



PREPARED BY

CSG Consultants, Inc.

April 16, 2015

ATTACHMENT B (Exhibit A)



Proposal to the

City of Stockton

for Fire Prevention Services, Including: Plans Review, Fire Code/Permit Inspections, Management Services, and Consultation Services

STATEMENT OF INTEREST TO THE

City of Stockton

FOR

**Fire Prevention Services Including: Plans Review,
Fire Code/Permit Inspections, Management
Services, and Consultation Services**

PREPARED BY

CSG Consultants, Inc.

April 16, 2015

1022 G Street | Sacramento, CA 95814
phone (916) 492-2275 | fax (916) 492-2276 | www.csgegr.com
Sacramento • San Mateo • Pleasanton • Newman • Santa Ana



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Transmittal Letter

April 16, 2015

Anita Armendariz
Executive Assistant
City of Stockton
Fire Department
425 North El Dorado Street
Stockton, CA 95202-1997

RE: RFI for Fire Prevention Services

CSG Consultants, Inc. (CSG) is pleased to present its Statement of Interest to provide the City of Stockton (City) fire prevention services. Our firm brings specialized expertise, proximity, and knowledgeable and highly experienced staff. In addition, CSG has an existing successful working relationship with the City through which it has gained useful knowledge of the fire prevention division operations and culture.

We understand the City is seeking a consultant to provide fire plans review, fire code/permit inspections, management services and consultation services for the City. CSG can readily provide these services with the staff identified in this proposal, and no sub-consultants will be used.

CSG has been serving the needs of local municipalities and public agencies for over 24 years, and currently furnishes building and safety, fire prevention, public works, planning, code enforcement as well as additional services to over 140 municipal clients throughout California. Our firm is composed of more than 200 employees, with most of our senior-level staff having worked directly for government agencies in the past. This institutional knowledge and perspective creates a unique organizational culture that is sensitive to local agency issues, expectations, standards and constraints. It allows us to integrate seamlessly with municipalities to deliver specific projects or programs. CSG does not perform work for private entities, which eliminates the potential for conflicts of interest and allows us to focus exclusively on the specific needs of our municipal clients. Resumes of potential staff will be provided to the Fire Department prior to the start of work. All staff will be vetted by the Fire Department prior to being assigned.

Ray Iverson will serve as Project Manager for this contract. Our servicing office and contact information are as follows:

Ray Iverson | Project Manager
1022 G Street | Sacramento, CA 95814
(916) 492-2275 Phone | (916) 706-9118 Cell | rayi@csgengr.com

We look forward to continuing to provide services to the City of Stockton. Please feel free to contact Ray Iverson or me with any questions or comments you may have. This proposal will remain valid for ninety (90) days from the proposal submittal.

Sincerely,



Cyrus Kianpour, PE, PLS
President, CSG Consultants, Inc.



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CSG Consultants, Inc. (CSG) is a California company with its regional office in Sacramento and its corporate office in San Mateo. Additional support is available from our other offices in Pleasanton, Newman, and Santa Ana. Founded in 1991, *CSG performs work solely for public agencies*, eliminating the potential for conflicts of interest. In this way, we can focus exclusively on the specific needs of our municipal clients. CSG provides a wide range of services to community development and public works departments, often serving as a seamless extension of municipal staff.

The majority of the 200+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel bring a wealth of ideas and experiences having held similar positions with agencies facing the same issues as the City of Stockton.

NAME OF FIRM: CSG Consultants, Inc.

PROJECT CONTACT: Ray Iverson

LOCAL OFFICE 1022 G Street, Sacramento, CA 95814
(916) 492-2275 phone • (916) 492-2276 fax

CORPORATE OFFICE: 1700 South Amphlett Boulevard, 3rd Floor, San Mateo, CA 94402
(650) 522-2500 phone • (650) 522-2599 fax
www.csgegr.com
info@csgegr.com

REGIONAL OFFICES: 6200 Stoneridge Mall Road, Suite 300, Pleasanton, CA 94588
1247 Main Street, Newman, CA 95360
801 Park Center Drive, Santa Ana, CA 92705

YEARS IN BUSINESS: 24 • Founded in 1991

EMPLOYEES: 200+

TYPE OF BUSINESS: California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

Staff Composition

Our professional municipal services staff consists of the following types of professionals.

- Fire Department Plan Reviewers & Inspectors
- Plan Review Engineers
- Plan Reviewers
- Building Officials
- Inspectors
- CASp Professionals
- Planning Professionals
- Grading Improvement Plan Reviewers & Inspectors
- Structural Engineer
- Information Technology Professionals
- Program & Project Managers
- Civil Engineers
- Construction Managers
- Sustainability Professionals

Municipal Services

Our services and project experience include the following areas of expertise:

BUILDING & FIRE LIFE SAFETY

*Building Department Administration
Building Plan Review and Inspection
Fire Plan Review, Inspection, and Fire Protection Engineering
Structural Plan Review
OSHDP3 Review
CASP Assessment and Inspection
Public Facilities Assessment
LEED/Green Building Services
Code Compliance/Enforcement
Staff Augmentation Building Department*

PUBLIC WORKS ENGINEERING & DESIGN

*Capital Improvement Project Design:
Transportation/Roadway, Water and Sewer Utilities, Traffic Engineering
Development Review, Plan Check, Surveying and Mapping
Storm Water Program Compliance (NPDES, QSP/QSD)*

PLANNING & SUSTAINABILITY

*Staff Augmentation for Current and Advance Planning
Project Management Including Plan Amendments
CEQA Environmental Review
Energy Efficiency, Water Conservation, Solid Waste Program Development
AB 32 Compliance/Climate Action Plan Development and Implementation
Greenhouse Gas Reduction Strategies
Grant Writing and Grant Management*

CIP PROJECT & PROGRAM MANAGEMENT

*Capital Improvement Program Development and Implementation
Federal and State Grant Administration
Rule 20A Undergrounding
Staff Augmentation Including: Design Consultant Coordination, Project Scoping, RFP Preparation*

INFORMATION TECHNOLOGY

*GreenVue Software
Digital Plan Review
Electronic Archiving
Web-Based Construction Management Asset Management
Project Management
GIS and IT Support*

CONSTRUCTION MANAGEMENT & INSPECTION

*Contract Administration, including:
Resident Engineer Oversight, Inspection and Construction Management
Constructability/Biddability Reviews
Cost and Schedule Control
Claims Avoidance*

FIRE PREVENTION SERVICES

Our longtime experience in furnishing comprehensive fire life safety services to jurisdictions provides a consistent, strong, technical foundation for the clients we serve. From digital plan review to meeting required turnaround times and assisting in last minute inspection requests, CSG will work with the City of Stockton to deliver efficient, high quality customer service to both Fire Department staff, and to the ultimate client—the citizens and community of the City of Stockton.

We furnish fire and life safety, special hazards, and fire sprinkler and fire alarm plan review for any and all structures with emphasis on the unique needs and requirements of each of our clients. We are also experienced in special hazards and risks associated with industrial and commercial buildings, single-family homes and multi-family complexes.

All fire plan review and inspection personnel are thoroughly trained and familiar with jurisdictional processes, working within multiple departments, and serving the public. CSG will become an active partner with the City, working as an extension of the City in performing the requested services and working closely with the development community and general public.

In addition, we have a successful history of assisting fire departments in developing and implementing plans to achieve operational sustainability and efficiency. Our management team has access to a significant depth and breadth of resources within our company to assist with the development and implementation of plans and strategies while maintaining flexibility as conditions dictate.

Objective #1: Fire Plan Review Services

Compliance Standards

Our team of professionals is ready to assist in all aspects of plan review and focus on the special needs and requirements of the Fire Department. Our plan checkers carefully review all documents for compliance with building codes, fire codes and all local ordinances. We understand and will comply with the Fire Department's requirements for fire plan review services.

Our engineers and plan reviewers review plans for compliance with all policies and model codes adopted by the State, including but not limited to:

- *2013 California Building Code, Volumes 1 and 2*
- *2013 California Residential Code*
- *2013 California Electrical Code*
- *2013 California Plumbing Code*
- *2013 California Mechanical Code*
- *2013 California Fire Code*
- *National Fire Codes as published by the National Fire Protection Association (NFPA); as adopted and referenced by the State of California (California Code of Regulations, Title-19, Section 1.09)*
- *2013 State Historical Building Code*
- *2013 California Energy Code*
- *2013 California Green Building Code*
- *FEMA, ASCE 41, and NEHRP requirements (i.e. for existing buildings if required for application to be reviewed)*
- *California Health and Safety Code*



- *Appropriate Listings (CSFM, UL, etc.)*
- *Local- adopted ordinances and amendments relative to building, fire, and municipal codes, including project Conditions of Approval from other municipal departments, divisions, and regulating agencies.*

Permit Processing Services and Front Counter Support

CSG has staff available to provide Permit Technician services. These first response services are vital to the success of the entire building and safety permit process as they often set the tone for the applicant whether a homeowner, contractor, or architect. CSG handpicks exceptionally qualified personnel with a central focus on operating as an extension of the Fire Department’s team, understanding the importance of exemplary customer service, knowledge of the inner-workings of building departments, and a thorough understanding of the building application and permit process.

Plan Review Timelines

We work hard to provide the highest quality and most timely service in the industry. We take pride in maintaining requested plan review turnaround times for our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to successfully and quickly move work through jurisdiction processes. CSG will meet and may provide faster than scheduled turnaround times required for this project. We promise thorough, accurate review with prompt turnaround times and offer comprehensive online status reports. Our online project tracking system will keep Fire Department staff and the project team informed of the status of the plan review process. The following are CSG’s proposed plan check turnaround times.

REVIEW	TURNAROUND TIME
First Cycle	10 business days
Second and Additional Cycles	5 business days

We will regularly communicate with the Fire Department for any clarification of policies, code interpretations, status of plan review, or procedures to keep within required timelines. Furthermore, we will conduct and coordinate all communications with the Fire Department’s representative, and will consult with the Fire Department prior to initiating a fourth plan review of plans.

Expedited Plan Check

CSG completes initial expedited plan check in fewer than five working days. At the Fire Department’s request, we can perform plan check services within an accelerated time frame.

Plan Check Comments

All plan check comments will be formatted to the Fire Department’s established correction list templates. Any additional forms established by the Fire Department for alternative methods of construction and/or deviations from requirements, such as disabled access, will be incorporated into the correction comments and returned completed with the appropriate recommendations. Comments will be emailed or faxed to the Fire Department upon completion of each cycle of review. This will enable Fire Department staff to immediately modify our checklist for incorporation with other department comments. CSG plan review staff will be available to applicants at the counter or via telephone during normal business hours for the purpose of clarifying requirements or to provide direction for compliance. Messages will be returned within one business day of receipt.

Plans Pickup and Delivery

CSG will arrange for the pickup and delivery of all plans from/to City offices. The pickup and delivery of plans and other materials via CSG staff or an approved alternative service will be provided at no additional cost.

Digital Plan Review

CSG began the transition to digital plan review over 9 years ago, leading the consultant field with this ground-breaking service. *All paper plans submitted to CSG are immediately scanned into digital files and stored on CSG's servers for speedy access by both our clients and our plan reviewers.* Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates. Any additional forms utilized by an agency for alternative methods of construction and/or deviations from requirements, will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other Fire Department approved means, enabling Fire Department staff to immediately modify CSG's checklist for incorporation with other department comments. Upon request, clients can be provided with a set of digitally scanned plans at no cost and including convenient, "green" (paperless) storage of all construction-related documents.

In addition, for jurisdictions requesting a pure digital plan review workflow, CSG has developed a secure web application for an applicant to submit digital files directly to us, which includes an online portal for the applicant/jurisdiction to retrieve comments and submitted digital files with redlines. This online portal tracks all submittals, including re-submittals until the plans have been approved. Key features of our digital plan review service include:

- ▮ **Efficiency.** *Plans are pushed to plan review staff the same day they are submitted. There is no "bin time."*
- ▮ **Simplicity.** *CSG developed our own web-based portal to manage the electronic file submittal process. By using a web interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex FTP settings.*
- ▮ **Experience.** *We have provided a digital plan review option to our clients for over 9 years.*
- ▮ **Non-Proprietary.** *CSG's electronic review process is 100% PDF based with no additional software required to view redlines.*
- ▮ **Growth.** *Should the City decide to implement electronic review as a standard, CSG offers an integration path for our electronic review software (GreenVue Fusion).*

Online Plan Check Status

CSG offers a convenient service allowing clients to check plan review status and comments online. By logging in to our Plan Check Status website, staff as well as authorized applicants can view each project document and communicate with the plan checker via e-mail or electronic post-a-note. Staff or authorized applicants can download comments from the web upon completion of the plan review. There is no additional cost for this service.

Welcome to CSG Online Plan Check Website

A screenshot of the CSG Plan Check Login web form. The form has a blue header with the text "CSG Plan Check Login". Below the header, it says "Please enter your CSG Login ID and Password." There are two input fields: "CSG Login ID:" and "Password:". Below the password field is a blue "Sign In" button.

Quality Control / Quality Assurance

CSG's in-house quality assurance / quality control program utilizes a peer review process with multi-level internal plan checking and project management. A senior staff member will review plan check comments in order to ensure relevance and accuracy.

Objective #2: Fire Code and Operational Permit Inspections

Selection and Standards

CSG understands the City is looking for experienced, ICC certified (and/or with other appropriate entities in accordance with AB717) inspectors. CSG will select qualified, certified candidates for review and approval by the Fire Department's designated representative.

We offer fully integrated fire inspection services for residential, commercial, and industrial projects, and are experienced in all construction types. Our inspectors ensure compliance with applicable codes and requirements by identifying code violations, offering solutions to developers, property owners and tenants on potential risks and safety hazards, and by working as a team to correct violations. Specific inspection responsibilities include but are not limited to the following:



- Provide inspection services for code compliance for fire, building, electrical, mechanical, etc.
- Respond to resident inquiries and resolve complaints
- Assist with the construction and demolition permitting process
- Provide code administration, inspection and enforcement
- Prepare reports
- Maintain records and files concerning construction permits and fire code administration, documents for storage and/or imaging

Continuing Certification and Training

We take pride in working with inspectors who have a variety of inspection project experiences and who are motivated to achieve the highest level of experience and certification. We work hard to match your jurisdiction's level of safety and code compliance and understand that personality and customer service are crucial to on-the-job success. All CSG inspectors are ICC certified and/or possess additional required certifications. In addition, they routinely update their knowledge and skills through specialized training classes and seminar attendance in approved and modern methods, materials, tools and safety used in building inspection, as well as the most current building standards.

Objective #3: Management Services

CSG will provide all program management supervision and oversight of its employees assigned to the Fire Prevention Division. We will be providing direction and guidance to all fire prevention staff. CSG's management team will establish clear expectations and provide leadership for all fire prevention staff.

CSG currently provides fire prevention management services for the City of Stockton Fire Prevention Division, and provides similar services to the Cities/Town of Greenfield, Hemet, Colma and Pinole. CSG's current fire prevention management services for the City of Stockton would be expanded through this contract to include additional resources from within our company, as needed.

Objective #4: Consultation Services

CSG's team will continue to provide recommendations for continuous improvements to the City of Stockton Fire Prevention Division. CSG will prepare a Strategic Plan for the Fire Prevention Division with complete specific vision, mission, goals, objectives and strategies. In addition, CSG will provide ongoing analysis of agency and community needs and provide recommendations as needed for solutions to close identified gaps and for actions to successfully achieve objectives.

Specifically, CSG will perform analysis, amendments and adoption of the City of Stockton Municipal Fire Code, assist with interagency database integration, provide program review and implementation with respect to, for example, inspection and plan review services in order to maximize efficiencies and productivity. CSG will also develop a standardized company inspection program, develop public education and outreach programs, and develop customer surveys and an evaluation process.

Optional Additional Services

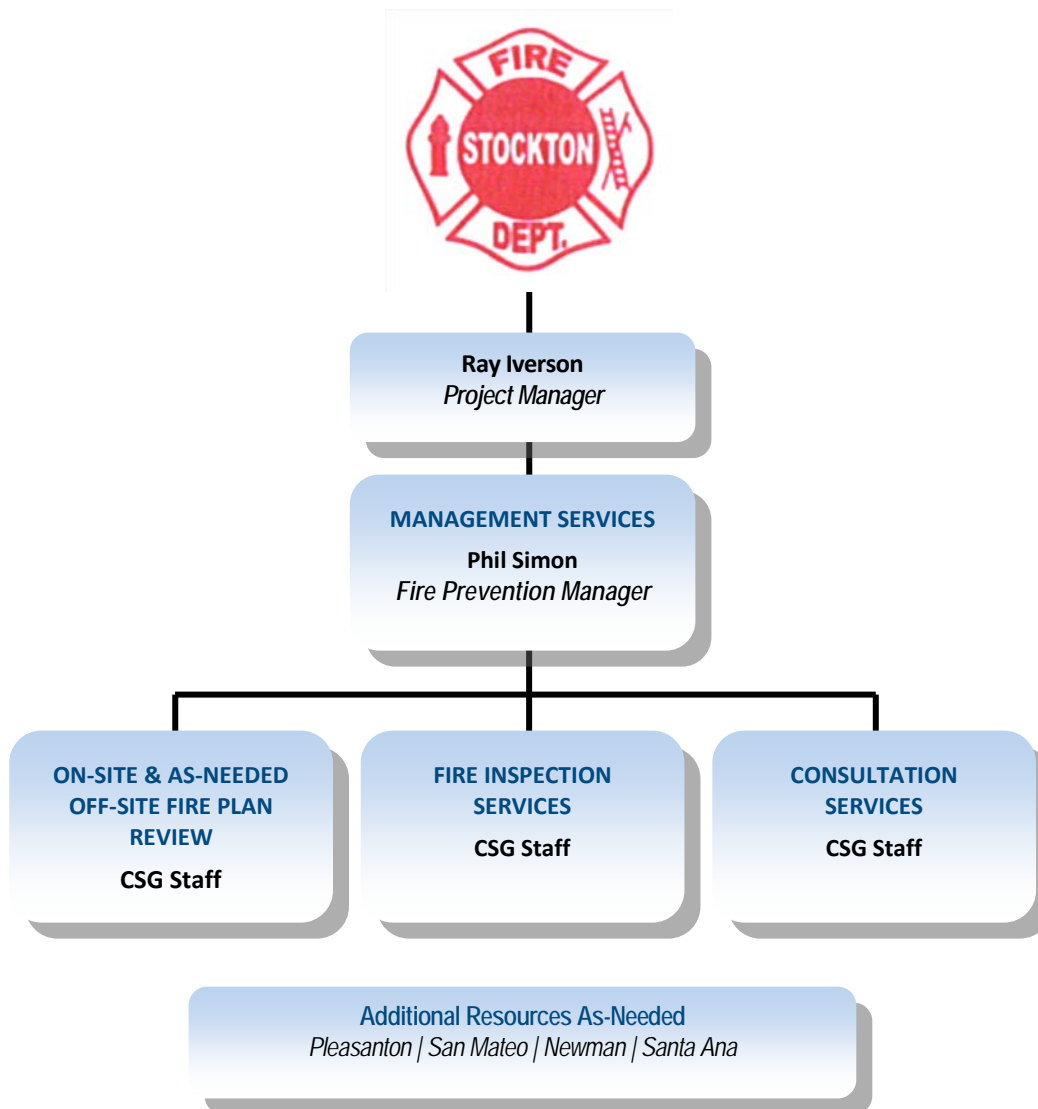
Self Assessment Accreditation Manual

CSG understands the Department's current fire service operations and fire risk management practices. In addition, we are familiar with the process of obtaining accreditation with the International Accreditation Service (IAS) in conjunction with the Center for Public Safety Excellence (CPSE). The CSG Team is available and ready to build upon this existing foundation to support the development of an innovative and collaborative City of Stockton Accreditation Self Assessment Manual. Collectively, our team, has prepared several similar fire service assessments. Most of these assessments have resulted in programs that are already in operation.

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Organizational Chart

We propose the following organizational structure for this project. All services will be directed out of our Sacramento office with additional resources available, if necessary, from any of our regional offices. No sub-consultants are anticipated for this project. Qualifications of available plan review, inspection and management personnel are provided on the following pages.



Staff Qualifications

Key personnel qualifications and certifications are provided in the following chart.

NAME	QUALIFICATIONS	LICENSE / CERTIFICATION
Ray Iverson <i>Fire Service Manager</i>	CSFM Certified Fire Officer CSFM Certified Fire Plans Examiner CSFM Certified Fire Protection Specialist CSFM Certified Fire Prevention Officer Certified California Fire Inspector (NCSA) CSFM Certified Fire Training Instructor	CFC0038.07
Phil Simon <i>Fire Prevention Manager</i>	CSFM Certified Fire Marshal CSFM Certified Fire Officer CSFM Certified Fire Investigator I and II CSFM Certified Fire Prevention Officer CSFM Certified Fire Prevention Specialist CSFM Certified Fire Plans Examiner	
Page Dougherty <i>Fire Service Specialist</i>	ICC Fire Plans Examiner ICC Fire Inspector II CSFM Certified Fire Marshal CSFM Certified Fire Officer CSFM Certified Fire Plans Examiner CSFM Certified Fire Protection Specialist CSFM Certified Fire Prevention Officer	5258353 1064776-67 00006 771134 870026 870019 011689
Morten Myers <i>Fire Service Specialist</i>	CSFM Certified Fire Marshal CSFM Certified Fire Officer CSFM Certified Fire Investigator I and II CSFM Certified Fire Prevention Officer CSFM Certified Fire Prevention Specialist CSFM Certified Fire Plans Examiner CSFM Certified Fire Training Instructor Certified California Fire Code Inspector (NCSA) ICC Certified Fire Plans Examiner	CFC0250.10 8248167
Michael Stewart <i>Fire Service Specialist</i>	CSFM Certified Fire Officer CSFM Certified Fire Prevention Officer CSFM Certified Fire Protection Specialist CSFM Certified Fire Plans Examiner CSFM Certified Fire Investigator I and II Certified California Fire Code Inspector	
Daniel Najera <i>Fire Service Specialist</i>	CSFM Fire Prevention 2C	
Allen Sigl <i>Fire Service Specialist</i>	CSFM Certified Fire Marshal CSFM Certified Fire Prevention Officer CSFM Certified Fire Protection Specialist CSFM Certified Fire Plans Examiner CSFM Certified Fire Investigator I	
Charles Tillman <i>Fire Inspector</i>	Automatic Fire Alarm Association Certification (AFAA) System Sensor Smoke Alarms Certification PC832 CSFM Fire Prevention 1A, 1B, 2C Bay Alarm Fire Certification Simplex Grinnell Fire Alarm Training	
Michael Cully, CBO <i>Fire Service Specialist</i>	ICC Building Official ICC Fire Inspector I ICC Fire Inspector II Certified California Fire Code Inspector DSA Certified Fire and Life Safety Plans Examiner 2010 Codes ICC Building Plans Examiner ICC Fire Plans Examiner	0858917 0858917-65 0858917-67 CFC0024.07 0858917-B3 0858917-60

NAME	QUALIFICATIONS	LICENSE / CERTIFICATION
John Riddell <i>Fire Life Safety Plan Reviewer</i>	CSFM Certified Fire Prevention Officer CSFM Certified Fire Protection Specialist CSFM Certified Fire Investigator I NFAA Practical Fire Alarms NFSA Plan Review & Inspection	
Joseph Arsenault <i>Fire Inspector</i>	CSFM Certified Public Education Officer Certified California Fire Code Inspector (NCSA)	
Daniel Gemeny <i>Fire Protection Engineer</i>	Professional Fire Protection Engineer, State of California Professional Fire Protection Engineer, State of Nevada Professional Fire Protection Engineer, State of Arizona Professional Mechanical Engineer, State of California LEED AP	1207 011700 30294 27793
Martin Gatdula <i>Fire & Hazardous Materials Inspector</i>	HAZ WOPER CSFM Fire Inspector 1A	
Hyland Hogan <i>Fire Inspector</i>	CSFM Certified Fire Prevention Officer CSFM Fire Prevention 3C	772021
Philip Gairson <i>Fire Life Safety Plan Reviewer</i>	CSFM Certified Fire Prevention Officer CSFM Certified Fire Protection Specialist CSFM Certified Fire Plans Examiner	
Dennis Lockard, CFM <i>Fire Service Specialist</i>	CSFM Certified Fire Marshal CSFM Certified Fire Plans Examiner CSFM Certified Fire Protection Specialist CSFM Certified Fire Prevention Officer Certified Building Official Certified Green Building Professional Safety Assessment Program SAPC	1065844
James Dias <i>Fire Service Specialist</i>	CSFM Certified Chief Officer CSFM Certified Fire Investigator I CSFM Certified Fire Prevention Officer CSFM Certified Fire Prevention Specialist CSFM Certified Fire Plans Examiner	
Tom Wiley <i>Fire Life Safety Plan Reviewer</i>	ICC Certified Building Plan Reviewer ICC Certified Fire Plan Reviewer NFPA Certified Fire Plan Reviewer CSFM Certified Fire Investigator I and II	ICC 5258966-B3 ICC 5258966-F3 CFPE 02-0040
Denise Reynolds <i>Fire Service Specialist</i>	CSFM Certified Fire Plan Reviewer CSFM Certified Fire Protection Specialist CSFM Certified Fire Prevention Officer CSFM Certified Fire Investigator I and II Certified California Fire Inspector (NCSA)	

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Approach to Work

CSG employs a team of professionally certified plan reviewers, fire inspectors, and managers, to manage fire prevention operations, support front counter procedures, review all plans, and inspect structures for code conformance. Our longtime experience in furnishing comprehensive fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects. From cutting edge digital plan review to providing faster-than-scheduled turnaround times and assisting in last minute inspection requests, CSG will continue to deliver quality services to the City of Stockton Fire Prevention Division. CSG's approach to work and key benefits we offer our customers include:

- ▶ **Concentrated focus on cost-saving approaches and methods.** *Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services. We share a wealth of recommendations from our varied experience with other communities to help keep our clients' budgets healthy and on-track.*
- ▶ **Customized, responsive services.** *We are skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel. We can quickly fine-tune staffing levels to match or adjust to changes in plan review, inspection and front counter activity—always maintaining the highest level of customer service. We hand pick staff uniquely qualified and experienced to deliver the exact services requested.*
- ▶ **Fully committed and qualified personnel.** *We maintain a staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as popular educational instructors and lecturers as well as sit on leading boards and committees for organizations developing and implementing important code regulations. We also keep up with latest in procedures and use of products, e.g., green building, accessibility, CASp certification requirements, NPDES, MRP, and more.*
- ▶ **Swift turnarounds and expedited services.** *With extensive experience in the digital plan review process, our staff excels at providing the speediest turnarounds in the industry. We easily match and more often beat any required time.*
- ▶ **Leading-edge technology with cost-saving solutions.** *CSG delivers a suite of digital options for jurisdictions—speedy digital plan reviews including electronic versions of plan comments, an optional, easy-to-use online web application/portal for submittal, tracking and approval of digital plans; and, available full scanning and archival services.*
- ▶ **Environmentally friendly practices.** *Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint and promotes environmental stewardship through environmentally preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper use, and all possible documents at CSG are printed double-sided on recycled, post consumer content paper.*

Work Product & Schedule of Deliverables

The following is a list of work products and preliminary schedule identifying the plan review, inspection, management and consulting services to be provided. CSG currently provides plan review services and may propose to expand these services depending on the needs of the customer. It is anticipated that there will be additional consulting services required other than key consulting tasks indicated below. It is expected that work will be initiated on all primary tasks (1-4) identified below immediately upon contract execution.

[illegible]

Cost Proposal

SECTION

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CSG intends to employ all existing Retired Annuitant (RA) staff and augment staffing with existing CSG personnel. This approach will be cost neutral for the City as it will utilize existing revenue to provide the service. CSG proposes all inclusive fees for services rendered not to exceed the estimated amount outlined in the budget table below. Services are billed on a time and materials basis according to our rates, shown below. For as-needed off-site plan review, CSG will coordinate the pickup and return of all plans via CSG staff or a licensed courier service. This service is provided at no additional cost. CSG will mail an invoice at the beginning of every month for services rendered during the previous month.

COST PROPOSAL			HOURS			COST			
Service / Role	Quantity	Rate	FY 15-16	FY 16-17	FY 17-18	FY 15-16	FY 16-17	FY 17-18	Total Cost
Objective #1: Fire Plan Review Services									
Fire Prevention Specialist (On-Site Plan Review)	1	\$ 95	768	768	768	\$ 72,960	\$ 72,960	\$ 72,960	\$ 218,880
Fire Prevention Specialist (Off-Site Plan Review)	As-Needed	\$ 95							
Fire Protection Engineer	As-Needed	\$ 350							
Subtotal			768	768	768	\$ 72,960	\$ 72,960	\$ 72,960	\$ 218,880
Objective #2: Fire Code & Operational Permit Inspections									
Fire Inspector	4	\$ 90	8,320	8,320	8,320	\$ 748,800	\$ 748,800	\$ 748,800	\$ 2,246,400
Subtotal			8,320	8,320	8,320	\$ 748,800	\$ 748,800	\$ 748,800	\$ 2,246,400
Objective #3: Management Services									
Project Manager	As-Needed	\$ 125							
Fire Prevention Manager	1	\$ 125	1,200	1,200	1,200	\$ 150,000	\$ 150,000	\$ 150,000	\$ 450,000
Subtotal			1,200	1,200	1,200	\$ 150,000	\$ 150,000	\$ 150,000	\$ 450,000
Objective #4: Consultation Services									
Project Manager	1	\$ 125	190	190	190	\$ 23,750	\$ 23,750	\$ 23,750	\$ 71,250
Fire Prevention Manager	As-Needed	\$ 125							
Subtotal			190	190	190	\$ 23,750	\$ 23,750	\$ 23,750	\$ 71,250
TOTAL			10,478	10,478	10,478	\$ 995,510	\$ 995,510	\$ 995,510	\$ 2,986,530

All hourly rates include administrative costs and routine expenses including, but not limited to, salaries, benefits, Workers Compensation Insurance and office expenses. Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the Fire Department prior to proceeding. Annual adjustments may be made by mutual agreement based upon current CPI.