Develop and update standard plans, permit guidelines, seismic codes, and code related interpretations for the Port of Los Angeles.
- Manage the development of Port of Los Angeles infrastructure maintenance program to establish database for the significant assess at the Port of Los Angeles.

- University of California, Berkeley (UC Berkeley) B.S & M.S. Structural Engineering
- California Professional Engineer Civil Engineer
- ICC Certified Plan Examiner
- CA Office of Emergency Services (OES) Safety Assessment Program (SAP) Evaluator
- PMI Certified Project Management Professional (PMP)





SUMMARY OF EXPERIENCE

- Over 19 years at the City of Los Angeles, Department of Building and Safety as a plan check engineer and plan check supervisor.
 - Managed a team of plan checkers, support staff and inspector.
 - o Interpret codes for the Code Enforcement team, and City Attorney.
 - Assigned and reviewed plans to staff for the permit issuance process.
 - Resolved Building and Zoning codes disputes.
 - o Provided preliminary plan and Zoning compatible reviews.
 - o Developed the office procedures to service the growing customers with limited staff and resources.
- Over 14 years at the Los Angeles World Airport as an engineer, planner, and project manager.
 - Reviewed and facilitated proposed projects with respect to egress, security, fire protection, parking, ADA and occupancy separations.
 - Verified ADA compliance due to extensive renovation and building physical constraints.
- Managed airport project during design and construction phase ensuring code compliance.

- California State University in Long Beach B.S. Civil Engineering
- California Professional Engineer Civil Engineer



VICTOR MOSS, P.E. SR. PC ENGINEER/BUILDING

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 22 years at the County of Los Angles, Building and Safety Division as a plan check engineer and plan check supervisor.
 - o Review plans for new concrete tilt-up warehouse buildings and the building office spaces.
 - Review plans for multi-residential R2 occupancies, including multi-residential buildings with platform construction and first floor commercial tenant spaces. The Type of Construction for dwelling units built on the podium was typically IIIA and/or VA. Reviews also included at grade and single level subterranean S2 garage parking.
 - Review plans for one and two-story office buildings (B, A3, S occupancies) of Type II, III, and V construction.
 - Review tenant improvement plans for A (churches, assembly halls, restaurants), I-2.1, B, F, M, and S occupancies.
 - Reviewed plans for additions to Type II, III, and V one and two-story B, F, M, and S occupancy buildings. Reviewed a limited number of H occupancy additions.
- Reviewed plans for Accessory Dwelling Units.

- University of California, Berkeley B.S. in Civil Engineering
- California Professional Engineer Civil Engineer



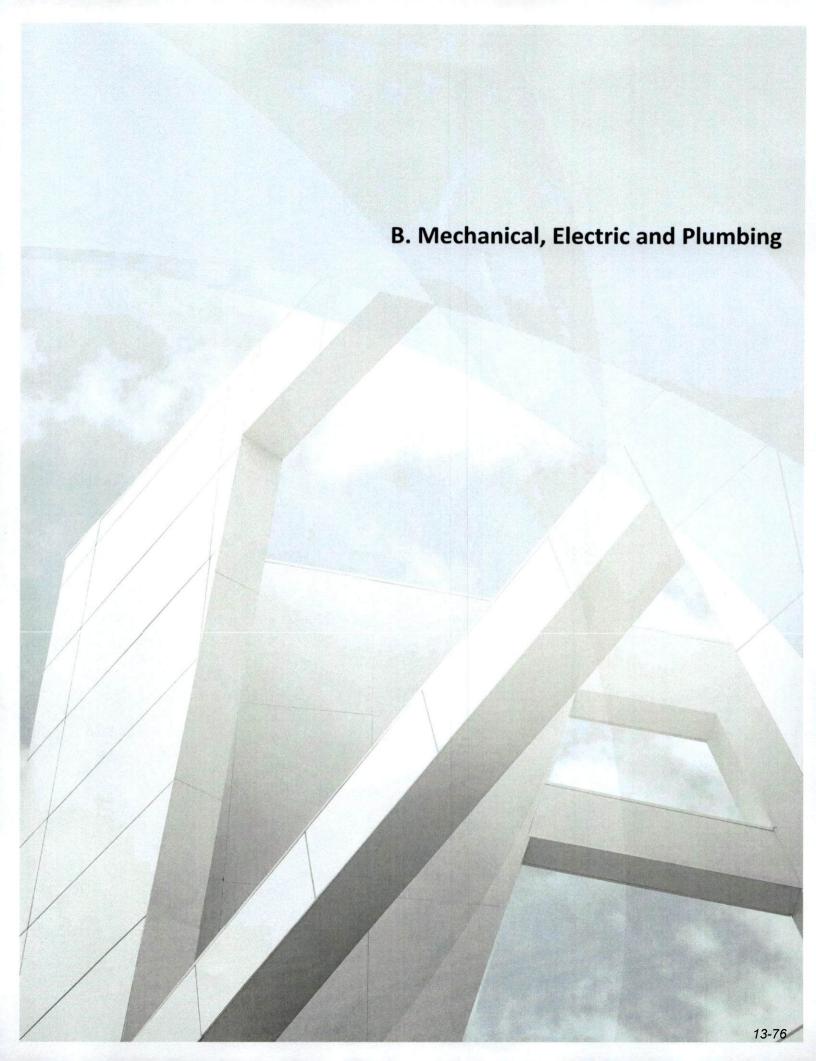
ANDREW KASHE, P. E. SR. PC ENGINEER/BUILDING

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- 7 years of Building Plan Check experience with a background in residential applications and commercial T.I.& new construction projects.
 - Last 3 years of experience was mostly Commercial and Industrial New Constructions and major Tenant Improvements.
- Knowledgeable of the California Building, Residential, Energy, Green Codes, ASCE 7, NDS, etc.
- Familiar with ADA/CBC Chapter 11 applications.
- Have attended multiple conferences and ICC chapter meetings.
- Excellent social skills, resulting from working with co-workers, supervisors, and customers over the counter.
- Experience in analyzing, reading, and comprehending various construction documents, including plans, correction sheets, codes, manuals, ICC/ESR reports, etc.
- Knowledgeable and effective using the Bluebeam Revu, Microsoft Office, Adobe Acrobat.

- Cal State Polytech B.S. Civil Engineering
- California Professional Engineer Civil Engineer
- International Code Council Building Plans Examiner Certified Member, ASCE





VICTOR MURO, P.E., CPE SR. PC ENGINEER/ELECT, MECH

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 7 years of experience in mechanical & plumbing plan check and mechanical engineering at the County of Los Angeles Building and Safety, the City of Irvine Dept. of Building & Safety and JLee Engineering, Inc.
- Review and approve plans for compliance with applicable plumbing code, mechanical code, green building standards and energy efficiency standards.
- Develop and revise existing technical documentation such as information bulletins and permit applications for public assistance.
- Grant approvals for third-party product listing and testing agencies upon review of their credentials for the Mechanical Testing Laboratory.

- California State University, Long Beach B.S. and M.S. Mechanical Engineering
- California Professional Engineer Mechanical Engineer
- ICC Certified Mechanical Plans Examiner / Plumbing Plans Examiner





SUMMARY OF EXPERIENCE

- Over 23 years of experience in electrical plan check, electrical engineering and project management for the Department of Water and Power and Department of Building and Safety for the City of Los Angeles, Los Angeles World Airports and JLee Engineering, Inc.
- Checked Commercial and Residential Architectural Plans for Title 24 Disabled Access requirements.
 Reviewed Commercial and Residential Electrical drawings for compliance with National Electrical Code, L.A. Electrical Code and California Energy Regulations.
- Prepared Electrical Plans, Specifications and Bid documents for construction projects at Los Angeles International Airport.
- Projects include LAX Apron Lighting Upgrade, Terminal 3 Switchboard Replacement, and Passenger Boarding Bridge Replacement.
- Reviewed Electrical Plans and Specifications for compliance with Los Angeles World Airport Standards, FAA Advisory Circulars and National Electrical Code. Coordinated Projects with other City and Federal Agencies (Building and Safety, Water and Power, FAA, TSA).

- University of California, Los Angeles (UCLA) B.S. Electrical Engineering
- California Professional Engineer Electrical Engineer



EDWIN PEREZ, P.E. SR. PC ENGINEER/ELECTRICAL

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- 4 years of experience in plan checking electrical power distribution systems and ensure compliancy with Los Angeles Electrical Code, Building ode, NFPA 72 and Title 24 Energy standards with the City of Los Angeles Building and Safety, Department of Water and Power, and JLee Engineering, Inc.
- Evaluate project complexity and perform associated research to ensure proper understanding of the project and address any potential safety to life concerns.
- Generating construction documents and procuring associated equipment.
- · Provide customers with technical guidance for any Electrical related issues.

- California State University, Northridge (CSUN) B.S. Electrical Engineering
- California Professional Engineer Electrical Engineer
- ICC Certified Electrical Plans Examiner





SUMMARY OF EXPERIENCE

- Supervise, assign, select, train, and evaluate the work of plan check engineers.
- Act as Chief Electrical Inspector for the County of Los Angeles. Enforce provisions of the County Electrical Codes and Title 24 Energy Regulations. Provide interpretations of the County Electrical Codes and related laws, review requests for alternate methods and materials and develop policies and procedures
- Member of the Governor's task force on Development of Solar guide book
- Prepare the County Electrical Codes for adoption. Participate in model code process in various capacities.
- Provide technical supervision of building inspection personnel, including formal instruction, training, and preparation of inspection manuals.
- Evaluating reports for Electrical equipment that are not listed to National Standards.

- Cal State Long Beach B.S. Civil Engineering
- California Professional Engineer Electrical Engineer



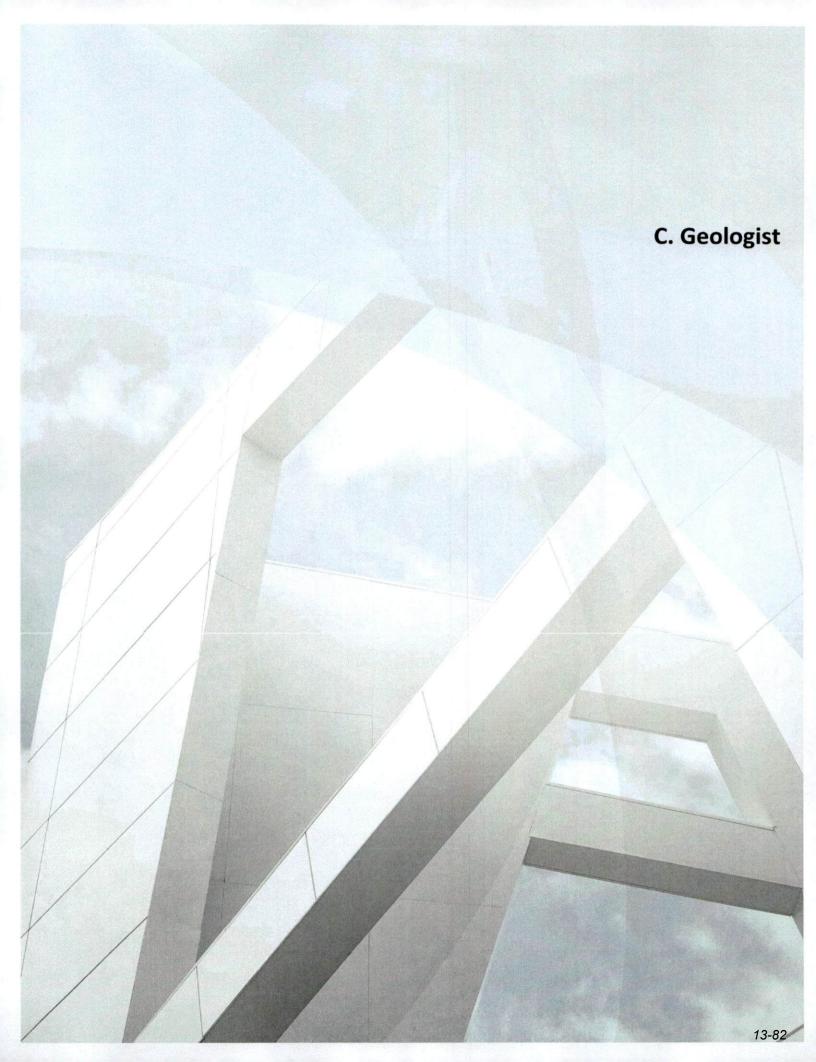
MARIA YEPREMIAN, P. E. SR. PC ENGINEER/MECHANICAL, PLUMBING

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Reviews mechanical and plumbing plans and specifications for County or private construction projects to ensure compliance with applicable codes, standards, and sound engineering principles.
- Assists field inspectors of mechanical and plumbing facilities to ensure compliance with mechanical and/or plumbing code and to ensure that site conditions match the approved plans.
- Assists technical staff with processing permit applications to verify completeness.
- Creates training materials for inspectors and answers inspector calls on code and engineering items as needed.
- Assists with the development of the County's mechanical and plumbing code manuals.
- Assists management with the research and development of policies and local ordinances.

- University of Southern California B.S. Mechanical Engineering, M.S. Engineering Management
- California Professional Engineer Mechanical Engineer
- International Association of Plumbing and Mechanical Officials
- · American Society of Heating, Refrigerating and Air-Conditioning Engineers



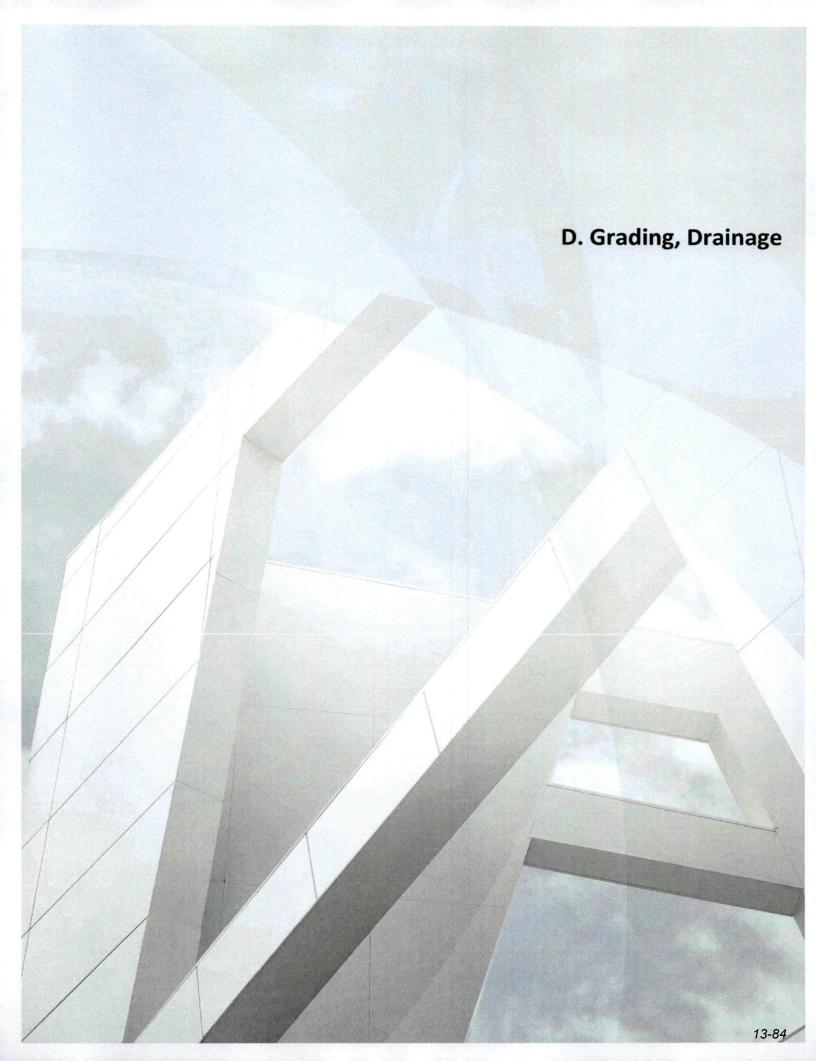




SUMMARY OF EXPERIENCE

- Over 28 years of experience in engineering geology and geological studies for the County of Los Angeles, Department of Public Works.
- Review reports prepared by geologist for the building plans, grading plans, tentative tract maps for construction projects.
- Revise existing policies and develop new policies to accommodate changes in the State and County Codes and standards of practices. Contribute to revisions of the County of Los Angeles building and grading codes and policies.

- California State University, Los Angeles (CSULA) M.S. Geology
- California State University, Humboldt B.A. Geology
- California Engineering Geologist
- · Association of Environmental & Engineering Geologist
- Geological Society of America / American Institute of Professional Geologist (AIPG)





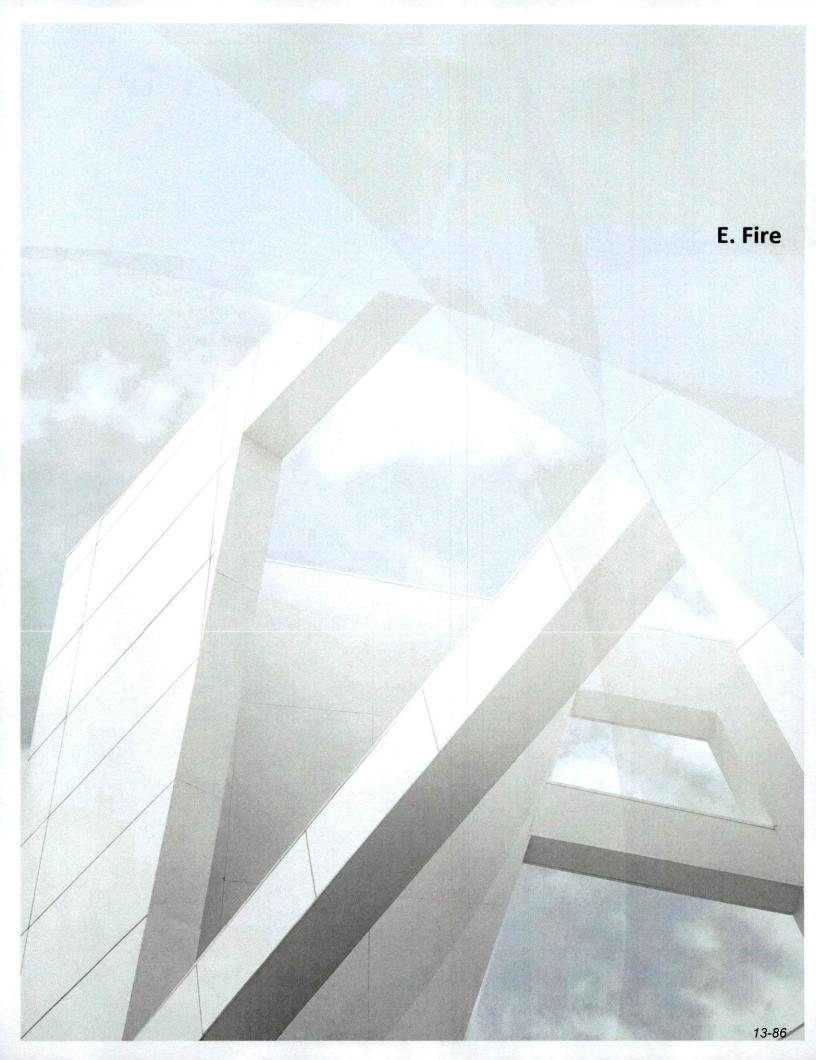
LISA NASLUND, P.E. SR. PLAN CHECK ENGINEER (CIVIL, DRAINAGE & GRADING)

430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 21 years at the County of Los Angles, Building and Safety Division and JLee Engineering. Has
 expert knowledge & experience in the fields of drainage, grading, hydrology, SUSMP, LID, and erosion
 control compliance.
 - Review & approve drainage & grading plans for rough grading, precise grading, drainage, and NPDES compliance; Review all plans, reports and related required documents necessary for compliance
 - Review Drainage & Grading plan for compliance with LA County code, FEMA, and NPDES
 requirements for Capital Projects and private projects within the Unincorporated County and
 contract cities.
 - Manage Regional Drainage & Grading Plan check engineers in all County and City offices.
 Supports staff review of civil plans for drainage & grading code, FEMA, and NPDES compliance and ensures timelines are met.
 - Support inspection staff in the field and interpreting plans.
 - o Advised management on code changes, policy concerning section.
 - Provide data and response for NPDES Annual report.
- Support offices managers, inspection and plan check staff on issues related to drainage & grading.

- California State University, Long Beach B.S. Civil Engineering
- California Professional Engineer Civil Engineer
- Qualified SWPPP Developer / Practitioner



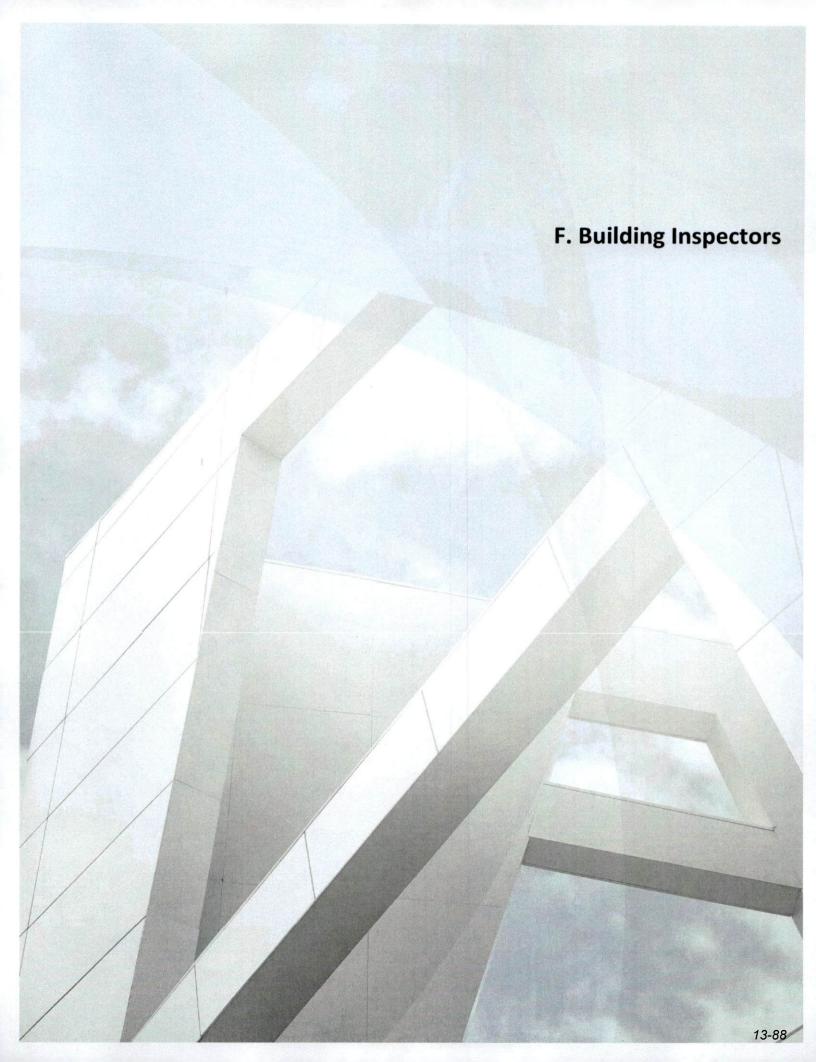
SMITH CHOI, P.E. SR. PC ENGINEER/FIRE



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

Summary of Experiences

- Conduct life safety, fire protection, and building construction plan reviews in accordance with the International Fire Code.
- Perform fire plan checks and quality control for client agencies.
- Review and interpret various plans and specifications for compliance with codes and regulations.
- Issue permits and notices after evaluating fire protection and alarm systems for conformity to construction plans.
- Enforce code requirements for equipment and material design, construction, and installation, analyzing fire-related hazards.
- Provide public assistance with fee calculations, permit issuance, and dispersing technical information.
- Offer technical support to other city departments and coordinate with external agencies.
- Coordinate with multiple City Agencies on development of National and City Fire Protection Codes.
- Consult on technical matters concerning fire protection during construction and development.
- Provide engineering support for fire protection systems (e.g., sprinkler hydraulics, fire alarm calculations).
- Evaluate and negotiate code modifications and alternative methods for construction.
- Perform inspections to ensure engineering evaluations and fire code compliance.
- Assist in developing and updating City Fire Codes.
- Serve on committees, present on fire safety, and participated in 2015 International Building/Fire Code committee.
- Advised entrepreneurs in franchise/business establishment processes, including site selection, lease negotiation, and construction management.
- Provide consultancy to investment groups such as Gerson Leman Group.
- Increase revenue through innovative products and programs.
- Implement staff training for regulatory compliance.
- Manage regulatory documentation, compliance clearance, and site preparation as Director of Engineering.
- Oversee design, project management, problem resolution, and equipment start-up as Construction Manager.
- Manage the design and remodeling of facilities, ensuring budget and schedule adherence.
- Conduct risk assessments and evaluate plans for regulatory compliance.
- Serve as technical and code expert for design and construction projects.
- Manage environmental, regulatory, OSHA, and safety compliance.
- Negotiate voluntary compliance with regulatory agencies (e.g., SCAQMD, Fire Department).
- Review design and specifications for construction projects; troubleshoot systems and supervise field inspections.
- Develop, update County Mechanical and Plumbing Code and Inspector manual, and administer examinations.



GEORGE PEREZ SR. BUILDING INSPECTOR



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

With over 31 years of experience, this professional has held roles as a Building Inspector, Senior Building Inspector, and Project Manager. Key highlights include:

- Inspecting large commercial buildings for the County of Los Angeles, Architectural Engineering Division.
- Serving as Project Manager for the County of Los Angeles, Dept. of Park and Recreation Project Management Division.
- Inspecting residential and commercial buildings for the City of Beverly Hills, ensuring compliance with multiple technical codes.
- Acting as the main inspector for the Space X complex in the City of Hawthorne.
- Conducting detailed inspections for various facilities, including residential, commercial, and industrial, for government agencies, from construction to specialized assignments.
- Evaluating components such as architectural integrity, fire and life safety, Cal Green standards, and various structural systems.
- Enforcing approved plans and permit documentation for compliance with legal requirements.
- Ensuring adherence to state and local building codes and other regulatory mandates.
- Serving as the chief inspector for Los Angeles County capital improvement projects, focusing on highquality development and infrastructure standards.
- Enforcing worksite safety protocols and issuing notices of compliance or non-compliance to maintain project standards.

- ICC Certified Building Inspector
- ICC Certified Mechanical Inspector
- · ICC Certified Plumbing Inspector
- ICC Certified Residential Electrical Inspector





SUMMARY OF EXPERIENCE

- Over 27 years of experience as Building Inspector, Sr. Building Inspector, District Engineering Associate, and Regional Trainer.
- · Inspect multi-family residential, concrete tilt-up constructions & commercial buildings.
- Investigate construction site for illegal practices and hazardous conditions.
- Organize and scheduled the work of building inspectors.
- · Coordinate inspections and developed policies.
- Supervise construction inspections for high profile projects and inspectors.
 Conceptualized and implemented a suite of comprehensive training programs, aimed at upskilling Electrical, Mechanical, Plumbing, and Structural Inspectors, as well as Engineers, to meet the evolving demands of the construction industry.

- · University of California, Los Angeles Engineering Construction Management
- · ICC Certified Commercial Building Inspector
- ICC Certified Commercial Plumbing Inspector
- ICC Certified Reinforced Concrete Inspector

DAVID KOSAREFF SR. BUILDING INSPECTOR



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

A Building Inspector with over 36 years of experience at the County of Los Angeles and the City of West Hollywood, specializing in residential, commercial, and industrial building projects. Key responsibilities include:

- Conducting inspections for new constructions, alterations, repairs, remodels, and tenant improvements.
- Assessing complex structures from single-family residences to high-rise buildings and mixeduse occupancies.
- Enforcing permit and code requirements, issuing correction notices, and coordinating with client agencies.
- Ensuring compliance with architectural, fire safety, structural, mechanical, plumbing, and electrical standards, including California's Green Building Standards Code (CALGreen).
- Handling commercial, industrial, and residential projects, including multi-story and rehabilitation endeavors, and enforcing relevant codes, permits, and ordinances.

EDUCTION & CERTIFICATIONS

- University of California, Los Angeles Engineering Construction Management
- ICC Certified Commercial Building Inspector
- ICC Certified Commercial Plumbing Inspector
- ICC Certified Reinforced Concrete Inspector

JOSE ALVAREZ SR. BUILDING INSPECTOR



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 31 years of experience as Plan Check Engineer, Sr. Plan Check Engineer, and Building Official at the City of Inglewood.
- Perform structural plan check, electrical, plumbing, mechanical and fire protection plan check.
- · Provide code interpretations, developed standard plan check correction sheets.
- Thoroughly versed in all aspects of building plan checks across various trades, ensuring compliance with current codes and standards.
- Perform inspection of public infrastructure, ensuring projects adhere to established guidelines and specifications.
- Perform enforcement of building codes and adept at offering professional consultation services to clients, aiding in the navigation of regulatory requirements.

- California Polytechnic University B.S. Civil Engineering
- California Professional Engineer Civil Engineer

WAYNE CHATMAN SR. BUILDING INSPECTOR



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 30 years of experience Sr. Inspector / Assistant Building Office Manager at the County of Los Angeles, Building and Safety. 3 years of experience as Sr. Inspector in the City of El Segundo & City of Yorba Linda.
- Perform inspections of residential, commercial, and Industrial building projects for various building and safety agencies. Project types include new construction, alterations, repairs, remodels, tenant improvements, and other special constructions.
- Enforce permit requirements contained in the approved plans and other permit documents.
- Enforce applicable state and local code requirements and other regulatory requirements related to the construction project.
- · Coordinated inspection activities and schedules with the client agency.
- Conducted wide-ranging inspections of residential, commercial, and industrial structures, ensuring a high level of diligence that spans across initial new constructions to renovations, significant repairs, sophisticated remodels, and elaborate tenant improvements.
- Enforced stringent permit conditions as delineated in approved plans and related permit documentation, serving as a steadfast guardian of project integrity and compliance.
- Enforced state and local building codes, proactively ensuring that each project aligns with necessary regulatory frameworks and advances the standards set forth by the construction industry.

- State Contractor's License
- State Certified Damage Assessment Certificate

DAVE NEWMAN SPECIAL INSPECTOR



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

Current Role:

Position: Senior Building Inspector

Organization: Los Angeles County Building & Safety, CA

Duration: March 2019 - Ongoing

Responsibilities: Field building inspection services on various County-owned capital

projects.

- Inspected ground-up construction of a new museum facility, including a two-story building with 350,000 sq. ft. of exhibition and support space. The project featured a bridge spanning Wilshire Boulevard.
- Inspected ground-up construction of a new Department of Mental Health facility, including an 8-story concrete/post-tensioned parking structure and a 15-story structural steel tower.
- Inspected the remodel of a four-story building, covering steel erection, bolting, welding, rebar installation, concrete and masonry placement, and more.
- Inspected construction of a one-story design-build mental health facility, focusing on steel erection, bolting, welding, and compliance reviews.
- Inspected the conversion of cargo containers into classrooms, ensuring compliance with DSA standards.
- Inspected construction of a swimming pool complex, focusing on masonry wall, grouting, and ADA ramp compliance.
- Inspected construction of a state-of-the-art animal care facility, ensuring compliance with steel
 erection, bolting, welding, and other specifications.
- Inspected remodeling of a 13-story hospital, focusing on reinforced-concrete placement, postinstalled anchors, and other compliance aspects.

ICC CERTIFICATIONS

- California Commercial Combination Inspector
- Master of Special Inspection
- Structural Steel and bolting Special Inspector
- Reinforced Concrete Special Inspector
- Masonry Construction
- Fireproofing

J. Lee Engineering, Inc. | www.JLeeEngineering.com





SUMMARY OF EXPERIENCE

Current Role:

Position: Senior Building Inspector

Organization: Los Angeles County Building & Safety, CA

Duration: February 2020 - Ongoing

Responsibilities: Performing field building inspection services on various County-owned

capital projects.

- Inspected laboratory testing and storage annexes for the main hospital, covering 10,700 sq. ft. in a single-story, fully sprinklered building.
- Inspected upgrades for ADA compliance, electrical, fire protection, mechanical, and plumbing systems in a three-story building with a sub-grade basement.
- Inspected a three-story center providing medical, dental, and social services, covering 60,175 sq. ft. and fully sprinklered.
- Inspected a 48,938 sq. ft. medical health center consisting of six 2-story and two 1-story buildings, including various healthcare and wellness facilities on an 8.7-acre site.
- Inspected the installation of a new stormwater and basin system, with an 18-month project duration.
- Inspected a 471,000 sq. ft., 21-story tenant office building, ensuring compliance with various occupancy groups and building codes.

CERTIFICATIONS

- Special Inspector General Requirement ICC 8007034
- Master of Special Inspection ICC 8007034
- Concrete Field-Testing Technician Grade I ACI 01179586
- Adhesive Anchor Installation Inspector ACI 01179586
- Portable Nuclear Gauge Safety and U.S.D.O.T. Hazmat Certification
- Radiation Safety Officer Certification
- Fiber Wrap (FRP) Inspection Certification by Fyfe

DAVID V. DI FRANCO **BUILDING INSPECTOR**



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

An accomplished inspector with over 16 years of experience in commercial and residential building inspections, specializing in reinforced concrete, post-tension/prestressed concrete, structural masonry, and spray-applied fireproofing. Key duties include reviewing plans, preparing reports, and material sampling. Recent notable projects:

- Volar, Irvine, CA (7/21 4/23): Lead Inspector for a \$260 million project with mixed-use condos, retail, and a parking structure.
- Torrance Transit Park & Ride Regional Terminal, Torrance, CA (1/21 6/21): Deputy Inspector for a \$72 million project involving bus training facilities and transit offices.
- USC Restorative Care Village, Los Angeles, CA (10/20 8/21): Deputy Inspector for a \$110 million medical and care facility project.
- Union South Bay, Carson, CA (10/17 8/20): Lead Inspector for a \$105 million mixed-use apartment and retail project.
- One South Redondo, Redondo Beach, CA (3/17 9/17): Deputy Inspector for a \$65 million mixed-use condo and retail project.
- Monte Cedro, Altadena, CA (4/14 5/15): Lead Inspector for a \$76 million senior housing project with multiple buildings and a parking garage.

CERTIFICATIONS

- California Commercial Building Inspector
- California Residential Building Inspector
- Reinforced Concrete Special Inspector
- ACI Concrete Field-testing Technician Grade 1
- Post Tension Concrete Special Inspector
- Structural Masonry Special Inspector
- Spray-Applied Fireproofing Special Inspector

VINCENT ORTIZ BUILDING INSPECTOR



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

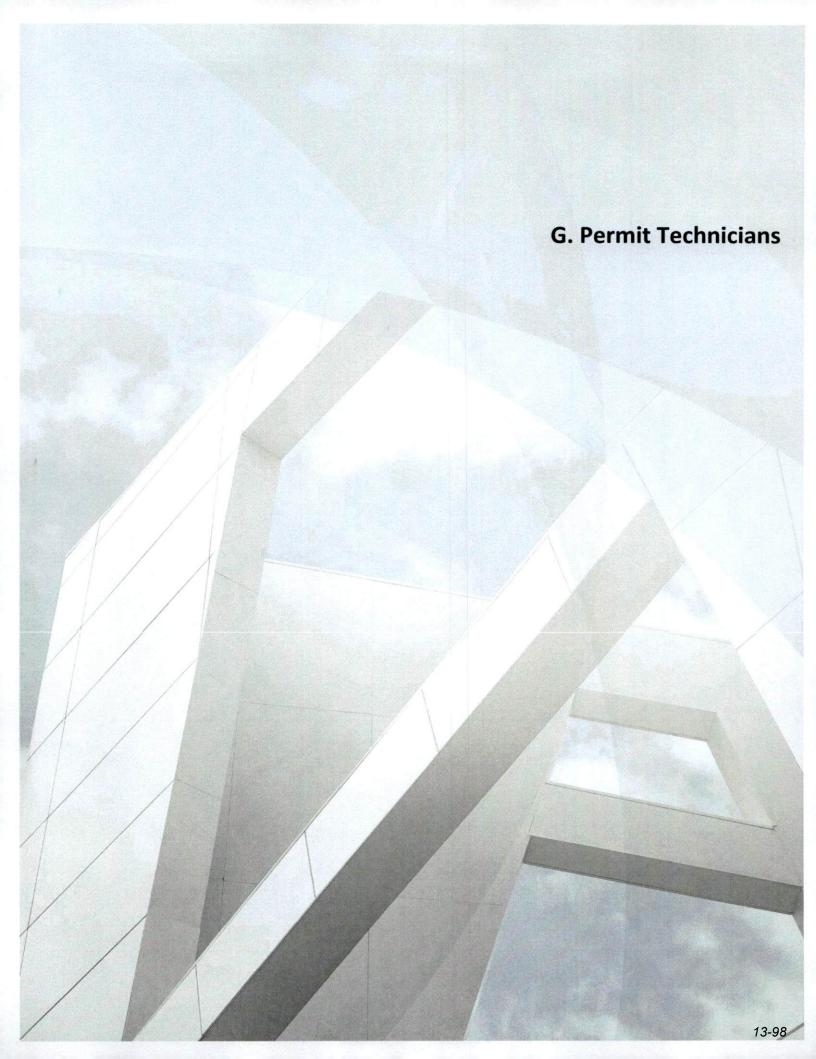
SUMMARY OF EXPERIENCE

Vincent Ortiz is a Deputy/Special Building Inspector with nearly 20 years of experience. He specializes in reinforced and prestressed concrete, structural masonry, and spray-applied fireproofing. Certified in wood-framed and steel stud construction, Vincent has strong management and communication skills. He is highly organized, thrives under pressure, and consistently meets deadlines.

- Torrance Transit Park and Ride Regional Terminal: Resident Building Inspector for \$21M LEED Gold terminal. Oversaw concrete, masonry, DIA, and pavement work.
- Cumulus Podium, Los Angeles: Resident Deputy Building Inspector for \$360M, 910-unit mixed-use development. Involved in post-tension/conventional concrete, masonry, shotcrete, DIA, and steel stud construction.
- Park 5th High-Rise Apartment Complex, Los Angeles: Resident Deputy Building Inspector for \$212M, 26-story high-rise. Managed post-tension/conventional concrete, masonry, shotcrete, DIA, and steel stud work.
- Blvd 6200 Mixed-Use/Apartment Complex, Hollywood: Resident Deputy Building Inspector for \$400M project. Included parking garage, retail, and wood frame construction.
- Plummer Apartments, Northridge: Resident Deputy Building Inspector for \$95M project.
 Included post-tension parking structure and wood frame construction.
- Belmont Village Senior Living, Thousand Oaks: Resident Deputy Building Inspector for \$25M senior living project. Included post-tension concrete decks and reinforced masonry.
- LACMA Phase II Pavilion, Los Angeles: Resident Deputy Building Inspector for \$50M art museum. Managed post-tension concrete, architectural concrete, and DIA.
- The Medallion Apartments, Los Angeles: Resident Deputy Building Inspector for \$45M mixed-use development. Included subterranean, retail, and wood frame construction.

CERTIFICATIONS

- ACI Concrete Field-Testing Technician Grade 1
- ICC Reinforced/Prestressed Concrete, Reinforced Masonry, SFRM Fireproofing, Commercial Building Inspector, Commercial Plumbing Inspector
- City of Los Angeles Reinforced/Prestressed Concrete, Shotcrete, Reinforced Masonry, Drill in Anchors, Wood



KRISTY ROMO PERMIT TECHNICIAN



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Over 10 years of experience as a Permit/Land Use Technician, adept in the complexities of land use and permitting processes.
- Expert-level Project Manager for the submission and review of comprehensive project plans including but not limited to Construction, Grading, and Street Improvement Plans, as well as Hydrology and Technical Studies, prioritizing accuracy and expedience in processing.
- Proficient in assessing and stipulating conditions for commercial and ministerial permits to adhere to stringent road and drainage compliance standards.
- Conducted meticulous residential plan evaluations to guarantee alignment with the County Development Code's rigorous requirements.
- Engaged in thorough research and data analysis to produce an accurate and detailed daily Land Development report.
- Responsible for the ongoing curation and enhancement of resource materials pertinent to Land Development procedures, along with mentoring and instruction provided to new members of the Land Development team.
- Serve as an informational resource, proficiently interpreting and conveying details of County ordinances, departmental policies, and land use construction regulations and requirements to the public.
- Demonstrated proficiency with a suite of technical software including Accela Automation, Permits Plus, FEMA, Google Earth, PIMS, and GIS Viewer, enhancing operational efficiency and data management. Acted as the key departmental representative during the extended implementation stages of the County's Accela Automation/EZ Online Permitting System, ensuring seamless integration and user adoption.

EDUCATION, LICENSES, CERTIFICATES AND REGISTRATIONS

ICC Certified Permit Technician

ALYSSA DERMENJIAN PERMIT TECHNICIAN



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

- Permit Technician J Lee Engineering March 2023-Present
- Coordinate with several plan checkers in office and via email to assign projects, receive and upload corrections, and organize the plan checkers' workflow, schedule, and deadlines.
- Communicate with applicants and LA County personnel via email to receive submittals and send out plan checkers' corrections.
- Ensure accuracy of all incoming and outgoing documents.
- Record all new submittals, re-submittals, and deferred submittals on Microsoft Access, used to keep track
 of all projects and due dates.
- Document Control Inspector Consultant Los Angeles County Public Works Building & Safety Division (Assigned to) May 2023 – Present
 - Screen submittals to ensure a complete set of plans for plan checkers to begin review; Email applicants if accepted or rejected.
 - Create an Agency Referral sheet for all clearances required prior to permit issuance and invoice the applicant if submittal is accepted.
 - Update workflow for plan check backlog, create internal notes regarding status, and upload files on EPIC LA.
 - Run backlog report of projects to be screened and coordinate with plan checkers at South Whittier District Office.
 - Respond to applicant emails regarding status updates, agency referral, EPIC LA, permit issuance, and plan check.
 - Answer phones and assist applicants in person when additional support is needed at the front counter.

EDUCATION, LICENSES, CERTIFICATES AND REGISTRATIONS

- ICC Certified Permit Technician
- University of California, Irvine Bachelor of Humanities in Film & Media Studies

J. Lee Engineering, Inc. | www.JLeeEngineering.com

PRISCILLA ALVAREZ PERMIT TECHNICIAN



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

SUMMARY OF EXPERIENCE

Dynamic Engineering Technician/Project Manager with a proven track record at Land Use Services County of San Bernardino, excelling in project management and customer relations. Leveraged expertise in Microsoft Office and bilingual communication skills to enhance process efficiencies and resolve complex issues, ensuring project success in diverse regions. Demonstrates a strong teamoriented attitude and a commitment to continuous learning and improvement.

- Collaborated with engineers, technicians, and other personnel to ensure successful completion of projects.
- Resolved customer complaints regarding quality control issues quickly and efficiently.
- Interpreted schematics, drawings, diagrams, blueprints, and written instructions to build complex assemblies.
- Identified potential areas for improvement in existing processes through root cause analysis methods.
- · Provide customers with status updates on current projects.
- · Manage projects in the valley, mountain, and desert region.
- Review and process land use applications according to code regulations Issue land use permits such as Solar, Mechanical, Electrical, Plumbing, Alterations, etc
- Assist customers by providing accurate information regarding land use permit questions via telephone, email, and in-person at counter
- Collect fees in the form of cash, check, and credit card in person and over the phone
- Travel to various Land Use Services offices in San Bernardino County to relieve coverage.

EDUCATION & SKILLS

- License in Cosmetology
- Chaffey College No Degree
- Proficient in MS Word, Excel and Outlook
- 65 WPM Typing Speed
- Excellent Verbal and Writing Skills
- Bilingual
- Team Player with a Positive Attitude
- Open to new learning opportinuites

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ALYSSA TELLEZ PERMIT TECHNICIAN



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

PROFILE

A detail-oriented and highly organized professional with a proven track record in customer service, permit processing, and administrative support. Experienced in managing complex workflows, ensuring compliance with local government regulations, and facilitating communication between multiple stakeholders, including architects, engineers, and county officials. Adept at multitasking in fast-paced environments, with a focus on accuracy, efficiency, and delivering exceptional service. Known for strong problem-solving abilities, effective time management, and a proactive approach to resolving issues. Seeking to leverage expertise in construction documentation, data management, and permit procedures to contribute to the efficiency and success of a growing organization.

WORK EXPERIENCE

- Manage the intake, filing, and distribution of new and resubmitted construction plans, ensuring compliance with county-specific procedures for contracted jurisdictions.
- Maintain an accurate and up-to-date tracking system for all incoming and outgoing plans, including detailed logging of project status, time records, and related documentation.
- Serve as the primary point of contact for permit applicants, architects, engineers, and county
 officials, providing clear guidance on plan check procedures, requirements, and timelines.
- Review and process permit applications, ensuring all necessary documents and fees are submitted and compliant with local regulations.
- Facilitate communication between internal teams and external clients to resolve any issues or inquiries related to plan check status, compliance, and project progress.
- Prepare and distribute formal communications, including approval letters, status updates, and requests for additional information.

EDUCATION

Google IT Support Professional Certificate 2022 – 2023 COURSERA

Early Childhood Development 2019 – 2020 California State University, Los Angeles

High School Diploma 2019 Monrovia High School

SKILLS

- Microsoft Office & Google Suite
- Permit Processing & Documentation
- Effective Communication
- Customer Service
- Time Management
- Organization & Recordkeeping
- Critical Thinking & Problem Solving
- Team Collaboration

J. Lee Engineering, Inc. | www.sleecingineering.com

CIERRA DENNING PERMIT TECHNICIAN



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

Professional Experience

- Efficiently manage the intake and routing of new and resubmitted construction plans for multiple counties, following distinct procedures tailored to each jurisdiction, ensuring seamless processing and adherence to local codes.
- Maintain a comprehensive internal documentation system that tracks county-specific procedures, ensuring accuracy and consistency in workflows across projects.
- Enter and update project-related information in the company's data tracking system, ensuring all records of time and resource allocation are meticulously logged and accessible for reporting and auditing purposes.
- Serve as the main point of contact for architects, engineers, county officials, and property
 owners, addressing complex inquiries regarding plan check procedures, code compliance,
 and project statuses in a timely and professional manner.
- Collaborate with various departments and county agencies to resolve discrepancies in submitted documentation, ensuring compliance with all regulatory requirements before approvals.
- Organize and streamline plan review processes, contributing to the development of more efficient systems that reduce turnaround time and improve communication between parties.
- Maintain a detailed log of all plans received, resubmissions, and approvals, generating reports as required by county officials or internal stakeholders.
- Coordinate with engineers and plan checkers to monitor project timelines, helping to anticipate
 potential delays and providing proactive solutions to keep projects on schedule.

Bachelor of Arts, Theatre Arts

May 2020

Westmont College – Santa Barbara, CA

JULIA CATHRO PERMIT TECHNICIAN



430 Garfield Ave., Suite 301, Alhambra, CA 91801 | (626) 284-8906 | www.JLeeEngineering.com

PROFILE

Highly organized and detail-oriented professional with a strong background in business operations, customer service, and permit processing. Adept at managing administrative tasks, coordinating with internal and external stakeholders, and ensuring compliance with industry standards. Experienced in handling high-volume transactions, tracking project progress, and maintaining accurate records. Passionate about streamlining processes to enhance efficiency and service delivery.

WORK EXPERIENCE

- Manage the intake, filing, and distribution of new and resubmitted construction plans, ensuring compliance with county-specific procedures for contracted jurisdictions.
- Maintain an accurate and up-to-date tracking system for all incoming and outgoing plans, including detailed logging of project status, time records, and related documentation.
- Serve as the primary point of contact for permit applicants, architects, engineers, and county officials, providing clear guidance on plan check procedures, requirements, and timelines.
- Review and process permit applications, ensuring all necessary documents and fees are submitted and compliant with local regulations.
- Facilitate communication between internal teams and external clients to resolve any issues or inquiries related to plan check status, compliance, and project progress.
- Prepare and distribute formal communications, including approval letters, status updates, and requests for additional information.

SKILLS & ADDITIONAL INFORMATION

Technical Skills:

Salesforce, SAP, PATH, DMVCP, PeopleSoft/ACT, WorkDay, Microsoft Suite (Word, Excel, Spreadsheet, PowerPoint), Microsoft Outlook, Social Media.

Soft Skills:

Data analytics, Data entry, Quantitative/Qualitative research, Problem-solving, Exceptional Customer Service.

Upcoming Projects:

Plan reading, ICC Certifications.



5. Project approach / methodology

We can confirm that we have the relevant experience and methodology to provide the scope of services sought by the City of Newport Beach, including:

- Building Plan Review Services
- On-Call Structural Review
- Building Inspection Services
- · Building Permit Technician Services

Since June 2022, JLee Engineering has been successfully providing these services to the City of Newport Beach under RFP No. 22-45. Over this time, we have built a strong working relationship with City staff and consistently met the City's expectations for responsiveness, quality, and timeliness. Our experience delivering services under this current contract enables us to seamlessly continue our work under the new RFP No. 25-37 with minimal transition or learning curve.

We have delivered all plan review, inspection, and permit technician services according to City standards and have maintained high levels of client satisfaction through dependable staffing, on-time deliverables, and a clear understanding of City procedures and preferences. Our team is familiar with Newport Beach's electronic plan review platform and has provided services both off-site and on-site at City Hall.

To ensure continued success, we will implement a specific Work Plan, Quality Assurance Plan, and Staffing Management Plan tailored to the City's needs:

- Assign knowledgeable and experienced staff with appropriate qualifications
- Provide project-specific, code-based correction comments with fast turnaround times
- Maintain open communication and rapid response to City staff and applicants
- · Monitor performance metrics to ensure service excellence and compliance with all City requirements

We are committed to delivering quality work products and excellent customer service, just as we have demonstrated since June 2022.



5.1: Understanding of Scope of Work

We can confirm that we have the relevant experience and methodology to provide the scope of services sought by the City of Newport Beach.

- Building Plan Review Services
- On-Call Structural Review
- Building Inspection Services
- Building Permit Technician Services

For our current clients, we have been successfully delivering services and maintaining high levels of client satisfaction.

For the City of Newport Beach, where we have been providing services since June 2022, we will continue to develop and execute specific Work Plans, Quality Assurance Plans, and Staffing Management Plans to achieve successful service delivery.

- We will provide knowledgeable and experienced staff with the appropriate levels of experience and qualifications.
- · We will commit to providing quality work products and deliverables.
- · We will commit to thorough and on-time delivery of all services.
- · We will commit to providing excellent customer service for the City.

A. City's Objective

The City of Newport Beach is seeking qualified consultants to provide:

- Building Plan Review Services
- On-Call Structural Review Services
- Building Inspection Services
- Building Permit Technician Services

B. City's Employment Provision

JLee Engineering understands and fully complies with the City's employment provisions, including:

- 1. Ensuring equal opportunity and non-discrimination in employment practices.
- 2. Adhering to limits for temporary contract employees:
 - No more than 960 hours per year
 - No full-time work for more than six months
 - No regular part-time service exceeding one year
- 3. Maintaining control of individual staff schedules.
- 4. Ensuring City staff are not treated as employees of the City.



C. Building Plan Review Services

We provide off-site plan review services with the following turnaround schedule:

- · First Check: 10 working days from submittal
- Subsequent Checks: 5 working days

Scope of services includes:

- · Reviewing residential, commercial, and industrial projects for compliance with City-adopted codes
- · Assigning a Fire Plans Examiner as directed by the Fire Marshal
- Issuing complete electronic plan check letters with code-referenced corrections
- Being available during business hours for consultations with applicants and designers
- Attending meetings as directed by the Chief Building Official
- Reviewing soils and grading plans, surveys, and erosion control plans per City standards

Qualifications Required:

- Four years of experience in plan review
- Bachelor's degree in civil, structural engineering, or architecture
- California P.E. or architect license, ICC Plans Examiner, and ICC Fire Plans Examiner certifications
- Background clearance and fingerprinting by Newport Beach Police Department

D. On-Call Structural Review Services

Off-site reviews with the following turnaround schedule:

- First Check: 10 working days
- Subsequent Checks: 5 working days

Scope of services includes:

- · Complex structural reviews to verify compliance with current codes and standards
- Full documentation and electronic correction letters
- Availability during business hours for issue resolution
- Participation in meetings as required

Qualifications Required:

- Ten years of experience in complex structural design review
- Master's degree in structural engineering
- California S.E. license and valid driver's license
- · Work to be performed under the direction of the Chief Building Official



E. Building Inspection Services

Scope of services includes:

- Up to 80 hours of weekly inspection support
- · All inspections and re-inspections per applicable codes and ordinances
- Coordination with the Principal Building Inspector
- Documentation and recordkeeping of all inspections
- Support for Certificates of Occupancy issuance

Qualifications Required:

- Experience in residential and commercial inspections
- Excellent customer service skills
- ICC Combination Building Inspector certification and valid driver's license
- Fingerprinting and background check clearance
- General supervision from the Principal Building Inspector

F. Building Permit Technician Services

We provide permit technician services on-site to support the public counter and back-office operations:

- Full-time or part-time ICC Certified Permit Technician
- · Responding to inquiries from the public, agencies, and departments
- · Calculating fees and reviewing submittals
- Supporting interdepartmental routing and clearance coordination
- Data entry and permit issuance via the City's permitting system

Qualifications Required:

- · Demonstrated experience in permit processing
- Completion of the 12th grade
- ICC Permit Technician certification and valid driver's license
- Background check and fingerprint clearance
- Supervision by the Permit Technician Supervisor



5.2: Work Plans - Implementation of Services

For the scope of work described in the RFP, we will closely coordinate with designated City staff to confirm the City's requirements and expectations for each service.

Having served the City of Newport Beach since June 2022, we have a strong working knowledge of its procedures, systems, and standards. We will continue to build on this foundation and ensure the successful implementation of services through detailed planning, quality assurance, and staffing coordination.

Based on confirmed information, a final work plan will be developed and executed efficiently and effectively to deliver the services for the City of Newport Beach.

The work plan will be monitored and controlled regularly to assure quality delivery of services.

A. Plan Review Services / Structural Review Services

1. Initiation - Plan Check

We will coordinate with City staff to confirm expectations related to plan review services, including:

- Procedures, policies, and practices to be used
- · Standards, methodologies, and document formats
- Communication methods and contact list
- Service delivery goals (initial check, recheck, final review)
- Use of electronic plan review systems (e.g., Energov)
- Turnaround expectations (10-day first check, 5-day rechecks)
- Prioritization of projects and expected workload volume

2. Execution – Plan Check

We will provide plan review services for residential, commercial, industrial, grading, and other structures to ensure compliance with City ordinances, state laws, and the California Building Standards Code.

3. Plan Review Format

- Services provided electronically or conventionally as needed
- Use of City-approved software and document standards
- Compliance with all City requirements for digital submittal, review, and recordkeeping

4. Plan Transmittal - Conventional Plan Reviews

- Plans will be picked up within 24 hours of notification
- Deliveries made via City's preferred method or by commercial courier if requested



5. Turn-Around Times

- First Check: 10 working days
- Subsequent Checks: 5 working days
- Additional time for complex projects will be discussed with City

6. Plan Reviews

- Qualified reviewers assigned per project type
- All documents logged in our plan tracking system
- Reviews will include scope, valuation, and code compliance verification
- Plan check corrections issued per City requirements
- Direct applicant communications for clarification
- Rechecks provided as needed until full approval

7. Plan Review Logs and Correspondence

- All records, reviews, and communication logged per City protocols
- · Logs will include date received, reviewed, and rechecked
- Applicant communication will be documented and tracked

8. Issue Resolution

- Plan check issues resolved with applicants efficiently via phone, email, or meetings
- Escalation to City staff if required

9. Billing

Itemized monthly billing for all plan check services provided

B. Inspection Services

1. Initiation - Inspection

We will coordinate with City staff to confirm:

- Scope of services and expected hours
- Inspection procedures, standards, and documentation methods
- Communication methods and inspection assignment process
- Short-term, intermittent, and long-term staffing expectations



2. Execution - Inspection

- Inspections performed per approved scope and assigned schedule
- Qualified inspectors assigned based on project type
- Inspections provided for residential, commercial, and industrial construction
- Correction notices prepared and submitted to the City
- Coordination with Principal Building Inspector on discretionary items and Certificates of Occupancy
- All inspection documentation submitted per City protocols

3. Billing

Monthly itemized invoices submitted for hours worked and services provided

C. Permit Technician, Building Office, and Other Services

1. Staff Assignments

Permit Technicians and support staff assigned based on qualifications and project type

2. Work Plan Execution

- Work plans developed for all assignments including engineering support or staffing augmentation
- Plans will follow a four-phase structure: initiation, execution, monitoring, and control

3. Deliverables

- Specific service levels and deliverables will be confirmed for each assignment
- · Support will include counter operations, intake review, fee calculation, routing, and permit issuance
- Technicians will use the City's permitting system and maintain accurate records



5.3: Quality Assurance Plan

To ensure the City of Newport Beach receives high-quality services in accordance with the scope of work, JLee Engineering has implemented a robust Quality Assurance Plan. Since beginning our services for the City in June 2022, we have consistently applied these practices to deliver timely, accurate, and code-compliant work.

Our quality assurance approach focuses on three core pillars: continuous performance review, systematic service execution, and proactive dispute resolution.

A. Performance Monitoring

To ensure the City's satisfaction and compliance with all Scope of Work requirements, we implement the following quality control measures:

- Conduct regular performance reviews in coordination with designated City representatives
- Identify areas of strong performance and areas for improvement
- Respond immediately to feedback or service issues with corrective action
- Reinforce and replicate positive performance outcomes across all service lines

B. Quality Assurance for All Services

Whether the assignment is for Plan Review, Inspection, or Permit Technician services, we apply the following best practices:

1. Qualified Staff Assignments

We assign personnel whose qualifications and experience align specifically with the type and complexity of each project or task.

2. Thorough Initial and Recheck Reviews

- Correction letters are clear, specific, and code-referenced
- Avoidance of boilerplate or generic comments
- o Comments focus on resolution, not restating the issue

3. Timely Service Delivery

- Plan reviews are completed within agreed-upon timeframes (10-day first check, 5-day rechecks)
- Inspections are performed promptly upon request and properly documented
- All documents and communications are submitted and maintained per City preferences, including use of Energov and Bluebeam



4. Documentation Standards

- Plan check comments and inspection results are consistently recorded in City-approved formats
- Logs and audit trails are maintained for all transactions and correspondences

5. Efficient Dispute Resolution

- Staff are empowered and trained to resolve issues directly with applicants using clear reasoning and code citations
- All disagreements are handled respectfully and efficiently without compromising City standards

C. Dispute Mitigation and Management

JLee Engineering's proactive dispute mitigation strategy is based on three tiers: Prevention, Resolution, and Elevation.

1. Prevention

Our goal is to prevent disputes by:

- Assigning appropriately qualified staff to every task
- o Providing thorough, precise, and well-documented reviews and inspections
- o Communicating early with applicants to clarify potential issues before they escalate

2. Resolution

- Most issues are resolved directly by our staff through clear explanation of applicable codes and regulations
- Our staff engage in respectful dialogue with applicants, architects, and contractors to resolve discrepancies without involving City staff unnecessarily

3. Elevation

- o In rare cases where resolution cannot be achieved, we elevate the matter to City staff
- We provide full documentation and justification to assist the City in resolving the issue with minimal disruption
- These occurrences are documented and reviewed internally to identify any procedural improvements



5.4: Staffing Management Plan

JLee Engineering applies a proactive and flexible staffing approach to meet the City of Newport Beach's plan review, inspection, and permit technician service needs. Since June 2022, we have consistently maintained responsive and reliable staffing levels to ensure uninterrupted service delivery.

We continuously evaluate staffing needs, availability, and workload levels to align resources with the City's priorities. Our Staffing Management Plan is built on three pillars: current capacity, contingency planning, and flexible work locations.

A. Current Staffing Level and Workload

1. Sufficient Staffing Capacity

We currently maintain a qualified pool of engineers, inspectors, and permit technicians with direct experience serving Newport Beach and similar jurisdictions.

2. Workload Flexibility

Our existing and projected workload allows us to absorb additional assignments from the City without compromising quality or turnaround times.

3. Consistent Delivery Assurance

All assignments for the City are prioritized and completed within required timeframes. We perform regular internal reviews to ensure appropriate workload distribution and adherence to schedule.

B. Contingency Plans for Increased Workload

1. Scalable Staffing Strategy

In the event of increased demand, JLee Engineering has a roster of on-call and part-time professionals ready to support additional needs. We also maintain strategic relationships with subject-matter experts in structural, electrical, mechanical, fire, and accessibility disciplines.

2. Overtime Coverage at No Extra Cost

To meet peak workload demands, we authorize qualified staff to work overtime as needed. These efforts are included within our standard rates—there are no additional charges to the City.

3. Rapid Deployment Capability

We are prepared to quickly reassign or onboard personnel to support the City's short-term or emergency staffing needs while maintaining service continuity.



C. Work Location

1. Off-Site and On-Site Flexibility

By default, plan review services are provided off-site from our Alhambra office using digital platforms such as Bluebeam and Energov. On-site service is available upon request for inspection, permit technician, or plan check assignments.

2. City Integration

All assigned staff will integrate seamlessly with City protocols, workflows, and systems, whether working on-site or remotely. Staff are familiar with City standards and have established working relationships with City staff since mid-2022.

3. Resource Optimization

We continually evaluate whether service delivery is more efficient on-site or remotely and make recommendations to the City accordingly.

5.5: Customer Service Plan

JLee Engineering was founded on the principle of delivering exceptional client service. Since beginning our partnership with the City of Newport Beach in June 2022, we have maintained a standard of responsive, professional, and solutions-oriented communication that supports the City's operational efficiency.

Our Customer Service Plan is built upon four core commitments: consistent communication, responsiveness, professional conduct, and issue resolution.

A. Communication Protocols

1. Primary Point of Contact

Upon contract execution, a designated Supervisor/Administrator will serve as the central liaison with the City. This ensures accountability, consistency, and streamlined coordination.

2. Direct Staff Access

City staff will also be provided with direct contact information for assigned engineers, inspectors, and permit technicians for expedited communication regarding specific tasks.

3. Multichannel Availability

- Phone: Live receptionist during business hours; direct cell phone access to key personnel
- Email: Responses within the same business day
- Meetings: Scheduled as needed for coordination, conflict resolution, or project updates



B. Responsiveness and Timeliness

1. Same-Day Response Commitment

We strive to respond to all City inquiries—whether by phone or email—within the same business day.

2. After-Hours Flexibility

While our standard business hours apply, we make efforts to be available after-hours for urgent issues, upon request.

3. Service Alignment with City Timelines

All deliverables are completed within the required turnaround timeframes, with proactive updates provided for complex or time-sensitive projects.

C. Professional Conduct

1. Client-Facing Staff Training

All staff assigned to Newport Beach are trained in professional communication, code interpretation, and conflict de-escalation.

2. Respectful Interaction with the Public

Whether at the counter or on job sites, our personnel maintain courteous and informative interactions with applicants, contractors, and members of the public.

3. Supportive of City Staff

Our goal is to operate as an extension of the City's Building and Safety team—enhancing efficiency, reducing administrative burdens, and supporting high-quality service to the community.

D. Proactive Issue Resolution

1. Early Intervention

If challenges or misunderstandings arise (e.g., plan check disputes or inspection delays), our staff proactively engage with applicants to clarify issues and seek resolution before escalation.

2. City Escalation Only When Necessary

We aim to resolve 99% of issues without requiring City intervention. In the rare event City involvement is needed, we provide all supporting documentation and code references to aid in swift decision-making.

3. Continuous Improvement

All issues—regardless of scale—are reviewed internally to identify process improvements and prevent recurrence.



5.6: Equipment Listing

For plan review, inspection, and other services, JLee Engineering will provide the staff with necessary equipment/software to perform the work.

The equipment/software may include, but not limited to, laptop computers, cell phones, IPads, MS Office software, and Bluebeam Revu.

6. Demonstrated Responsiveness to Request for Service Needs

For each client, we provide building and safety services in response to the service or staff augmentation requests by following the client specific processes. The services include:

- Off-site plan review
- Staff Augmentation On-site plan review staff
- · Staff Augmentation Inspections and Permit Technicians

EXHIBIT B SCHEDULE OF BILLING RATES



COST PROPOSAL

The following is the fee schedule for the Building Plan Review, Permit Technicians, and Inspection Services for the City of Newport Beach. The fee schedule will remain unchanged for the duration of the proposed contract term.

Our firm provide on-site services for building plan review, structural review; building inspection; and building permit technician services.

I. On-Site (City of Newport Beach City Hall)

A. Plan Review Services

Plan Review Services		
Sr. Plan Check Engineer	\$145.00	(All disciplines)
Plan Check Engineer	\$135.00	(All disciplines)
Sr. Plan Examiner	\$120.00	(All disciplines)
Plan Examiner	\$110.00	(All disciplines)
Fire Plan Review	\$145.00	
Structural Engineer (S.E.)	\$165.00	
Certified Access Specialist (CASp)	\$155.00	
Geologist	\$155.00	
Geotechnical Engineer	\$155.00	
Structural Review Services		
Structural Engineer (S.E.)	\$165.00	
Building Inspection Services		
Carrier Incorporates	¢120.00	

C.

Senior Inspector	\$120.00
Inspector	\$110.00

D. Building Permit Technician Services

Permit Technician	\$75.00
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B.



II. Off-Site - Regular Rate

- **A.** Off-Site plan review service fee for the initial plan check and two (2) re-checks will be 70% of City building plan review service fees.
- **B.** All other plan reviews including, but not limited to, revisions after approval, deferred submittal, after 2nd recheck will be based on the hourly rates.

III. Standard Hourly Rates

The following is the standard hourly rates for all other services:

Sr. Plan Check Engineer	\$145.00	(All disciplines)
Plan Check Engineer	\$135.00	(All disciplines)
Sr. Plan Examiner	\$120.00	(All disciplines)
Plan Examiner	\$110.00	(All disciplines)
Permit Technician	\$75.00	
Administration Service	\$65.00	
Senior Inspector	\$120.00	
Inspector	\$110.00	
Fire Plan Review	\$145.00	
Structural Engineer (S.E.)	\$165.00	
Certified Access Specialist (CASp)	\$155.00	
Geologist	\$155.00	
Geotechnical Engineer	\$155.00	

IV. Details of Fee Schedule

- A. No additional cost for plan pickup and delivery services.
- B. The fees for "expedited" or "accelerated" off-site plan check services will be 1.5 times the regular rate.
- C. The fees for "after-hour" inspection services will be 1.5 times the standard hourly rates.
- D. The mileage while performing inspections will be reimbursed at Standard Mileage Rate per IRS at the time of occurrence when a vehicle is not provided by the City for the inspection.
- E. For on-site assignments, hours worked in exceeding of 40-hour workweek requested by the City will be 1.5 times the hourly rates.
- F. Meetings will be charged at the standard hourly rate. For attendances at meetings requiring travel, a minimum of 2 hours will be charged.

EXHIBIT C

INSURANCE REQUIREMENTS – PROFESSIONAL SERVICES

- 1. Provision of Insurance. Without limiting Consultant's indemnification of City, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City. Consultant agrees to provide insurance in accordance with requirements set forth here. If Consultant uses existing coverage to comply and that coverage does not meet these requirements, Consultant agrees to amend, supplement or endorse the existing coverage.
- 2. <u>Acceptable Insurers.</u> All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

3. Coverage Requirements.

- A. <u>Workers' Compensation Insurance</u>. Consultant shall maintain Workers' Compensation Insurance, statutory limits, and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000) each accident for bodily injury by accident and each employee for bodily injury by disease in accordance with the laws of the State of California, Section 3700 of the Labor Code.
 - Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its City Council, boards and commissions, officers, agents, volunteers and employees.
- B. General Liability Insurance. Consultant shall maintain commercial general liability insurance, and if necessary umbrella liability insurance, with coverage at least as broad as provided by Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) general aggregate. The policy shall cover liability arising from premises, operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- C. <u>Automobile Liability Insurance</u>. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit each accident.

- D. <u>Professional Liability (Errors & Omissions) Insurance</u>. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and four million dollars (\$4,000,000) in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Effective Date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the Services required by this Agreement.
- 4. <u>Other Insurance Requirements</u>. The policies are to contain, or be endorsed to contain, the following provisions:
 - A. <u>Waiver of Subrogation</u>. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its City Council, boards and commissions, officers, agents, volunteers and employees or shall specifically allow Consultant or others providing insurance evidence in compliance with these requirements to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers from each of its subconsultants.
 - B. Additional Insured Status. All liability policies including general liability, excess liability, pollution liability, and automobile liability, if required, but not including professional liability, shall provide or be endorsed to provide that City, its City Council, boards and commissions, officers, agents, volunteers and employees shall be included as insureds under such policies.
 - C. <u>Primary and Non Contributory</u>. All liability coverage shall apply on a primary basis and shall not require contribution from any insurance or self-insurance maintained by City.
 - D. <u>Notice of Cancellation</u>. All policies shall provide City with thirty (30) calendar days' notice of cancellation (except for nonpayment for which ten (10) calendar days' notice is required) or nonrenewal of coverage for each required coverage.
- 5. <u>Additional Agreements Between the Parties.</u> The parties hereby agree to the following:
 - A. Evidence of Insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation and other endorsements as specified herein for each coverage. Insurance certificates and endorsement must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least

- fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. City reserves the right to require complete, certified copies of all required insurance policies, at any time.
- B. <u>City's Right to Revise Requirements</u>. City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant sixty (60) calendar days' advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation.
- C. Right to Review Subcontracts. Consultant agrees that upon request, all agreements with subcontractors or others with whom Consultant enters into contracts with on behalf of City will be submitted to City for review. Failure of City to request copies of such agreements will not impose any liability on City, or its employees. Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
- D. <u>Enforcement of Agreement Provisions</u>. Consultant acknowledges and agrees that any actual or alleged failure on the part of City to inform Consultant of non-compliance with any requirement imposes no additional obligations on City nor does it waive any rights hereunder.
- E. Requirements not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- F. <u>Self-insured Retentions</u>. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these requirements unless approved by City.

- G. <u>City Remedies for Non-Compliance</u>. If Consultant or any subconsultant fails to provide and maintain insurance as required herein, then City shall have the right but not the obligation, to purchase such insurance, to terminate this Agreement, or to suspend Consultant's right to proceed until proper evidence of insurance is provided. Any amounts paid by City shall, at City's sole option, be deducted from amounts payable to Consultant or reimbursed by Consultant upon demand.
- H. <u>Timely Notice of Claims</u>. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.
- I. <u>Consultant's Insurance</u>. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.