

CITY OF SAN PABLO
AGREEMENT FOR ON-CALL CONSULTING SERVICES
Fiscal Years 2026-27 and 2027-28

THIS AGREEMENT (“**Agreement**”), effective the 1st day of July, 2026 (“**Effective Date**”), is by and between the City of San Pablo, a municipal corporation organized and existing under the laws of the State of California, (“**City**”), and 4LEAF, INC., a California corporation, (“**Consultant**”) (individually, a “**Party**,” and collectively, the “**Parties**”).

RECITALS

WHEREAS, the City desires to engage a consultant to provide on-call professional consulting services to the City on an as-needed basis in the areas of plan review, inspection, code enforcement, fire prevention, and planning (“**Services**”) as further set forth in this Agreement;

WHEREAS, the City desires to engage a consultant who will act at all times in the City’s best interest and will respect the trust and confidence placed in that consultant by the City; and

WHEREAS, Consultant has represented to City that Consultant has the special training, skill, competence and expertise necessary to provide the Services needed by the City; desires to enter into this Agreement with the City as an independent contractor; and is willing to provide the Services on the following terms and conditions.

NOW, THEREFORE, Consultant and the City agree as follows:

TERMS AND CONDITIONS

(1) Scope of Services.

A. **Scope of Services.** Consultant agrees to provide the Services to the City as specified in, collectively, the scope of services set forth in Consultant’s proposal dated April 2, 2026 (“**Proposal**”), attached as **Exhibit A** and incorporated herein. In the event of any conflict or inconsistency between any of the terms of the exhibits and this Agreement, the terms most favorable to the City will prevail. Any services not encompassed in this Section (1) are additional services (“**Additional Services**”) subject to prior written authorization by the City, as further specified below in Section (3), “Additional Services.”

B. **Quality of Performance.** Consultant will provide the Services and any authorized Additional Services in accordance with the standards of its profession; in accordance with the terms, conditions, and objectives of this Agreement; and in a manner satisfactory to the City Manager or his or her authorized delegee (“**City Manager**”). Consultant represents that it possesses the necessary skills, background, and licenses to perform the Services or Additional Services. Consultant is solely responsible for the quality and suitability of the Services it provides pursuant to this Agreement. If, during the course of this Agreement, the City Manager notifies Consultant that the Services are not satisfactory, in whole or in part, Consultant will promptly take the corrective action required by the City Manager, at no extra cost to the City. Failure to promptly take such corrective action constitutes a material breach of this Agreement and cause for termination in the City’s discretion. This standard of care will not be construed to impose a mandatory duty on the City within the meaning of Government Code section 815.6. The City’s acceptance of Services performed under this Agreement will not operate to waive or release Consultant’s obligation under this paragraph.

C. **Time is of the Essence.** In the performance of this Agreement, time is of the essence. Consultant must be available to begin providing the Services upon the Effective Date of this Agreement, and must complete the Services within the time specified in Section (4), “Effective Date and Term.”

D. **Primary Service Provider.** The City has approved of Craig Tole as Consultant’s primary provider of the Services under this Agreement, and no other person will be accepted as the primary provider of the Services without the City’s prior written consent.

E. **Labor Code Compliance.** If the Services are “public works” services as defined in Labor Code section 1720 et seq. and the Agreement is for an amount greater than \$1,000, the Agreement is subject to all applicable requirements of Chapter 1 of Part 7 of Division 2 of the Labor Code, beginning at section 1720, and the related regulations, including but not limited to requirements pertaining to wages, working hours and workers’ compensation insurance. Consultant must also post all job site notices required by laws or regulations pursuant to Labor Code section 1771.4.

1. **Prevailing Wages:** Each worker performing Services under this Agreement that is covered under Labor Code section 1720 or 1720.9, must be paid at a rate not less than the prevailing wage as defined in sections 1771 and 1774 of the Labor Code. The prevailing wage rates are on file with the City and are available online at <http://www.dir.ca.gov/DLSR>. Pursuant to Labor Code section 1775, Consultant and any subconsultant will forfeit to City as a penalty up to \$200 for each calendar day, or portion of a day, for each worker paid less than the applicable prevailing wage rate, in addition to paying each worker the difference between the applicable wage rate and the amount actually paid.
2. **Working Day:** Pursuant to Labor Code section 1810, eight hours of labor consists of a legal day’s work. Pursuant to Labor Code section 1813, Consultant will forfeit to City as a penalty the sum of \$25 for each day during which a worker employed by Consultant or any subconsultant is required or permitted to work more than eight hours during any one calendar day, or more than 40 hours per calendar week, unless such workers are paid overtime wages under Labor Code section 1815. All Services must be carried out during regular City working days and hours unless otherwise specified in the scope of services or authorized in writing by City.
3. **Payroll Records:** Consultant and its subconsultants must maintain certified payroll records in compliance with Labor Code sections 1776 and 1812, and all implementing regulations promulgated by the Department of Industrial Relations (“DIR”). For each payroll record, Consultant and its subconsultants must certify under penalty of perjury that the information in the record is true and correct, and that it has complied with the requirements of Labor Code sections 1771, 1811, and 1815. Unless the Agreement is for an amount under \$25,000, Consultant must electronically submit certified payroll records to the Labor Commissioner as required under California law and regulations.
4. **Apprentices:** If the amount of the Agreement is \$30,000 or more, Consultant must comply with the apprenticeship requirements in Labor Code section 1777.5.

5. **DIR Monitoring, Enforcement, and Registration:** The Services are subject to compliance monitoring and enforcement by the DIR pursuant to Labor Code section 1725.5, and, subject to the exception set forth below, Consultant and any subconsultants must be registered with the DIR to perform public works projects. The registration requirements of Labor Code section 1725.5 do not apply if the Agreement is for an amount under \$25,000.

(2) **Compensation.** As full compensation for the satisfactory and timely performance of the Services as specified in Section (1), "Scope of Services," and the attached exhibits, City hereby agrees to pay Consultant a sum not to exceed **Three Hundred Eighty-Four Thousand Five Hundred Dollars (\$384,500)** as follows:

on a deliverables basis for services rendered, at the hourly rates identified in the Consultant's Revised Fee Schedule dated July 1, 2026, attached as **Exhibit B** and incorporated herein, in amounts not to exceed **One Hundred Ninety-Two Thousand Two Hundred Fifty Dollars (\$192,250)** per fiscal year in Fiscal Years 2026-27 and 2027-28, for a total contract amount not to exceed **Three Hundred Eighty-Four Thousand Five Hundred Dollars (\$384,500)** over the two-year term of the contract from July 1, 2026 through June 30, 2028.

The Revised Fee Schedule dated July 1, 2026, attached as Exhibit B shall supersede the fee schedule included in Exhibit A at pages 32-35 of Consultant's Proposal dated April 2, 2026.

Consultant will be paid all undisputed amounts within thirty (30) days of City's receipt of detailed invoices for Services provided to the City Manager's satisfaction during the preceding calendar month. Invoices must include all of the information contained in Section (7), "Billings," below. Each invoice must be signed by an authorized representative of Consultant, verifying that the invoiced Services have been performed. Consultant will not be entitled to compensation for Additional Services, as defined below in Section (3), unless authorized by City in writing in advance, and memorialized in an amendment to this Agreement executed by the authorized representatives of each Party. This Section (2) supersedes any conflicting or inconsistent provisions in the Proposal.

(3) **Additional Services.** In addition to the Services included in Section (1), "Scope of Services," the Parties may from time to time agree that Consultant will provide Additional Services for additional compensation, as authorized by the City Manager. The nature and scope of the Additional Services, including the time for performance and terms for mutually agreeable additional compensation must be memorialized in a writing, executed by both Parties, as further specified in Section (22), "Amendments," before Consultant may begin providing the Additional Services. Consultant will not be entitled to compensation for any Additional Services performed without a written amendment to include the Additional Services in this Agreement. If Consultant believes that services that it is directed to perform by City are not included in Section (1), "Scope of Services," Consultant will promptly notify the City in writing of the basis for this belief. If the City agrees that the subject services are not included in Section (1), "Scope of Services," the Parties will promptly execute a writing to authorize the services as Additional Services for mutually agreed-upon additional compensation. Except as otherwise specified in the written authorization, all Additional Services are subject to the same terms and conditions as all Services under this Agreement, including, billing, record-keeping, reporting, insurance, indemnity, and compliance with all applicable laws and standards.

(4) **Effective Date and Term.** The term of this Agreement (“**Term**”) begins on the Effective Date set forth above, and expires on **June 30, 2028**. If the Term expires later than the end of the City’s fiscal year, the continuation of the Term into the next fiscal year will be contingent upon the City’s lawful encumbrance or appropriation of new funds for the Agreement.

(5) **Assignment and Subcontracting.** A substantial inducement to City for entering into this Agreement was, and is, the reputation and competence of Consultant. The assignment or subcontracting of this Agreement by Consultant, or any interest therein, is prohibited without the prior written approval of the City Manager. The City has authorized Consultant to use the following Subconsultants/Subcontractors as specified:

<u>Subconsultant/Subcontractor Name</u>	<u>Subconsultant/Subcontractor Services</u>
None.	None.

(6) **Independent Contractor Status.** It is expressly understood and agreed by the Parties that Consultant, while providing Services pursuant to this Agreement, is an independent contractor and not an employee of the City. Consultant is solely responsible for the means and methods by which it provides the Services. Consultant is solely responsible for all matters relating to the payment of its employees, including compliance with social security, withholding tax and all other laws and regulations governing such matters. Consultant is solely responsible for its own acts and those of its agents and employees during the Term of this Agreement. Consultant will not represent, at any time or in any manner, that Consultant is an employee of the City. Consultant will exercise its judgment in recommending to City the methods by which to accomplish City’s objectives and needs. Consultant acknowledges that the City will provide no training. Consultant will provide whatever tools and materials that are necessary to complete a client engagement. Consultant is free to accept, and has accepted in the past, other client engagements. Consultant is responsible for purchasing, bringing, providing, and controlling any and all equipment, tools, instruments, etc. needed for completion of the Services set forth herein, as well as for maintenance and use of such equipment. It is understood that Consultant is hired on a temporary basis only, and that if the City and/or Consultant desires to continue Consultant’s services after expiration of the Term or termination of this Agreement, Consultant must enter into a new agreement.

(7) **Billings.** Consultant's invoices must include the following information: (a) a brief description of Services performed, including any Additional Services; (b) the date the Services were performed; (c) the number of hours spent and by whom; (d) the current Agreement not-to-exceed amount; (e) the amount previously billed; (f) the total paid to date; (g) the outstanding balance due, if any; (h) the current invoice amount; (i) total amount billed against the Agreement to date; (j) the remaining balance of the not-to-exceed amount; and (k) the Consultant’s signature. Except as specifically authorized by City, Consultant will not bill City for duplicate Services performed by more than one person. Consultant may not submit any billing for an amount in excess of the maximum amount of compensation authorized in Sections (2) and (3), above. Consultant is solely responsible for its office and overhead costs, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by Consultant in the performance of this Agreement.

(8) **Advice and Status Reporting.** Consultant will provide the City with timely reports, orally or in writing, of all significant developments arising during performance of its Services, and provide the City with information as is necessary to enable City to monitor the performance of this Agreement, including statements and data demonstrating the effectiveness of the Services provided in achieving the City’s express goals and objectives. The City may withhold payments

otherwise due to Consultant pending timely delivery of all such reports and information. Consultant will promptly notify the City Manager of any matters that could adversely affect Consultant's ability or eligibility to continue to provide Services under this Agreement.

(9) **Retention of Records.** Consultant's complete files, including all records, employee time sheets, and correspondence pertaining to the Services will be available for review by the City upon request, and copies of pertinent reports and correspondence will be furnished for the City's files upon request by the City. Consultant will maintain adequate documentation to substantiate all charges for hours and materials charged to City under this Agreement. Consultant will maintain the records and any other records related to the Services or this Agreement and will allow City access to such records for a period of four years after the expiration of the Term or termination of the Agreement. At City's request, or upon expiration or termination of this Agreement, Consultant will return to City all plans, maps, cost estimates, project financial records, reports, and related documents. All research information, plans, diagrams, financial records, reports, cost estimates or other documents prepared or obtained under the terms of this Agreement will be delivered to and become the property of the City and all data prepared or obtained under this Agreement will be made available, upon request, to the City without restrictions or limitations on their use. This Section (9) will survive expiration of the Term or termination of the Agreement.

(10) **Written Reports and Documents.** In accordance with Government Code section 7550, if the total compensation paid to Consultant under this Agreement exceeds \$5,000, any document or written report prepared by Consultant for or under the direction of City will contain the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of such document or written report. The contract and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report. When multiple documents or reports are the subject or product of this Agreement, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or reports.

(11) **Record and Fiscal Control System.** Consultant will maintain its financial records and fiscal control systems in a commercially reasonable manner. Consultant will maintain personnel and payroll records to adequately identify the source and application of all received funds; withhold income taxes; pay employment taxes (including Social Security), unemployment compensation, worker's compensation and other taxes as may be due. Consultant will maintain an effective system of internal control to assure that funds provided through the City are used solely for authorized purposes.

(12) **Access to Records; Audits.** The City will have access at any time during normal business hours and as often as necessary to any bank account and books, records, documents, accounts, files, reports, and other property and papers of Consultant relating to the Services to be provided under this Agreement for the purpose of making an audit, review, survey, examination, excerpt or transcript.

(13) **Consultant's Testimony.** Unless the Services include serving as an expert witness, Consultant agrees to consult with City and testify at City's request at no additional cost other than normal witness fees if litigation is brought against City in connection with Consultant's Services. This Section (13) will survive expiration of the Term or termination of the Agreement.

(14) **Assignment of Personnel.** Consultant will only assign competent and qualified personnel to perform the Services. If City asks Consultant to remove a person assigned to the

Services, Consultant agrees to do so immediately regardless of the reason, or the lack of a reason, for City's request.

(15) Insurance. Before it may begin performing Services under this Agreement, Consultant must procure and provide proof of the insurance coverage and endorsements required by this Section in the form of certificates and endorsements acceptable to City. The required insurance must cover the activities of Consultant and its subconsultants or subcontractors relating to or arising from the performance of the Services, and must remain in full force and effect at all times during the Term of the Agreement. All required insurance must be issued by a company licensed to do business in the State of California, and each such insurer must have an A.M. Best's financial strength rating of "A" or better and a financial size rating of "VII" or better. If Consultant fails to provide any of the required coverage in full compliance with the requirements of this Agreement, City may, at its sole discretion and in addition to any other remedies, purchase such coverage at Consultant's expense and deduct the cost from payments due to Consultant, suspend performance of the Services under the Agreement, or terminate Consultant for default. The procurement of the required insurance will not be construed to limit Consultant's liability under this Agreement or to fulfill Consultant's indemnification obligations under this Agreement. If coverage limits carried by Consultant exceed the minimum limits specified below, the higher limits will be deemed to be required by this Agreement.

A. **Policies and Limits.** Consultant must procure and maintain the following insurance policies and limits at all times during the Term of this Agreement:

1. **Commercial General Liability Insurance ("CGL"):** The CGL policy must be issued on an occurrence basis, written on a comprehensive general liability form (CG 00 01), and must include coverage for liability arising from the operations of Consultant or its subconsultants or subcontractors in the performance of the Services, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits of at least \$2,000,000.00 per occurrence. General aggregate limit shall be twice the required occurrence limit. The CGL coverage may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by excess or umbrella policies, provided each such policy complies with the requirements set forth herein.
2. **Automobile Liability:** The automobile liability policy must provide coverage of at least \$1,000,000.00 combined single-limit per accident for bodily injury, death or property damage.
3. **Workers' Compensation Insurance and Employer's Liability:** If the Consultant has employees, the policy must comply with the requirements of the California Workers' Compensation Insurance and Safety Act, providing coverage of at least \$1,000,000.00, or as otherwise required by law.
4. **Professional Liability:** The professional liability insurance policy must insure against the Consultant's errors and omissions in the provision of Services under this Agreement, in an amount not less than \$1,000,000.00 combined single limit. Any deductible or self-insured retention may not exceed \$50,000. The professional liability policy must include prior acts coverage sufficient to cover all Services provided by the Consultant for this Agreement, and the coverage must continue in effect for five years following final payment to Consultant. The following provisions

apply if the professional liability policy is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be on or before the Effective Date of the Agreement.
- b. The insurance must be maintained and evidence of insurance must be provided for a continuous period of at least five years following expiration of the Term or termination of the Agreement, whichever occurs first.
- c. If the coverage is canceled or not renewed and is not replaced with another claims-made policy form with a retroactive date that is on or before the Effective Date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years following expiration of the Term or termination of the Agreement, whichever occurs first. The City has the right to procure, at Consultant's cost, any extended reporting provisions of the policy if the Consultant cancels or fails to renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City before Consultant may begin performing Services under this Agreement.

B. Required Endorsements. The insurance provided by Consultant must include the following endorsements as specified below. The endorsements must be executed by a person authorized to bind the issuing insurer. The endorsements are to be provided on forms provided, specified, or approved by the City. As an alternative to the City's forms, the Consultant's insurer(s) may provide complete copies of all required insurance policies, including endorsements.

1. Additional Insured Endorsements: The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

- a. The City, its officers, officials, employees, and volunteers ("**Additional Insureds**") will be covered as additional insureds with respect to all covered liability. This must be provided in the form of an additional insured endorsement to the Consultant's insurance policy, using form CG 20 10 11 85, forms CG 20 10 10 01 and GC 20 37 10 01, or equivalent approved by the City. For design professionals form CG 20 07 may be used. Alternatively, the additional insured endorsement may be provided as a separate owner's policy that complies with all of the requirements set forth in this Section 15.
- b. The inclusion of more than one insured will not operate to impair the rights of one insured against another, and the policies will apply as though separate policies have been issued to each of the Additional Insureds.
- c. The insurance provided by the Consultant is primary and no insurance or self-insurance held or owned by any of the Additional Insureds may be called upon to contribute to a loss or defense.
- d. Any failure by Consultant to comply with the reporting requirements for a policy will not affect nor abridge the coverage provided for any Additional Insureds.

- e. The coverage or endorsement will not contain any limitations on the scope of protection available to the Additional Insureds.
2. **Notice:** Each insurance policy required by this clause must provide or be endorsed to state that coverage will not be reduced, canceled, or allowed to expire without at least thirty (30) days advance written notice to the City, unless due to non-payment of premiums, in which case ten (10) days advance written notice is required.
3. **Waiver of Subrogation:** Each required policy must include an endorsement providing that the insurer will waive any right of subrogation it may have against the City. Consultant hereby agrees to waive subrogation which any insurer of Consultant may acquire from Consultant by virtue of the payment of any loss.

C. **Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions for the required insurance policies are subject to prior approval by the City Manager. Before beginning performance of the Services, Consultant must disclose the amounts of the deductibles and self-insured retentions that apply to the required policies. If the City Manager determines that the deductible or self-insured retention for any required policy is unacceptably high, at the option of City, (1) the insurer must reduce or eliminate the deductible or self-insured retention with respect to the Additional Insureds, or (2) the Consultant must provide a bond or financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. During the Term of this Agreement, Consultant may not increase any deductibles or self-insured retentions with respect to the Additional Insureds, without the prior written consent of the City Manager. The City Manager may condition such consent upon the Consultant procuring a bond or financial guarantee that is satisfactory in form to the City, guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

D. **Subconsultants or Subcontractors.** Consultant must ensure that each subconsultant or subcontractor is required to maintain the same insurance coverage required for Consultant under this Section (15), with respect to its performance of Services, including the required endorsements. Consultant must confirm that each subconsultant or subcontractor has complied with these insurance requirements before the subconsultant or subcontractor is permitted to begin Services under this Agreement. Upon request by the City, Consultant must provide certificates and endorsements submitted by each subconsultant or subcontractor to prove compliance with this requirement. The insurance requirements for subconsultants or subcontractors do not replace or limit the Consultant insurance obligations.

(16) Indemnification. The terms and conditions set forth in subsection 16(A), below, are applicable to this Agreement if the Services to be provided by Consultant are not "design professional" services as used and defined in Civil Code section 2782.8 (architect, landscape architect, engineering, or land surveyor services). The terms and conditions set forth in subsection 16(B), below, are applicable to this Agreement if the Services to be provided by Consultant are are "design professional" services as used and defined in Civil Code section 2782.8 (architect, landscape architect, engineering, or land surveyor services).

A. **Indemnification by Non-Design Professionals.** Consultant shall, to the fullest extent permitted by law, indemnify, defend (with counsel acceptable to the City) and hold harmless City, and its employees, officials, volunteers and agents ("**Indemnified Parties**") from and against any and all losses, claims, damages, costs and liability of every nature arising out of

or resulting from the performance of this Agreement by Consultant, its officers, employees, agents, volunteers, subcontractors or sub-consultants, excepting only liability arising from the sole negligence, active negligence or willful misconduct of City. Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution.

1. The duty to defend is a separate and distinct obligation from the Consultant's duty to indemnify. The Consultant shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the City, the City and its directors, officers, and employees, immediately upon tender to the Consultant of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination of comparative active negligence or willful misconduct by an Indemnified Party does not relieve the Consultant from its separate and distinct obligation to defend City. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent defense counsel if the Consultant asserts that liability is caused in whole or in part by the negligence or willful misconduct of an Indemnified Party. If it is finally adjudicated that liability was caused by the sole active negligence or sole willful misconduct of an Indemnified Party, Consultant may submit a claim to the City for reimbursement of reasonable attorneys' fees and defense costs.

2. In the event that Consultant or any employee, agent, subconsultant or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System ("**PERS**") to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, subconsultants or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

3. The review, acceptance or approval of the Consultant's Services or work product by any Indemnified Party shall not affect, relieve or reduce the Consultant's indemnification or defense obligations. The provisions of this Section are not limited by and do not affect the provisions of this Agreement relating to insurance.

4. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply.

5. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration, and that these provisions survive the termination of this Agreement.

B. Indemnification by Design Professionals. Consistent with California Civil Code section 2782.8 ("**section 2782.8**"), when the Services to be provided under this Agreement are to be performed by a "design professional," as that term is defined under section 2782.8, Consultant shall, to the fullest extent permitted by law, indemnify, defend and hold harmless City, and its employees, officials, volunteers and agents ("**Indemnified Parties**") from and against any and all losses, claims, damages, costs and liability of every nature, including reasonable attorneys' fees and costs, to the extent caused in whole or in part by any negligence,

recklessness, or willful misconduct of Consultant, its officers, employees, agents, subconsultants or subcontractors in performance of the Services under this Agreement, but excluding the sole or active negligence or willful misconduct of one or more of the Indemnified Parties. Defense costs shall not exceed Consultant's proportionate percentage of fault, except as set forth in section 2782.8.

1. In the event that Consultant or any employee, agent, subconsultant or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System ("**PERS**") to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, subconsultants or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

2. The review, acceptance or approval of the Consultant's Services or work product by any Indemnified Party shall not affect, relieve or reduce the Consultant's indemnification or defense obligations. The provisions of this Section are not limited by and do not affect the provisions of this Agreement relating to insurance.

3. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply.

4. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration, and that these provisions survive the termination of this Agreement.

(17) Licenses. If a license of any kind, which term is intended to include evidence of registration, is required of Consultant, its employees, agents, or subcontractors by federal or state law, Consultant warrants that such license has been obtained, is valid and in good standing, and Consultant shall keep it in effect at all times during the Term of this Agreement, and that any applicable bond has been posted in accordance with all applicable laws and regulations. Consultant, its subconsultants, and subcontractors, will obtain and maintain a City of San Pablo Business License at all times during the Term of this Agreement.

(18) Employment Practices.

A. **Employment of Local Residents.** Pursuant to the San Pablo Economic Opportunity Policy, the Consultant and any subcontractors shall contact the San Pablo Economic Development Corporation ("**EDC**") at info@sanpabloedc.org or 510-215-3200, at least ten business days prior to hiring or staffing for fulfillment of the Agreement, describing number, duties and qualifications needed for available positions, and shall fairly consider for employment any workers referred by the EDC within three business days. "**Local Resident**" means an individual having an adjusted household income of less than the Area Median Income for Contra Costa County, and domiciled in the City of San Pablo as of the relevant hiring date, with "domiciled" as defined by Section 349(b) of the California Election Code. Discrimination against Local Residents on the basis of their local status is prohibited.

B. **Compliance With Law.** Consultant represents that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal opportunity employment. Consultant shall not discriminate in the employment of any person because of race, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act. Consultant shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (“**ADA**”) in performing its obligations under this Agreement. Failure to comply with the provisions of the ADA shall be a material breach of, and grounds for the immediate termination of, this Agreement. In performing Services and providing services under this Agreement, Consultant shall, at its sole cost and expense, comply with all applicable laws of the United States and the State of California; the Ordinances of the City of San Pablo; and the rules, regulations, orders, and directions of their respective administrative agencies and the officers thereof.

(19) **Local Subcontracting – Outreach.** Consultant shall contact the EDC at info@sanpabloedc.org or 510-215-3200) at least two weeks prior to any subcontract award, providing notice and details regarding subcontracting opportunity. The EDC shall notify qualified local businesses of subcontracting opportunities, and provide technical assistance to qualified local businesses during the subcontracting bidding process.

(20) **Termination.**

A. **Termination for Convenience.** City may terminate this Agreement at its sole discretion at any time prior to expiration of the Term or completion by the Consultant of the Services required hereunder. Notice of termination of this Agreement shall be given in writing to the Consultant, and shall be sufficient and complete when same is deposited in the United States Mail, postage prepaid and certified, address as set forth below in Section (37), “Notices.” The Agreement shall be terminated upon the date set forth in the City’s Notice of Termination. If the City terminates this Agreement, the Consultant shall be compensated for all Services satisfactorily performed prior to the time of receipt of cancellation notice, and shall be compensated for materials ordered by the Consultant or its employees, or services of others ordered by the Consultant or its employees, prior to receipt of notice of cancellation whether or not such materials or final instruments of service of others have actually been delivered, provided that the Consultant or its employees are not able to cancel such orders for materials or services of others. Compensation for the Consultant in the event of cancellation shall be determined by City in accordance with the percentage of Services completed and agreed to by the Consultant. In the event of cancellation, all notes, sketches, computations, drawings, and specifications or other data, whether complete or not, remain the property of the City. The City may make copies or extract information from any such notes, sketches, computations, drawings, and specifications, or other data whether complete or not.

B. **Termination for Cause.** City may terminate this Agreement for cause by providing Consultant with one day’s written notice of such termination if Consultant violates any of the terms and conditions of this Agreement. In City’s discretion and at City’s option, such termination for cause may alternatively be accomplished, where Consultant fails to perform any of the obligations required of Consultant within the time and in the manner provided for under the terms of this Agreement, within seven days after receipt of the notice of such default. Upon City’s termination of this Agreement for cause, City reserves the right to complete the Services by whatever means City deems expedient and the expense of completing such Services, as well as any and all

damages to the extent caused by the negligent acts, intentional acts or errors or omissions of the Consultant, shall be charged to the Consultant.

C. **Immediate Termination.** City may terminate this Agreement immediately in any case where the Consultant engages in fraudulent or criminal activities while performing the Services, or is otherwise determined to lack the necessary skills to accomplish the desired objectives.

(21) Ownership of Materials. Any and all documents, including draft documents where completed documents are unavailable, or materials prepared or caused to be prepared by Consultant pursuant to this Agreement shall be the property of the City at the moment of their completed preparation. All materials and records of a preliminary nature such as survey notes, sketches, preliminary plans, computations and other data, prepared or obtained in the performance of this Agreement, shall be made available, upon request, to City at no additional charge and without restriction or limitation on their use consistent with the intent of the original design.

(22) Amendments. This Agreement may be modified or amended only by a written document executed by both Consultant and City's City Manager and approved as to form by the City Attorney. Such document shall expressly state that it is intended by the Parties to amend the terms and conditions of this Agreement.

(23) Abandonment by Consultant. In the event the Consultant ceases performing Services under this Agreement or otherwise abandons the Agreement prior to completing all of the Services, Consultant shall, without delay, deliver to City all materials and records prepared or obtained in the performance of this Agreement, and shall be paid for the reasonable value of the Services performed up to the time of cessation or abandonment, less a deduction for any damages or additional expenses which City incurs as a result of such cessation or abandonment. Consultant agrees to be financially responsible and to compensate City for any costs incurred by City in retaining the services of another to replace Consultant, but only to the extent that the costs of retaining the replacement exceed what remaining amounts would have been paid to Consultant under the Agreement had Consultant completed the Services.

(24) Waiver. The waiver by either Party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement.

(25) No Third-Party Rights. The Parties do not intend to create rights in, or to grant remedies to, any third party as a beneficiary of this Agreement or of any duty, covenant, obligation, or undertaking established herein.

(26) Severability. Should any part of this Agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either Party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the Parties.

(27) Compliance with Laws. In the performance of this Agreement, Consultant shall abide by and conform to any and all applicable laws of the United States, the State of California, and City ordinances. Consultant warrants that all Services done under this Agreement will be in

compliance with all applicable safety rules, laws, statutes and practices, including but not limited to Cal/OSHA regulations.

(28) Controlling Law and Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California, and venue for any legal action arising from or relating to this Agreement will be in the Superior Court of Contra Costa County, and no other place. Consultant hereby waives the removal provisions of Code of Civil Procedure section 394.

(29) Breach. In the event that Consultant fails to perform any of the Services described in this Agreement or otherwise breaches the Agreement, City shall have the right to pursue all remedies provided by law and equity. Neither payment by the City nor performance by Consultant shall be construed as a waiver of either Party's rights or remedies against the other. Failure to require full and timely performance of any provision, at any time, shall not waive or reduce the right to insist upon complete and timely performance of such provision thereafter. In the event of any suit, action or proceeding brought by either Party for breach of any term hereof or to enforce any provision hereof, the prevailing party shall be entitled to recover its reasonable attorney's fees.

(30) Inspection by Other Agencies. Authorized representatives of the Federal Government, the California Department of Transportation, or other government agencies which provide grant funding (if any) for this Agreement and the City have the right to inspect Consultant's performance of the Services, files, and work product.

(31) Conflict of Interest. Consultant warrants and covenants that Consultant presently has no interest in, nor shall any interest be acquired in, any matter which will render the services required under the provisions of this Agreement a violation of any applicable state, local, or federal law. In the event that any conflict of interest should nevertheless arise, Consultant shall promptly notify City of the existence of such conflict of interest so that the City may determine whether to terminate this Agreement. Consultant further warrants its compliance with the Political Reform Act (Gov. Code section 81000 et seq.) respecting this Agreement. Where City Manager determines, based on facts provided by City staff, that Consultant meets the criteria of section 18701 of the FPPC regulations, the individual providing services under this Agreement shall be considered a "designated employee" under the City's conflict of interest code, and shall be required to complete FPPC Form 700 regarding his or her economic interests in a timely manner.

(32) Copyright. Upon City's request, Consultant shall execute appropriate documents to assign to the City the copyright to work created pursuant to this Agreement. The issuance of a patent or copyright to Consultant or any other person shall not affect City's rights to the materials and records prepared or obtained in the performance of this Agreement. City reserves a license to use such materials and records without restriction or limitation consistent with the intent of the original design, and City shall not be required to pay any additional fee or royalty for such materials or records. The license reserved by City shall continue for a period of fifty years from the Effective Date unless extended by operation of law or otherwise.

(33) Whole Agreement. This Agreement constitutes the entire understanding and agreement of the parties. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the Parties with respect to all or any part of the subject matter hereof.

(34) **Authority of Parties.** Each of the signatories to this Agreement warrants that he or she has the authority to enter into and execute this Agreement and to bind the entity or entities on whose behalf they sign.

(35) **Counterparts.** This Agreement may be executed in duplicate counterparts.

(36) **Multiple Copies of Agreement.** Multiple copies of this Agreement may be executed but the parties agree that the Agreement on file in the office of the City Clerk is the version of the Agreement that shall take precedence should any differences exist among counterparts of the document.

(37) **Notices.** Notices required by this Agreement shall be personally delivered or mailed, postage prepaid, as follows:

To Consultant: 4LEAF, INC.
Attn: Kevin J. Duggan, President
2126 Rheem Drive
Pleasanton, CA 94588

To the City: City Manager, City of San Pablo
San Pablo City Hall
1000 Gateway Avenue
San Pablo, CA 94806

Each Party shall provide the other Party with telephone and written notice of any change in address as soon as practicable. Notices given by personal delivery shall be effective immediately. Notices given by mail shall be deemed to have been delivered forty-eight hours after having been deposited in the United States mail.

(38) **Federal Funding Requirements (if applicable).** If this Agreement is subject to federal funding, in whole or in part, it must comply with the uniform federal award procurement requirements set forth in 2 CFR §§ 200.318 – 200.327, as may be amended from time to time, and contain the applicable provisions described in Appendix II to Part 200 – *Contract Provisions for non-Federal Entity Contracts Under Federal Awards*, which are attached to this Agreement as Exhibit C. In the event of a conflict or inconsistency between Exhibit C, Exhibit D, if applicable, and this Agreement, Exhibit C will control.

This Agreement is subject to federal funding. See Exhibit C.
 This Agreement is not subject to federal funding.

(39) **Caltrans Funding Requirements (if applicable).** If this Agreement is for architectural and/or engineering services subject to reimbursement or funding, in whole or in part, by Caltrans and administered under the Local Assistance Procedures Manual (“LAPM”), it must include the provisions set forth in Exhibit D, *Mandatory Fiscal and Federal Provisions for Architectural and Engineering Consultant Contracts Subject to Caltrans Funding*. In the event of any conflict or inconsistency between Exhibit D and this Agreement, Exhibit D will control.

This Agreement is subject to funding by Caltrans. See Exhibit D.
 This Agreement is not subject to funding by Caltrans.

IN WITNESS WHEREOF, Consultant has executed this Agreement, and the City, by its City Manager, who is authorized to do so, has executed this Agreement.

APPROVED AS TO FORM:

CITY OF SAN PABLO
A Municipal Corporation

By _____
Brian P. Hickey, City Attorney

By _____
Matt Rodriguez, City Manager

Date signed: _____

Date signed: _____

4LEAF, INC.

By _____
Kevin J. Duggan, President

Date signed: _____

ATTEST:

By _____
Dorothy Gantt, City Clerk

Date signed: _____

Attachments:

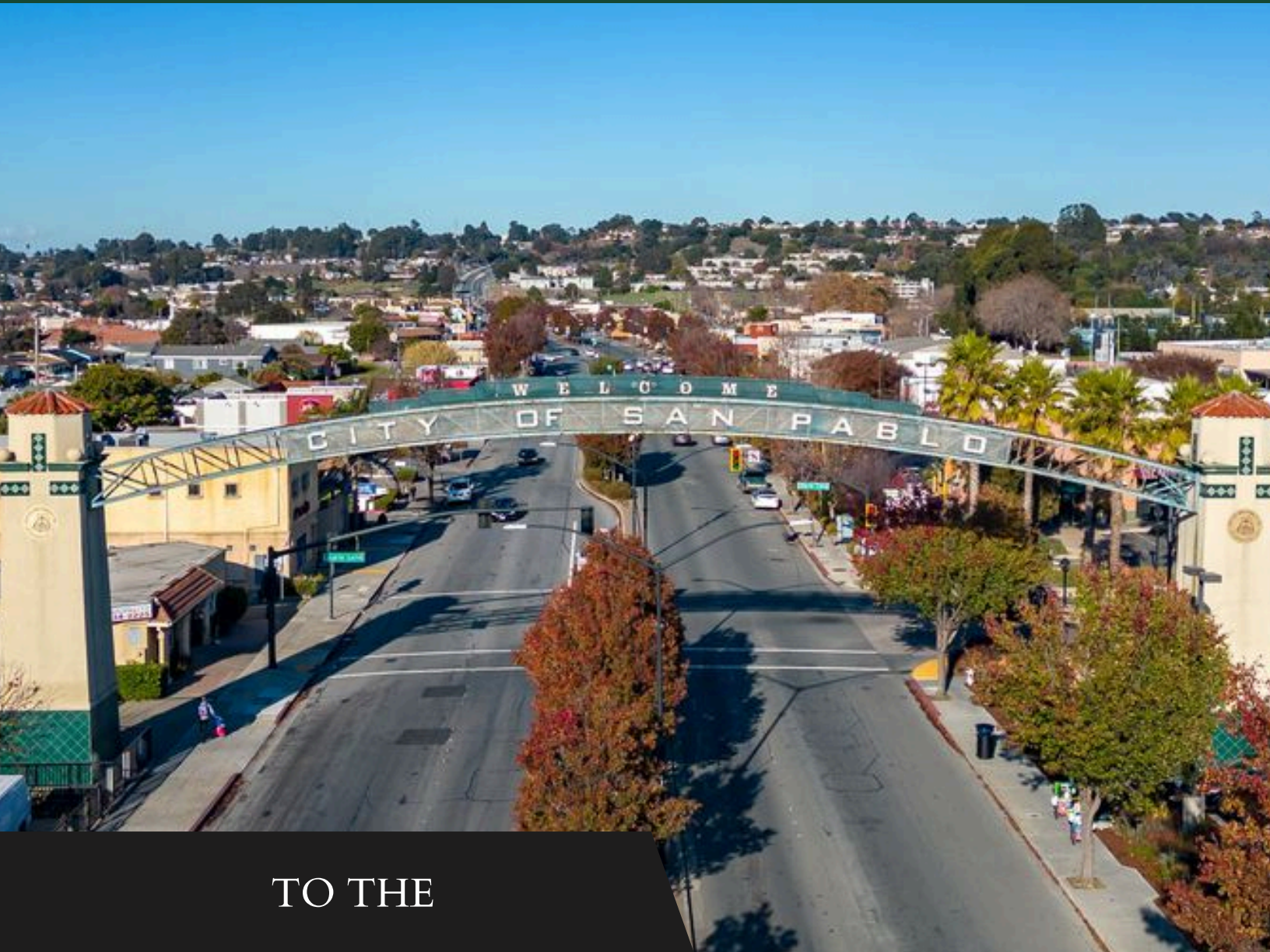
Exhibit A: Consultant's Proposal dated 4/2/2026

Exhibit B: Consultant's Revised Fee Schedule dated 7/1/26

Exhibit A
Consultant's Proposal dated 4/2/2026



QUALIFICATIONS TO PROVIDE PROFESSIONAL CONSULTING SERVICES



TO THE
CITY OF
SAN PABLO

APRIL 2, 2026

PRESENTED BY
4LEAF, INC.

2126 RHEEM DRIVE
PLEASANTON, CA 94588
(925) 462-5959

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QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

SECTION 1

COVER LETTER





City of San Pablo
1000 Gateway Avenue
San Pablo, CA 94806
Attn: Sergio Caldera, Chief Building Official

April 2, 2026

RE: Qualifications to Provide Professional Consulting Services to the City of San Pablo

Dear Mr. Caldera,

4LEAF, Inc. (4LEAF) is pleased to present our qualifications to provide Professional Consulting Services to the City of San Pablo (City). 4LEAF has been providing these services to approximately 500 clients throughout the country for more than 25 years and is looking forward to the opportunity of providing services to the City. 4LEAF is the ideal choice for the following reasons:

Local Presence

4LEAF has provided Professional Consulting Services to numerous municipalities. With seven (7) offices throughout California alone, our firm is more than capable of handling the requirements of any municipality. Our firm has the staff necessary to address any needs on-site or in remote capacity. We have experience or are currently performing services for the following clients:

- City of Antioch
- City of Danville
- City of Pinole
- City of Brentwood
- City of El Cerrito
- City of Pittsburg
- City of Clayton
- City of Lafayette
- City of Richmond
- City of Concord
- City of Orinda
- City of San Ramon

Full-Service Firm

As a full-service firm, 4LEAF can provide Professional Consulting services to aid with high project workloads that require additional staff assistance. We provide our clients with Plan Review, Inspection, Permitting, Code Enforcement, Planning, and more. We have a qualified roster of industry professionals that are available to meet any needs our clients may have. Our services relevant to the City's needs include:

- **Plan Check:** 4LEAF is an industry leader in Plan Review services. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews. We provide courier services that guarantee less than 24-hour pickup and delivery of all plan reviews performed off-site. We also offer electronic and expedited plan review services.
- **Inspection:** We have over 200 inspectors on staff who specialize in Residential, Commercial, Industrial, Energy, Fire, ADA, Solar, and Public Works projects. We have a track record of providing inspectors as-needed for long- or short-term projects, including one day assignments to cover staff training, sick days, vacation days, or spikes in permit activity.
- **Code Enforcement:** 4LEAF staff have experience working with property owners and other responsible parties to bring properties and conditions into compliance. Our Code Enforcement team is skilled in using processes including issuing administrative citations to establish whether violations of law exist on a property and ensuring compliance.

- **Fire Prevention:** Our team is comprised of Fire Protection Engineers and Fire Plans Examiners who specialize in Fire/Life Safety Plan Review. 4LEAF also specializes in additional Fire Prevention disciplines such as Fire Inspection, Fire Investigation, Hazardous Materials (HAZMAT), California State and local codes and regulations, and other related services.
- **Planning:** We have staff ranging from Planning Technicians to Principal Planners with specialties including Housing Policy, Economic Development, GIS, Entitlements, CEQA/Environmental Review, and Historic Preservations Current- and Long-Range Planning.

Software Expertise

4LEAF utilizes remote Plan Review and Inspection technologies to ensure cost-effectiveness, efficiency, and environmental consciousness. Our technological include:

- Proficiency with platforms such as Bluebeam, Accela, TRAKiT, Energov, OpenGov, and more.
- 4LEAF’s proprietary software, **elas.™**, streamlines plan review and inspection documentation, progress tracking, and code compliance, to securely share updates, maintain accurate records, and provide designated City staff with 24/7 access to real-time plan review and inspection information.

Management Expertise

Craig Tole: With nearly 20 years with 4LEAF, Craig has the requisite experience to manage all plan review and inspection projects that the City may have.

Michael Loomis, SE, CBO, CASp, PMP: As 4LEAF’s Director of Structural Engineering, Michael is responsible for managing 4LEAF’s Plan Review clientele. He will be responsible for all expedited requests, quality control, and performance of critical plan reviews assigned by the City.

Pete Roque: As Director of Code Enforcement, Pete brings with him over 20 years of experience in Code Enforcement and has served in the capacity of Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple public agencies.


Tennis Wick, AICP: Tennis serves as Director of Planning for 4LEAF, where he oversees all services of the Planning Department. He brings his unparalleled community engagement understanding with him to every planning project he directs.

Contact

President	Vice President, Community Development	4LEAF Local Office
Kevin J. Duggan Office: (925) 462-5959 Fax: (925) 462-5958 Email: KDuggan@4leafinc.com	Craig Tole Office: (925) 462-5959 Mobile: (925) 580-4055 Email: CTole@4leafinc.com	2126 Rheem Drive Pleasanton, CA 94588 Office: (925) 462-5959 Website : 4LEAFINC.com

We appreciate the opportunity to present the City with our qualifications. Should you have any questions, please do not hesitate to reach out using the contact information above.

Respectfully submitted,



Kevin J. Duggan
President



Craig Tole
Vice President, Community Development



QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

SECTION 2

FIRM PROFILE





SECTION 2: FIRM PROFILE

4LEAF, Inc. (4LEAF) is a California “C” Corporation that was established in 1999 and incorporated in 2001. Our extensive team of engineers and managers are fully equipped with training and experience to provide complete services including code enforcement, plan check, CASp, inspection, permit technician assistance, professional development training, and other related professional and technical services to the Client. Our goal is to set the industry standard for excellent customer service, and we have grown to over 400 personnel throughout California, Washington, Arizona, Nevada, Hawaii, and New England, and we are able to serve any project the City may have, regardless of scope and duration.

Management

Craig Tole

Vice President, Community Development
Phone: (925) 580-4055
Email: CTole@4leafinc.com

Michael Loomis, SE, CBO, CASp, PMP

Director of Structural Engineering
Phone: (831) 620-2305
Email: MLoomis@4leafinc.com

Pete Roque

National Director of Code Enforcement
Phone: (562) 569-0098
Email: PROque@4leafinc.com

Tennis Wick, AICP

Director of Planning
Phone: (707) 239-4640
Email: TWick@4leafinc.com

Office Locations

Bay Area (HQ)

2126 Rheem Drive
Pleasanton, CA 94588

Monterey

409 Washington St., Suite 100
Monterey, CA 93940

Sacramento

8896 N. Winding Way
Fair Oaks, CA 95628

Santa Rosa

2235 Mercury Way, Suite 120
Santa Rosa, CA 95407

Newport Beach

4440 Von Karman Ave., Ste. 300
Newport Beach, CA 92660

4LEAF Consulting, LLC

157 E. Warm Springs Rd.
Las Vegas, NV 89119

San Bernardino

424 E. Vanderbilt Way, Suite A
San Bernardino, CA 92408

San Diego

402 W. Broadway, Suite 400
San Diego, CA 92101

New England

132 Central St., Suite 210
Foxboro, MA 02035

Professionals

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	55+	Registered Engineers (PE, SE)	20+
ICC Certified Inspectors & IORs	200+	ICC Permit Technicians	45+
Registered Architects	5	ICC Certified Building Officials	30+
Code Enforcement Staff (PC832)	85+	CASp	15
Construction Managers/Inspectors	40+	Fire Plans Examiners & Inspectors	30+



Mission

4LEAF strives to be the best firm by providing our clients with outstanding customer service and first-rate services. We put our philosophy into action by building client relationships and prioritizing the needs of our clients—this has led us to become an industry leader in providing Building & Fire Life Safety Services to both public and private clients. We have worked with municipal departments in the construction, rehabilitation, and repair of public and private buildings and have partnered with design review and preservation boards to determine building improvement criteria and associated project requirements. We have a depth of experience in working with all types of building structures and have performed Inspection and Plan Review services on more than \$50 billion dollars in construction throughout the past 25 years.

We have provided plan review and inspection services for thousands of residential projects, tenant improvements, and complex commercial projects including marijuana facilities office campuses, parking garages, hotels/resorts, transportation facilities, city/county-owned buildings, universities, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. In addition, our team has performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

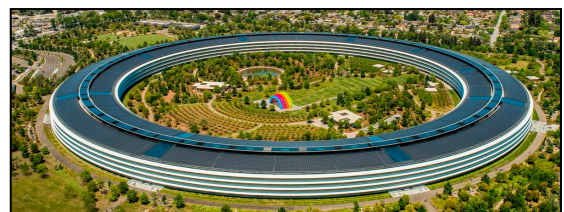
4LEAF has also been an industry leader across numerous other disciplines, such as Code Enforcement and Planning. Our Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and work toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

We have a proven track record of reviewing and inspecting projects of all sizes and complexities including:

Type B Commercial Construction	Refinery Facilities	Laboratories
City/County-Owned Facilities	Site Work	Power & Energy
Large Campuses	Waterfront	Marijuana Facilities
Fire Recovery Services	Multi-Family Projects	Military Projects
Stadiums/Arenas	Healthcare Facilities	Essential Service Facilities
Commercial Office Parks	Transportation Facilities	Detention Facilities

Large Project Experience

4LEAF is uniquely qualified to work on projects of any size. Our team completed the Project Inspections for the entire \$8 billion Apple Campus 2 Corporate Headquarters in the City of Cupertino, CA where we comprised a team of Building Inspectors and Permitting Specialists.





4LEAF also provided the Plan Review and Inspection services for the \$2.6 billion Wynn Casino Project in the City of Everett, MA; San Jose State University’s Interdisciplinary Science Building in the City of San Jose, CA; and the County Office Building III in the County of San Mateo.



We have the resources to deploy staff to any state and as you can see from the limited examples listed above, we have provided services all over the country. Our team is well-equipped and qualified to perform services for any project and in any location. By choosing 4LEAF, you are choosing a company that prides itself on quality work, top-notch customer service, experienced staff, and a multitude of project experience. Please review our scope of services and project examples in the sections that follow to gain more understanding about our firm and how we can help achieve the City’s project goals.

Snapshot of Services

Plan Review / Inspection	Permitting	Code Enforcement
<ul style="list-style-type: none"> • LEED Accredited Professionals • Inspectors of Record • Program Analysis & Studies • Correcting Code Deficiencies • Investigating Complaints • Violation Issuance • Jurisdictional Inspectors • ICC-certified Plan Reviewers • Certified Accessibility Specialists • ICC-certified Building Officials • Building Dept. Services • Expedited Plan Reviews • On- and Off-Site Plan Review • Property Condition Surveys • Industrial, Energy, & Solar 	<ul style="list-style-type: none"> • Over-the-counter reviews • Intake of plans • Routing for plan review • Assignment management • Hosting page turn sessions • Virtual permit technician services • Prepare approval packages • Inspection scheduling • Application Processing • Developing Submittal Forms • Solar Permitting • Property Research • Public interface • Special events permits 	<ul style="list-style-type: none"> • Staff Augmentation Services • Department Assessments • Vendor Enforcement • Blight Enforcement • Substandard Housing • Lead Paint • Tobacco Enforcement • Short Term Rentals • RRP Training • ICC & CACEO Trainings • Rental Housing Programs • Cannabis Enforcement • Business License Enforcement • Parking Enforcement • Zoning



QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

An aerial photograph of a city street in San Pablo, California. A large archway spans the street, with the words "CITY OF SAN PABLO" written across it. The street is lined with trees and buildings, and the sky is clear and blue.

SECTION 3

PERSONNEL



SECTION 3: PERSONNEL

Management Team

Craig Tole – Project Manager / Vice President, Community Development

Craig has served Community Development Departments for the past 20+ years under the supervision of the company President. Among Craig’s responsibilities include the day-to-day contact with many of 4LEAF’s clients in the Building & Safety, Engineering, and Construction Management industries. Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$8 Billion. Craig also manages numerous County IOR programs including San Mateo County PDU, Santa Clara County FAF, Alameda County GSA, and Santa Cruz County GSD.



Office - (925) 462-5959 | Cell - (925) 580-4055 | Email - CTole@4leafinc.com

Michael Loomis, SE, CBO, CASp, PMP – Director of Structural Engineering

With nearly 30 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing systems. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp). Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside.



Office - (925) 462-5959 | Cell - (831) 620-2305 | Email - MLoomis@4leafinc.com

Pete Roque – National Director of Code Enforcement

Pete is a Code Enforcement expert with PC 832 and Advanced Certificates. He brings with him over 18 years of experience in Code Enforcement and has served in the capacities of Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple California public agencies. Pete is proficient in conflict resolution and has a wealth of knowledge in the subjects of permit regulations, City codes, housing investigations, citation issuance, and lien appeals.



Office – (925) 462-5959 | Cell - (949) 230-4968 | Email - PROque@4leafinc.com

Tennis Wick, AICP – Director of Planning

Tennis serves as Director of Planning for 4LEAF, where he oversees all services of the Planning Department, including development review, long-range planning, staff augmentation, housing elements and implementation, project-specific services, community outreach and engagement, entitlement, environmental review/CEQA, agency liaison services, GIS analysis & mapping, historical preservation, and more. Tennis has over 40 years of planning experience in both the public and private sectors, including 12 years as Director in tourism-heavy Sonoma County.



Office – (925) 462-5959 | Cell - (707) 799-7726 | Email – TWick@4leafinc.com



QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

SECTION 4.1

SCOPE OF WORK:
PLAN REVIEW



SECTION 4.1: SCOPE OF WORK (PLAN REVIEW)

Plan Review Services

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

Approach

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

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

4LEAF's EZPlan Review

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

ESDP V.A.	Parcel V.A.	Project Address	Project Name V.A.	Description	Exempt	Start Date V.A.	End Date V.A.	SPC	PCV.A.	Status V.A.	Date Received
000-00-001	000-00-001	1000 Main St.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10/01/2019	10/01/2019	Y	3	CAI	
000-00-002	000-00-002	1000 Main St.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10/01/2019	10/01/2019	Y	2	CAI	10/01/2019
000-00-003	000-00-003	1000 Main St.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10/01/2019	10/01/2019	Y	1	CAI	10/01/2019
000-00-004	000-00-004	1000 Main St.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10/01/2019	10/01/2019	Y	1	CAI	10/01/2019
000-00-005	000-00-005	1000 Main St.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10/01/2019	10/01/2019	Y	1	CAI	10/01/2019
000-00-006	000-00-006	1000 Main St.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10/01/2019	10/01/2019	Y	1	CAI	10/01/2019
000-00-007	000-00-007	1000 Main St.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10/01/2019	10/01/2019	Y	2	CAI	10/01/2019
000-00-008	000-00-008	1000 Main St.	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	10/01/2019	10/01/2019	Y	2	CAI	10/01/2019

QA/QC Review Process

Task 1 – Project Tracking Set-up

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



Task 2 - Complete Submittal Review

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

Task 3 - Plan Review Assignment

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

Task 4 - Plan Review

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

Task 5 - Quality Control

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

Task 6 - Plan Review Rechecks

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

Task 7 - Project Approval

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

Turn-Around Times

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

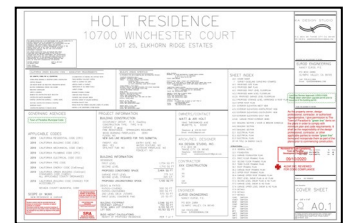


Type of Plans	Transportation	Initial Review	Resubmittal Review	Resubmittal Review #2	Expedited Review	Expedited Resubmittal
*Residential	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
**Multi-Family	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	<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

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

Document Control

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



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

Off-Site Electronic Plan Review

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time efficiency and a “green” and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to Client staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF’s offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.



Additional Technologies

Having served more than 500 jurisdictions, 4LEAF and our staff are knowledgeable and have experience in working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF’s experience with tracking technologies includes, but is not limited to:



Permit Technician

4LEAF has a proven track record of providing Permit Technician/Counter staff to Building Divisions and Community Development Departments. 4LEAF’s provided staff shall review, process, record, coordinate construction projects and serve customers at the public counter, providing information and assistance in written and oral form to the public according to departmental procedures and legal requirements. Our staff encompasses the right combination of experience, education, and certifications. 4LEAF prides itself on providing experienced and dedicated professionals to work with the Town and serve the public at the Building Division counter.

4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Building Department counter. 4LEAF has numerous Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job, including software applications such as Accela, Bluebeam, etc.

Public Assistance

All building permits and plan reviews will be tracked for expeditious processing, considering legal timelines and response time to the Department’s requests from applicants, outside agencies, and other City departments. At a minimum, project milestone estimates and dates shall be tracked. In addition, the Town will be tracking data regarding workload, processing times and associated costs of the Department’s operations. These performance metrics will be used to evaluate 4LEAF’s performance.

Building Official

The 4LEAF Interim Building Official can provide in-house plan reviews to the City, limiting the amount of projects distributed to outside consultants and helping the City achieve significant cost savings. The Building Official will act as an adjunct staff member to the City and work with City personnel and various departments to perform professional building services including but not limited to plan review, permit technician, building inspection, and code enforcement.

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

Placement Schedule

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



QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

SECTION 4.2

SCOPE OF WORK:
INSPECTION



SECTION 4.2: SCOPE OF WORK (INSPECTION)

4LEAF has a team of more than 200 ICC Certified Building Inspectors, CASp Inspectors, HCAI/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to work throughout California who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful. Our combination building inspections verify compliance with Title 24 of the California Building Codes, parts 2, 2.5, 3, 4, 6, 8, 10, 11, and 12, covering structural, fire, life safety, disabled access, energy conservation, plumbing, mechanical, and electrical installations.

We maintain the largest database of qualified inspectors of varied qualifications. Inspectors vary from current full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff which include inspectors who are available subject to client demand. 4LEAF’s inspectors are all ICC Certified and experienced working within a municipal work environment. 4LEAF will provide inspectors with all the necessary tools, equipment, and current code books sufficient to facilitate all required inspections. **4LEAF can provide interim or full-time inspectors same-day or within one business day**—simply call, email, or text our assigned Project Manager for an immediate response. Our on-call database is utilized for all our clients for as-needed requests.

Inspector	Hours	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	31 Sun	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat	07 Sun	08 Mon	09 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	
Gregory Adams Chief Building Official Tulare County	88	█			█					█		█					█		█						█								
Robert Adler Building Inspector (Part-Time) Building Inspector I Building Inspector II Building Inspector III Contra Costa County	152	█	█	█	█				█	█	█	█				█	█	█	█					█	█	█	█					█	█
William Aiken Building Inspector (Part-Time) Building Inspector II Building Inspector III San Joaquin County																																	
Minerva Arredondo Chief Building Official Monterey County	200	█	█	█	█				█	█	█	█				█	█	█	█					█	█	█	█				█	█	█

Periodic Inspection Services → Available Next Day

4LEAF can fulfill inspection requests immediately upon request including same day. 4LEAF has a wealth of local and available inspectors ready to serve the Client. In addition, 4LEAF has a proven track record of providing such services to a number of different building departments.

Part-Time Inspection Services → Available Next Day

4LEAF will provide the Client with part-time inspectors upon request. 4LEAF can provide part-time staff within 24 hours of request for any duration of time. 4LEAF’s Project Manager will work closely with the department to identify the right personnel and determine the appropriate work schedule.

Full-Time Inspection Services → Available Two Days or Less

4LEAF can provide full-time inspectors upon request. 4LEAF provides this service regularly to many clients throughout California counties including Alameda, Santa Clara, San Mateo, San Benito, Monterey, Los Angeles, San Bernardino, Orange, San Diego, and more.



Project Specific Inspection Services → Available Two Days or Less

4LEAF is often tasked with providing inspection services to large projects on behalf of municipalities. 4LEAF currently handles large-scale projects for such clients as the City of Palo Alto, City of Cupertino, etc. These projects are developer funded into a separate city account which is distributed to 4LEAF using a separate invoice and contract number. This is particularly helpful to fast paced projects looking for continuous inspection services over a short period of time (i.e. 6 - 36 Months).

Inspection Technology

4LEAF has extensive experience working with various inspection reporting technologies, including **elas™** and GoFormz which 4LEAF used this for all scopes of the Apple 2 Campus (~\$8 Billion), and for the Encore Boston Harbor Casino (~\$2.6 Billion), San Mateo County Project Development Unit (~\$1.1 Billion), and at San Jose State University (~\$1 Billion). Innovative technology allows every piece of information collected on a project to be accessible by all staff as every inspection report is stored securely and safely in the cloud. The information can be accessed through a user's web account where any inspection report can be viewed, and reports can be ran using stored project data. With inspection technology, 4LEAF inspectors are able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to reports to show the items inspected. By means of an iPad, inspectors sign reports using a mobile signature block and attached pictures of the item inspected that were taken using the iPad.



elas™ Page View

The screenshot displays the 'elas' software interface. On the left, a calendar view for April 2025 shows a grid of dates from 1st to 30th. Each date cell contains a list of inspection requests, with columns for 'Client Name', 'City', and 'Status'. The status is color-coded: green for 'Confirmed', yellow for 'Pending', and red for 'Cancelled'. A 'Create Request' modal form is overlaid on the right side of the calendar. The form includes fields for 'Client Name' (San Mateo, City of), 'City' (San Mateo), 'No. of staff needed' (2), and 'Days' (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday). Below these fields is a table for 'Potential Staff' with columns for Name, Role/Specialty, Contact number, Email, Availability, and Options. The table lists three staff members: Adam Bucum (Building Inspector), Albert Johnson (Inspector of Record (IOR)), and Andrew Cadez (Building Inspector). At the bottom of the modal are 'Cancel changes' and 'Save & Upload' buttons.



4LEAF, INC.

QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

SECTION 4.3

SCOPE OF WORK: CODE
ENFORCEMENT



SECTION 4.3: SCOPE OF WORK (CODE ENFORCEMENT)

Our Code Enforcement personnel are certified through the **International Code Council, CACEO, and various training programs offered through accredited institutions.** In addition, most of our personnel hold a PC832, ICC Property Maintenance and Housing Inspector, and/or CACEO.

4LEAF staff have experience in collaborating with property owners and other responsible parties to bring properties into compliance with regulatory standards. Our team is entrusted with the responsibility of ensuring adherence to local, state, and federal laws, codes, ordinances, and regulations pertaining to various aspects of community development and public safety. Our Code Enforcement team possesses a diverse skill set and expertise covering a wide area, including building construction, zoning, land use, property maintenance, health and sanitation, environmental protection, and public nuisances. Our Code Enforcement team is adept at utilizing various procedural mechanisms, such as issuing administrative citations, investigating potential violations and ensuring prompt resolution while upholding legal integrity. At 4LEAF, our primary goal for our code enforcement team is to promote and maintain the health, safety, and welfare of residents and visitors within the municipality or jurisdiction we serve.



4LEAF Code Enforcement Officers have experience in writing criminal citations and in working with legal counsel to assist in the successful prosecution of Code Enforcement cases either in criminal or civil courts when necessary. We focus on nearly every area of Code Enforcement including, but not limited to, the following categories detailed below.

Scope of Services & Areas of Enforcement

Standard Operating Procedures

4LEAF's Code Enforcement Directors have an extensive history with Cities and Counties in preparing Standard Operating Procedures (SOP's) to ensure consistency while performing code enforcement duties. This will provide guidelines for Code Enforcement personnel to implement and achieve voluntary compliance. These SOP's are specific to each community's needs and we help establish a uniform set of guidelines for consistency and efficiency. Some of these areas include:

- Training guidelines for new Code Enforcement Officers
- Safety guidelines (including Officer Safety Procedures or compliance with SB246)
- Hearings
- Testimony

Blight Enforcement

Our team works to identify and enforce state and local laws pertaining to the maintenance of private property. Through field contact with tenants and property owners, our team works efficiently in providing guidance to address blighted conditions such as overgrown weeds, trash, debris, and graffiti.



Classroom Training with CEUs

You can often find members of 4LEAF training nationally for organizations such as the International Code Council (ICC), American Association of Code Enforcement (AACE), California Association of Code Enforcement Officers (CACEO), and other nationally recognized affiliations of these chapters. 4LEAF's training leads include Pete Roque, Kenneth Eckman, and Alejandra Molina. Our instructors are nationally accredited and offer Continuing Education Credits (CEUs).



Our trainers currently cover topics such as:

- 10 Most Common Complaints
- Accessible Parking
- ADU Legislation
- Agency Promotion Community Relations
- Banner and Sign Enforcement
- Basic Ethics
- Basic Ethics and Inspections
- Basic Ethics, Authority, and Inspections
- Basic Inspection Protocol
- Basic Report Writing
- Basic Residential Construction
- Blueprint Reading
- Building And Safety Presentation
- Building Blocks for Code Enforcement Officer Success
- Building Code
- Building Inspections and Code Enforcement – A Powerful Duo
- Case Documentation
- Case Management from Start to Finish
- Code Enforcement 101
- Code Enforcement Culture
- Courtroom Testimony and Demeanor
- Dealing With Difficult People
- Effective Communications – Bridging the Gap with External and Internal Customers
- Ensuring Short-Term Rental Reg. Compliance
- Essentials for Short-Term Rental Enforcement
- Ethics
- Hoarding
- Individual Awareness and Preparation
- Inspection Protocol
- Interior Inspections
- Intermediate Communications
- Interview And Interrogation
- Interview And Report Writing
- Investigative Report Writing
- IPMC 2021 or 2018 Exam Prep
- IPMC 2021 Overview
- Landlord Tenant Disputes
- Legal Aspects
- Marketing Your Code Enforcement
- Mobile Vending
- Mold, Lead, Asbestos, & Vectors Enforcement
- Multi-Agency Task Forces
- Officer Safety – Drug Awareness for the Code Enforcement Officer
- Officer Safety – Encountering Mental Illness in the field of Code Enforcement (Self-Care)
- Officer Safety – Field Inspection Protocols for the Code Enforcement Officer
- Officer Safety – Gang Awareness for the Code Enforcement Officer
- Officer Safety – Hazardous Building Safety for the Code Enforcement Officer
- Planning And Zoning Basics
- Property Maintenance



Community Outreach

4LEAF will review current outreach and engagement initiatives and make appropriate recommendations to the City. Items typically reviewed include:

- Opportunities for involvement in community events
- Creation of pamphlets and marketing material
- Social media engagement
- News media outlets
- Municipal Code Enforcement web page
- Review of frequently asked questions



Department Assessments

4LEAF is working with many Community Development Departments to provide assessments of their code units reviewing closely staffing levels, Standard Operating Procedures (including branding/rebranding, target issues, prioritization of existing Code Enforcement cases, community engagement strategies, written materials such as compliance notices, postings and door hangers, data entry, inspection response time management, and training programs. Additionally, 4LEAF provides in-house assessments and regular meetings with directors and municipal stakeholders for plan implementation and execution.

Hearing Officers

4LEAF has Hearing Officers available for contracted municipalities. Our seasoned officers are trained to understand the existing Municipal Code as well as other adopted codes and make a knowledgeable determination regarding the validity of a violation. Results may include the issuance of fines or granting additional time for compliance for respondents with unusual hardships.

Inspections

4LEAF can provide certified and qualified staff to perform inspections in a lawful manner that respects the reasonable expectations of privacy and security of residents and their properties. Inspections conducted will determine if conditions on the properties are compliant with applicable sections of the current editions of the International Property Maintenance Code (IPMC), Municipal Code, Zoning Code, California Health and Safety Codes, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Building, CA Residential Code, CA Building Code, and trade codes.

Upon assignment, 4LEAF's Code Enforcement staff will be ready to respond and provide compliance solutions to code cases, new and existing, with minimal impact to current processes.



4LEAF Code Enforcement Inspectors are qualified to do the following:

- Perform inspections for violations of Building Codes and Ordinances as adopted by the municipality.
- Research properties for prior approvals, permits, and general information relating to violations.
- Investigate and take necessary action when a violation of municipal codes exists.



- Consult with the City Council as required, when requested by the Code Enforcement Manager/Director, and when escalated enforcement may be required.
- Comply with the City's procedures for reporting inspection results and deficiencies.
- Use City inspection correction forms.
- Complete necessary digital entries that capture site inspection results, case status communications and any documentation of notices provided to responsible parties and stakeholders.
- Conduct follow-up inspections as needed.
- Notify the responsible parties of other agency approvals prior to closing a Code Enforcement action.
- Maintain records as needed for the efficient and effective operation of the City.
- Meet with members of the public and municipal staff on a daily basis as needed.

Short-Term Rental Programs

One of the fastest-growing programs within Code Enforcement Divisions is short-term rentals. 4LEAF assists with compliance with municipal short-term rental ordinances that require property owners to adhere to several rules, including limiting the number of daytime and overnight guests, prohibiting events and amplified sound, and posting specific rules and emergency information, among others. Short-term rentals are presenting challenges within our communities. While these rentals offer unique opportunities for travelers and hosts, they have also brought forth various concerns that warrant immediate attention. Housing availability, neighborhood dynamics, and safety considerations have raised valid apprehensions among residents. 4LEAF understands these issues and is pleased to present a comprehensive scope of services designed to regulate short-term rentals effectively, fostering a harmonious coexistence for all stakeholders involved. Our proposed solution encompasses meticulous research, the development of fair regulations, stringent compliance inspections, and a robust enforcement system to address illegal postings and operations. With these measures in place, we can resolve the prevailing issues and create a sustainable short-term rental ecosystem that benefits the entire community. We look forward to collaborating with you all in implementing this solution and achieving a positive and lasting impact on our neighborhoods. These are scopes of services that we provide, including but not limited to:

1. **Research and Analysis:** Conducting a thorough study of the local short-term rental market is crucial to understanding the current landscape and potential impact on the community. This data-driven approach enables your jurisdiction to make informed decisions and design effective regulations tailored to your specific needs.
2. **Developing Regulations and Policies:** Developing clear and well-defined regulations is essential for creating a level playing field for all short-term rental operators. These policies help establish guidelines, standards, and boundaries that ensure the industry operates responsibly, benefiting both residents and hosts alike.
3. **Licensing and Registration:** Implementing a licensing and registration system ensures that only eligible and responsible operators are allowed to offer short-term rentals. This process helps your jurisdiction track and communicate with operators, making it easier to enforce regulations and ensure compliance with safety and tax requirements.



4. **Compliance Inspections:** Regular compliance inspections are vital to guarantee the safety and quality of short-term rental properties. By verifying adherence to regulations, your jurisdiction can maintain community safety, prevent potential hazards, and protect the rights of both guests and neighbors.
5. **Enforcement and Penalties:** A robust enforcement mechanism, including penalties for non-compliant operators, serves as a deterrent against illegal or irresponsible practices. By imposing consequences for violations, authorities can discourage unlawful behavior and encourage operators to adhere to the established regulations.
6. **Data Monitoring and Reporting:** Implementing or ensuring that proper documentation is completed is standard operating procedure for 4LEAF. A proper data monitoring system provides insights into the short-term rental market's impact on housing and the local economy. It enables evidence-based decision-making, helping your jurisdiction adjust regulations if necessary and fostering transparency in the regulatory process.
7. **Public Awareness and Education:** Public awareness campaigns educate both short-term rental operators and residents about their respective rights and responsibilities. By promoting best practices and addressing concerns, these campaigns foster a sense of community understanding and cooperation, reducing potential conflicts.
8. **Collaborative Partnerships:** Partnering with short-term rental platforms and law enforcement agencies fosters cooperation and facilitates compliance. Data sharing and joint efforts between these stakeholders help streamline the enforcement process and address challenges more effectively.
9. **Complaint Resolution:** a complaint resolution empowers residents to report issues and complaints related to short-term rentals. Swift and fair resolution of complaints helps maintain harmony within the community and ensures that any problems are addressed promptly.
10. **Periodic Review:** Regularly reviewing and updating regulations allows your jurisdiction to keep pace with changes in the short-term rental industry and adapt to new challenges or opportunities. This flexibility ensures that the regulatory framework remains relevant and effective in achieving its intended goals.

Lead Abatement

Although lead-based legislation has been around since the 1950s, nationwide regulation was not enforced until 1971 with the introduced of the Lead-Based Paint Poisoning Prevention Act (LBPPPA), which prohibited the use of lead-based paint in residential structures constructed or rehabilitated by the Federal government or with Federal assistance. In 1973, an amendment to the LBPPPA stated that lead-based paint should be removed from pre-1950 housing and structures. Our Code Enforcement team follows the requirements set forth by the State of California to ensure proper lead safe practices are taking place in removal of lead-based paint to protect citizens from exposure.



Additionally, our team participated at the National Healthy Homes Conference in 2022 in Baltimore, MD, where we spoke on the importance of Code Enforcement for Lead Paint Abatement Programs to safeguard communities.



Massage Parlor Enforcement

This scope can often be utilized for undercover stings with partnering agencies for businesses that not only violate criminal laws but also building code violations, licensing requirements, and potential massage parlor ordinances in the City. Early detection is vital in these cases and steps include background checks and other reasonable means of identification and clearances. Our team has championed programs specializing in identifying and mitigating illegal actions in massage parlors.

Parking Enforcement

4LEAF has the capabilities of providing parking enforcement. This includes:

- Enforcement of state and municipal parking regulations.
- Removal of abandoned and nuisance vehicles from the public right-of-way.
- Issuance of parking citations and review of contested citations.

Policy Review

4LEAF shall review and read current policies and procedures and define policy clearly to set the tone for your municipality's Code Enforcement Program. A clear policy communicates defined expectations to stakeholders whether it's how they handle complaints, how Code Enforcement Officers conduct compliance reviews, or any other aspect that the municipality needs to have communicated and consistently followed. 4LEAF will develop a well-defined user-friendly format.

Program Analysis

4LEAF understands that Code Enforcement is an essential part of a community's public health and safety, providing a regulatory mechanism to ensure the public's overall wellbeing. Addressing the community's concerns in a timely and efficient manner is paramount to a successful Code Enforcement Program. 4LEAF personnel will perform the following:

- Conduct investigative inspections of unpermitted activities.
- Create standard operating procedures, if required.
- Conduct review of all administrative/misdemeanor citations.
- Provide guidance for resolution of high case load along commercial corridors.
- Assist with complex code enforcement cases.
- Provide guidance for resolution of existing cases.
- Provide in-house and/or field training of traditional Code Enforcement protocols.
- Create an outreach plan to address and deter unpermitted vending/commercial corridor violations.

Program Development

4LEAF project managers have experience in working collaboratively with clients to further develop and enhance their Code Enforcement Program when requested. Our project managers are currently working with local jurisdictions to revise and strengthen Code Enforcement Programs to gain voluntary compliance, provide resident education, and effectively communicate with the public. 4LEAF staff takes an approach in recommending, implementing, and executing program assessments, creation of policies and procedures, creation of training manuals for new hires, providing educational materials for the public, providing staff with up-to-date training, teaching current Code Enforcement staff options for compliance using adopted ordinances, and providing



recommendations to cases that may require specialized expertise that may be sensitive in nature. 4LEAF staff also has designated staff tracking recent legislation to ensure the municipality follows state regulations and clients are aware of upcoming legislation that may affect their Code Enforcement Program.

Project-Specific Assignments

Our Code Enforcement Directors are often brought on board by municipalities to provide consulting for long-standing cases that need a fresh set of eyes and assessment. The Code Enforcement team at 4LEAF will lend their considerable expertise in bringing those difficult cases into compliance. We will review your most challenging cases, assess the work done to date, and confer with the Municipal Code and your department's Standard Operating Procedures. Once our analysis is complete, 4LEAF will provide you with a detailed report of our findings and specific step-by-step strategies to get those cases off the active roster. 4LEAF personnel will be available to speak with stakeholders such as Department Heads, Council, and other elected officials. If necessary, we can also provide Expert Witness Testimony.

Rental Housing Enforcement

Our team will assist with the inspection of residential rental properties on a routine and comprehensive basis to assure the overall quality of the unit meets the requirements of the Health and Safety Code and property maintenance guidelines. This includes educating property owners, property managers, and tenants about those requirements.



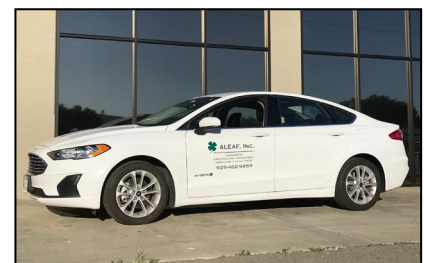
Review and Develop SOPs

4LEAF routinely works with Code Enforcement Divisions to review the current Standard Operating Procedures and provide suggestions for enhancing SOPs. Our staff can also help implement and train the existing municipal personnel in these changes. Currently, we are providing these services for California municipalities such as the cities of Escondido, Del Mar, and San Diego.

Staff Augmentation (After-Hours / On-Call Officers)

4LEAF specializes in providing personnel to municipalities on a part-time or full-time basis. At your request, our staff arrives at your door with training opportunities, study materials, company phones, and energy- saving fleet vehicles. When necessary, **4LEAF is capable of providing Code Enforcement staff outside of normal business hours to improve response times, address code violations, and improve response times and maintain public space integrity.** 4LEAF's Code Enforcement Staff Augmentation personnel categories include:

- Department Director
- Department Manager
- Code Enforcement Manager and Training Officer
- Senior Code Enforcement Officer
- Code Enforcement Officer I & II
- Code Enforcement Coordinator/Technician
- Hearing Officer





Stormwater Enforcement

4LEAF provides Stormwater Enforcement. This includes the visual inspection of infrastructure dedicated to the management of rainwater. Violations would include having inadequate erosion/sediment controls for property, failing to conduct/document inspections, illegal dumping, overgrowth of vegetation, and flooding.

Substandard Housing

One of the major areas of code enforcement throughout the U.S. is the inspection of Substandard Housing. 4LEAF Code Enforcement Officers routinely inspect and report any violations to housing codes including substandard and uninhabitable conditions, un-permitted construction, unlawfully created units or spaces, inadequate or non-existent heating, accumulated trash and debris, lack of utilities, property maintenance, mold, and rodent/insect infestations.



Tobacco Enforcement

These programs ensure that retailers are properly licensed/permitted for the sale of tobacco and such establishments are posting proper notification such as STAKE Act stickers at each point of sale. In addition, we can assist in compliance with work-place smoking and vaping prohibitions.

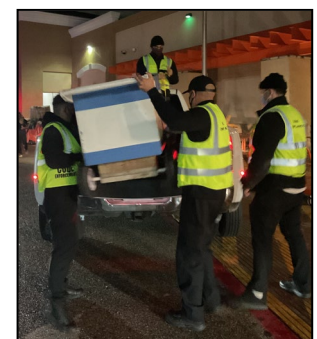


Vendor Enforcement

In many areas across California, unlawful street vending has become a pressing concern. These vendors, offering a wide variety of products, often operate without adhering to established regulations, leading to challenges such as littering, public right of way obstructions, and unfair competition with authorized businesses. While California has taken commendable steps, such as the introduction of Senate Bill 946 and Senate Bill 972, both of which are designed to regulate and decriminalize certain aspects of street vending, there remains much work to do. Many vendors, driven more by economic desperation than defiance, continue to bypass these regulations, resulting in a surge of potentially unsafe vending operations, many of which are food vendors. This not only jeopardizes public health but also diminishes the state's regulatory efforts.



4LEAF is an experienced solution-oriented firm that recognizes the complexities of this issue. Beyond mere law enforcement, the 4LEAF team understands the socio-economic intricacies driving vendors towards this livelihood. Our tailored programs are designed to address the root causes, ensuring vendors have pathways to legitimate operations while helping jurisdictions maintain public safety and order. Through a partnership with the City, 4LEAF is poised to offer a comprehensive strategy and service that not only aligns with state regulations but also provides sustainable solutions for the challenges of unlawful street vending.



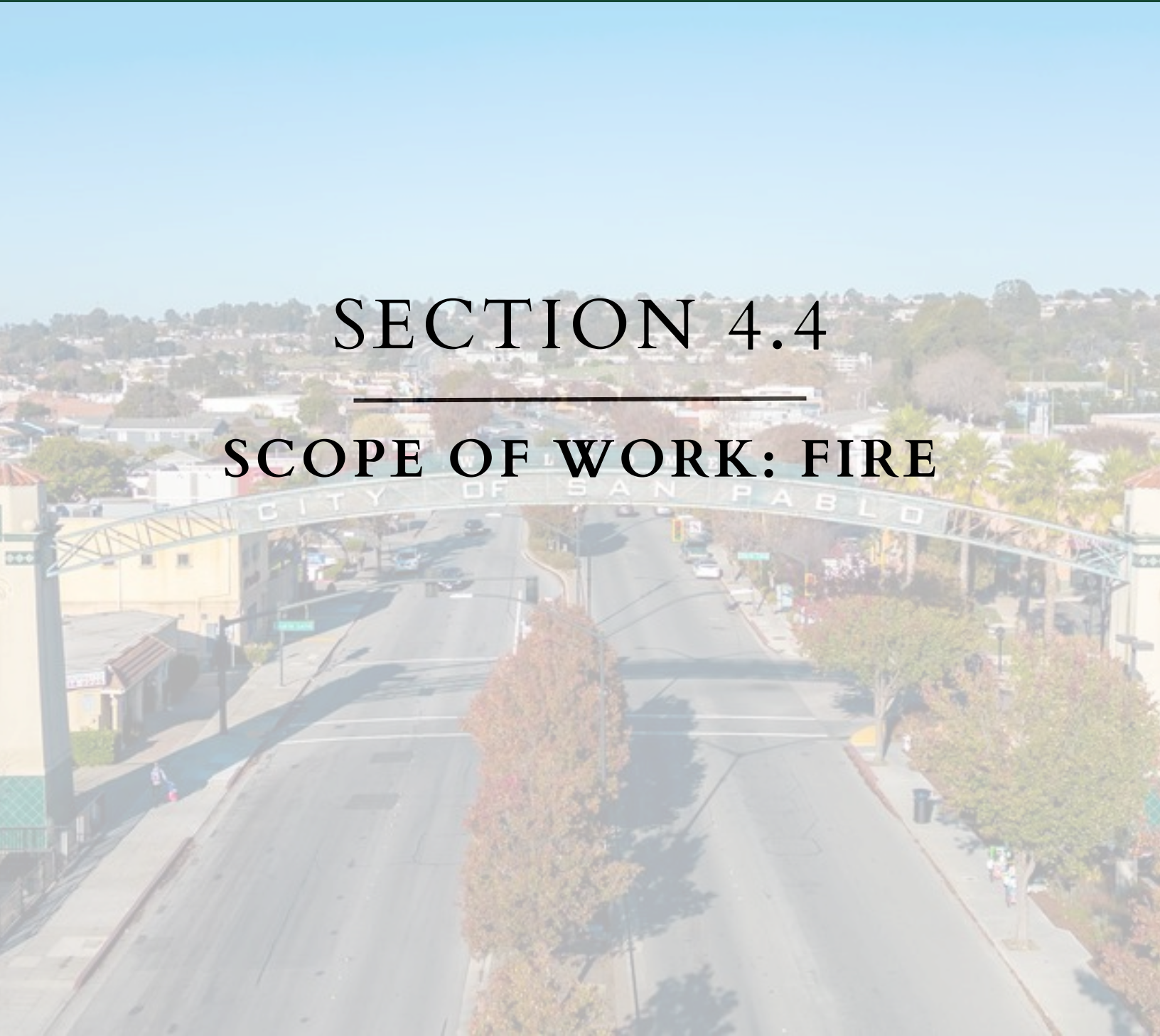


QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

SECTION 4.4

SCOPE OF WORK: FIRE





SECTION 4.4: SCOPE OF WORK (FIRE)

4LEAF understands that the City is seeking a consultant who is highly experienced in providing commercial and residential fire plan review and inspection services. The City would like to contract with a dependable firm who can conduct external plan reviews and provide inspection services as needed by the City in an effort to provide a timely, efficient, and professional service to the needs of the City. Additional services might include professional personnel such as Fire Marshals, Fire Protection Engineers, Fire Inspectors, Fire Prevention Officers, permit technicians, in-house/remote fire plans examiners, and other Fire Prevention personnel as needed. 4LEAF is a qualified fire consultant who can provide:

- ✓ Complete Fire Prevention Services
- ✓ Construction Related Fire Plan Reviews and Inspections
- ✓ Web-based digital platform for Fire Plan Review Permit Tracking
- ✓ Fire Prevention Division Staff Augmentation
- ✓ Annual Fire Inspections
- ✓ Administrative support



Approach

Our Fire team is comprised of experienced Fire Prevention Officers, Fire Inspectors, Fire Investigators, Fire Plans Examiners, Fire Protection Engineers, Fire Marshals, and Fire Chiefs. 4LEAF's Fire Prevention personnel are **professionally licensed, ICC Certified, and/or CSFM Certified** and experienced working within a public and private work environment. Our team can provide complete Fire Prevention services for all types of occupancies and construction types to ensure compliance with all adopted codes, local ordinances and state and federal laws, ordinances, regulations, and standards that pertain to Fire/Life Safety including:



- | | |
|--|---|
| ➤ CA Code of Regulations, Titles 19 & 24 | ➤ Municipal Codes, Standards, and Policies |
| ➤ All NFPA Standards | ➤ California Health and Safety Code |
| ➤ Local amendments to the CA Fire Code | ➤ National Fire & Building Referenced Standards |

4LEAF is a Fire and Life Safety industry leader in Fire Prevention. Our Fire Prevention services include, but are not limited to:

Complete Fire Code New Construction Services:

- | | |
|--|---|
| ➤ Emergency Site Access Compliance | ➤ Emergency Responder Radio Communication System Compliance |
| ➤ Fire Flow Water Supply Compliance | ➤ Wildland-Urban Interface Compliance |
| ➤ Building Fire and Life Safety Compliance | ➤ Review of Alternative Materials and Methods of Construction |
| ➤ Hazardous Materials Code Compliance | ➤ Review of Performance-Based Code Compliance |
| ➤ Fire Suppression, Fire Alarm and Gas Detection System Compliance | ➤ New Construction Acceptance Testing and Inspections |
| ➤ Hazardous Occupancies, High Piled Storage, Energy Storage Systems and Plant Processing and Extraction Compliance | ➤ In-House & Off-Site Plan Review |
| ➤ Cause & Origin Investigation | ➤ Code Adoption |



Complete Fire Prevention Division Services:

- Fire Code Operational Permits
- Annual Business Inspections
- Fire Investigations
- Hazardous Materials Inspections
- Wildland-Urban Interface Compliance
- Codes and Standards Development
- Public Education
- Safety Training
- Special Events Permits

Fire Investigation

Fire investigations require a unique mix of knowledge, experience, and skills, utilizing a very technical and scientific approach. 4LEAF has qualified Fire Investigators on staff that are able to perform cause and origin investigations to truly determine how a fire started, regardless of its size or severity. In order to identify the root cause and ignition sequence of a fire, 4LEAF Fire Investigation personnel will collaborate with other professionals to collect, preserve, analyze, and document evidence left at the burn site.



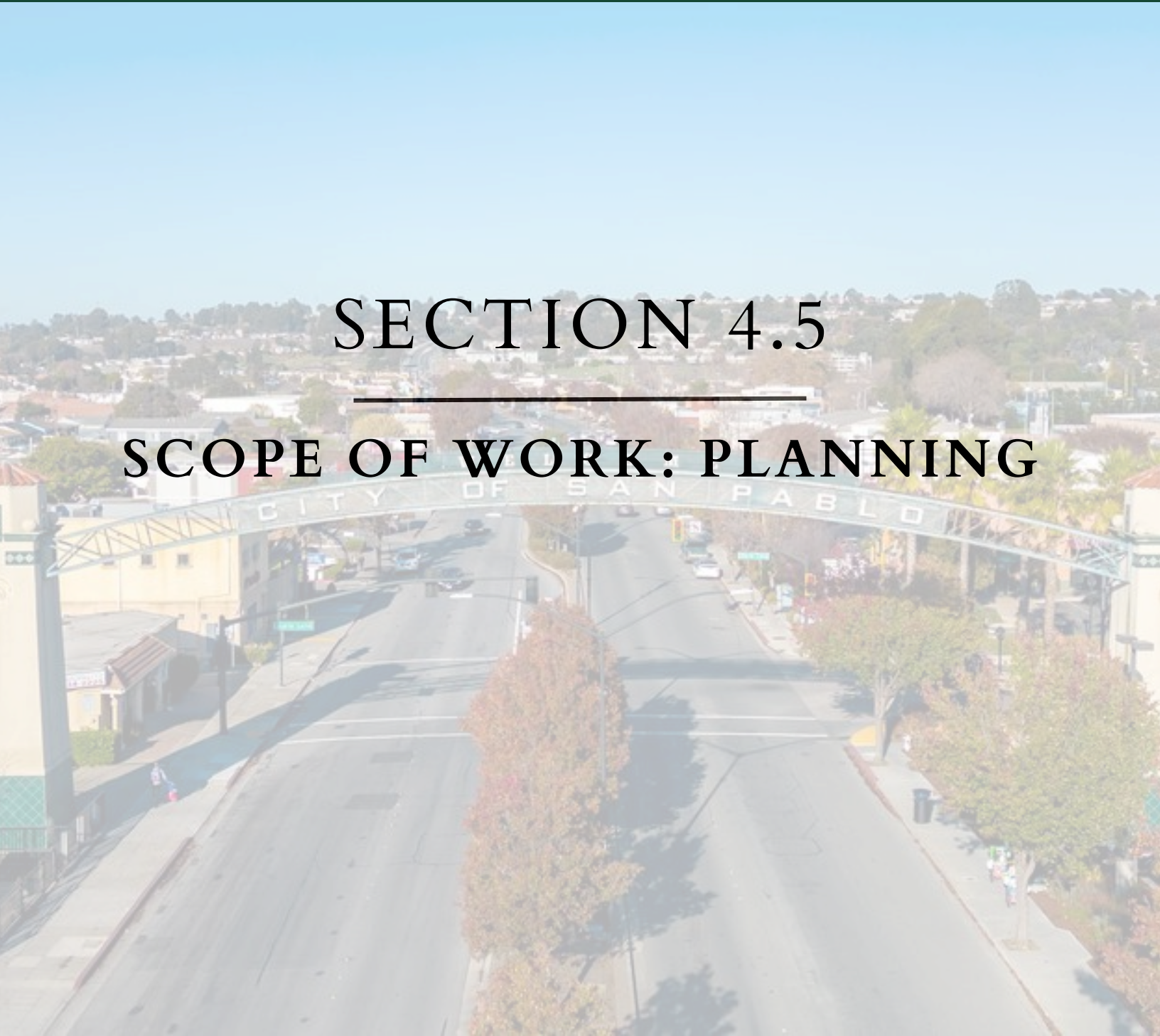
In the event that the origin of the fire is deemed unlawful, 4LEAF is able to equip the City with an experienced investigator that has the ability to assist in any prosecutions, lawsuits, or litigations that may take place. Investigators can assist by providing expert witness testimonies and presenting any evidence discovered in court.



QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES
TO THE
CITY OF SAN PABLO

SECTION 4.5

SCOPE OF WORK: PLANNING





SECTION 4.5: SCOPE OF WORK (PLANNING)

4LEAF’s approach to on-call planning services for the City centers on seamless staff integration, thorough regulatory compliance, and proactive customer service. We understand that the City requires high-quality professional planners who can step in on an as-needed basis to handle current planning, long-range planning, and environmental review responsibilities. Our team’s collaborative style, flexibility, and solid understanding of local regulations ensure that we deliver efficient, cost-effective, and community-focused service.

Technical Expertise and Communication

Our Planners possess strong technical writing and report-preparation skills, conveying detailed analyses in an easy-to-understand manner. We translate policies, codes, and regulations into clear recommendations consistent with the City’s vision. Our team uses established application checklists to streamline project reviews, ensuring that all findings and conditions of approval are firmly rooted in adopted plans and regulations. Any recommendations or conditions of approval we propose are supported by careful, policy-based rationales that help decision-makers, applicants, and the community understand the basis for each action.

Collaborative, Solution-Oriented Delivery

We recognize that planning and development tasks cannot be completed in a vacuum. Our staff are well-versed in project management and work seamlessly with other City departments and outside agencies (e.g. Caltrans, water districts, or regional boards) to ensure thorough interagency review and prompt feedback. We bring a positive, customer-focused attitude and creatively resolve challenges so projects can move forward with minimal delay.

Staff Augmentation and Focused Support

4LEAF’s Planning Division routinely provides on-site and remote staff augmentation to fill vacancies, address staff shortages, or expedite time-sensitive projects. Our personnel are skilled at current planning tasks such as:

- **Counter Intake and Public Inquiry Response:** Our Planners serve as the first point of contact, providing professional and empathetic guidance on regulatory requirements, permit applications, and zoning policies.
- **Project Application Processing:** We handle everything from intake and project file creation to noticing requirements and completeness reviews under the Permit Streamlining Act. Our team will quickly become familiar with City regulations, enabling applicants to receive accurate information and timely responses.
- **Project Management and Case Assignment:** Senior-level staff and supervisors coordinate case assignments based on complexity, ensuring each project receives the right expertise. We are adept at updating forms and procedures where necessary to keep pace with changes to Planning and Housing regulations, providing clear, up-to-date documentation for both City staff and applicants.

Thorough Planning Review Process

Our Planners have processed a wide range of applications including commercial, residential, industrial, and mixed-use developments and are well-versed in discretionary review, design review, permit approvals, and conditions of approval. We conduct application completeness checks, facilitate environmental review (CEQA exemptions, Initial Studies, NDs, MNDs, and EIRs), and assist with public hearings. We also coordinate peer review of technical studies (e.g., Phase I/II hazardous materials, air quality, noise) to ensure consistency with local and state requirements. Throughout the process, we communicate updates to property owners, developers, and community members—offering professional, clear guidance that fosters transparency and understanding.



Environmental Review and CEQA Compliance

4LEAF's experienced environmental specialists work seamlessly with our planners to determine the appropriate level of environmental review under CEQA. This includes:

- Identifying whether a project qualifies for categorical exemptions or requires more detailed analysis
- Managing the technical studies needed for comprehensive environmental review, including at a minimum, traffic, air quality, noise, cultural resources, and greenhouse gas emissions
- Overseeing the preparation of Mitigation Monitoring and Reporting Programs (MMRPs) and ensuring effective stakeholder engagement to address environmental concerns early in the planning process

For more complex projects, we draw on a trusted network of subconsultants with proven expertise, ensuring that all environmental documentation is legally sound, timely, and cost-effective.

Long-Range Planning and Policy Development

In addition to current planning, we offer robust long-range planning capabilities. 4LEAF's staff have helped develop General Plans, Housing Elements, Specific Plans, and Zoning Ordinance updates in diverse jurisdictions across California. Working closely with City staff and community stakeholders, we craft plans and policies that reflect local conditions and comply with state mandates, including new housing and resiliency legislation. Our goal is to create implementable, community-focused plans that balance economic development, environmental stewardship, and equitable growth.

Rapid Response and Disaster Recovery Services

4LEAF has led post-disaster planning and recovery efforts in multiple jurisdictions, deploying quickly to set up streamlined permit processes and temporary procedures for rebuilding. If the City faces urgent workloads whether from natural disasters, state mandates, or other emergencies, our team can mobilize within 24 to 48 hours, providing extra capacity for expedited application intake, permit approvals, and specialized planning tasks. By integrating emergency response coordination with forward-looking policy solutions, we help communities recover swiftly while building in resilience for the future.

Project Management and Quality Control

To maintain consistency and efficiency, 4LEAF employs a structured project management approach. A designated Project Manager or Supervisor coordinates staff assignments, monitors deadlines, and conducts periodic QA/QC reviews of work products (e.g., staff reports, environmental documents, and public notices). We provide regular updates to City leadership and maintain transparent records that track hours, tasks, and milestones. Should the City's priorities shift, or new needs emerge, we have the flexibility to quickly scale or reconfigure our staffing to accommodate changing workloads.

Commitment to Customer Care and Community Engagement

Above all, 4LEAF is committed to delivering exceptional customer care to the City and its constituents. We apply a customer-first approach when assisting applicants at the counter, responding to inquiries, or hosting community workshops. Our planners strive to make complex regulatory processes more understandable and approachable—so that residents and businesses feel supported, informed, and confident about their projects' outcomes. We are also sensitive to the City's cultural and linguistic diversity and have staff fluent in multiple languages to ensure inclusive outreach and engagement.



QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

SECTION 5

SCOPE OF WORK:
REFERENCES



SECTION 5: REFERENCES

City of Cupertino

On-Call Building Inspection and Plan Review Services

4LEAF performs on-call building inspection and plan review services for the City of Cupertino. 4LEAF has completed numerous residential and commercial plan reviews on behalf of the City.



Apple Park

4LEAF provided the Building, Fire, and Public Works Department with inspection services on the largest private commercial construction project in the country. 4LEAF was tasked with mobilizing a **project team of more than 20** building, fire, and public works inspectors, project administration staff, and engineering team members for this more than **\$8 billion project**. 4LEAF was responsible for coordinating the inspections in relation to the City's permits and ultimately packaging milestones of the project for occupancy approval from the City's Chief Building Official.

- **Main Building** – The Main Building accommodates up to 12,000 employees and comprises approximately 2.8 million sq. ft.
- **Corporate Fitness Center** – Comprising approximately 100,000 sq. ft.
- **Corporate Auditorium** – Comprising approximately 120,000 sq. ft.
- **North and South Parking Structures** – Two above-grade parking structures of approximately 6,000 spaces.
- **Central Utility Plant** – Integrated parking structure and serves all buildings on the Main Building site.
- **Phase 2 Research and Development Buildings** – 600,000 sq. ft. of office, research, and development and two above ground parking garages.



Main Street Cupertino

4LEAF completed the plan review and inspections for the 17.4 acre Downtown Cupertino project that includes 130,000 sq. ft. of retail space, 100,000 sq. ft. of office space, and 160 units of high-end senior housing. We also completed the building inspection for a very large office complex and parking structure. The project in its entirety is valued at over \$500 million.



Vallco Town Center

The Vallco Town Center project is a mixed-use development on the site of the former Vallco Shopping Mall in Cupertino, encompassing housing, office space, retail, and a large green roof park, with plans for almost 2,700 housing units. For this \$2.2 billion project, 4LEAF is conducting the plan review and inspection.



Client Name: City of Cupertino
Client Address: 10300 Torre Ave, Cupertino, CA 95014
Client Contact: Sean Hatch, CBO, Chief Building Official
Contact Telephone: (408) 777-3231
Contact Email: SeanH@Cupertino.org
Project Dates: 2010 – Present



City of Palo Alto

Plan Review, Permit Technician, Building Official, and Building Inspection Services

Since 2007, 4LEAF has provided several combination inspectors to assist the City of Palo Alto staff with routine daily inspections for commercial and residential properties located throughout Palo Alto. Our inspection services vary from full-time to temporary part-time staff to help augment staffing due to vacation, extended absences, illness, and/or market demand.



Since 2010, 4LEAF has provided on-site plans examiners for the City. Our Plans Examiners are registered engineers in the State of California and ICC Certified, who are responsible for reviewing larger projects ranging between \$100,000 to \$100,000,000 under the direction of the Chief Building Official. Some reviewed and inspected projects include Skype, Stanford Medical Center, Technology Credit Union, and VMware. Some of 4LEAF's other review and inspection highlights include the following projects:

Public Safety Building, \$84 Million (Essential Services Facility)

This new three-story, 136,873 SF City of Palo Alto Public Safety Building will have 2 levels of underground parking and will house the Police Department, 911 Emergency Dispatch Center, the Emergency Operations Center, the Office of Emergency Services, and the administration needs of the Fire Department.



Stanford Biomedical Innovation Building, \$126 Million

New research laboratory building for Stanford University School of Medicine. Four-story above garage and one below grade for a total of 216,647 sq. ft. Wet-bench research laboratories and associate support spaces, faculty offices and open office spaces workstations, conference rooms and staff amenity spaces.



744 San Antonio Rd., \$42 Million

Courtyard by Marriott and an AC Hotel by Marriott. Two five-story hotels (164,764 SF) hotels offering a combined 294 rooms with surface and underground parking.



ISO 1 Rating

With approximately 13 full-time personnel working at the City, 4LEAF was instrumental in the implementation of the ISO Program achieving the ISO 1 Rating. In March of 2015, Palo Alto became the 8th City in the country out of 14,000 Building Departments to achieve this status.



Client Name: City of Palo Alto
Client Address: 285 Hamilton Ave. Palo Alto, CA 94301
Client Contact: George Hoyt, CBO, Chief Building Official
Client Phone: (650) 329-2368
Contact Email: george.hoyt@cityofpaloalto.org
Project Dates: 2007 – Present



4LEAF provides the City of Pittsburg with third-party plan review, inspection, building official, and code enforcement services on an as-needed basis. At the request of, and as directed by the City Building Official, 4LEAF staff checks plans and specifications for compliance with the requirements of the current adopted building codes and City's Municipal Code.



4LEAF provides highly qualified plan check professionals who work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer (P.E.) to provide efficient, accurate, and timely plan check services with sufficient staffing to meet the City's needs. All 4LEAF staff have previous experience working for municipalities and have experience successfully managing multiple tasks, assignments, and responsibilities.

4LEAF performs review of structural, life safety, accessibility, plumbing, electrical, mechanical, energy compliance, and building code standards to ensure compliance with the adopted model codes as amended and municipal codes of the City of Pittsburg. All changes/corrections are identified, documented, and addressed prior to approval. Approved plans are stamped and signed as approved once they meet all requirements.

Services include:

- Providing highly qualified plan check professionals who work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer.
- Providing efficient, accurate, and timely plan check services with sufficient staff to meet the City's needs.
- Providing staff with previous experience working for cities, and who are customer-service oriented and have experience successfully managing multiple tasks, assignments, and responsibilities.
- Capable of conducting electronic plan review.
- Commercial and residential building plan checks will be performed by 4LEAF, as well as all plumbing, electrical, mechanical, and related plans submitted to the City by private developers or other applicable government agencies for construction and reconstruction projects.
- Checking plans for compliance with California Building Codes and all applicable codes and statues.
- All changes/corrections will be identified, documented, and addressed prior to approval.
- Stamping and signing approved plans once they meet all requirements.

Client Name: City of Pittsburg
Client Contact: Jordan Davis, Director of Community & Economic Development
Client Address: 65 Civic Avenue, Pittsburg, CA 94565
Client Telephone: (925) 252-4015
Contact Email: JDavis@PittsburgCA.gov
Project Dates: 2022 – Present



On-Call Building Inspection, Building Official, Permit Support, Planning, Plan Review, Code Enforcement

4LEAF provides robust Building Department services for the City of Vallejo. We provide on- and off-site plan review for all building codes, including architectural, structural, plumbing, mechanical, and electrical plan check. We staff multiple positions including Permit Technicians, Inspectors, Plans Examiners, Planners, and Code Enforcement Officers, ensuring that all project deadlines are delivered as per the City's contract.



Scopes of work include:

- Providing on-call personnel to the Building Department including construction inspectors, building inspectors, building officials, permit technicians, on-site plans examiners/engineers, civil engineers, and code enforcement personnel.
- Providing Building and Civil Plan Review as needed.
- Provide on-call personnel to the Planning Department including Assistant Planners, Planning Technicians, Associate Planners, Senior Planners, Planning Managers, and Planning Directors.
- Reviewing plans and supporting documents submitted for projects.
- Checking for compliance with all applicable codes adopted by the City, including, but not limited to California building, mechanical, plumbing, and electrical codes, Uniform Solar Energy Code, and any applicable adopted local amendments, State of California codes or regulations.
- Confirming building use, occupancy, and type of construction, and reviewing construction of buildings and structures to determine satisfaction of safety requirements.
- Coordinating building permit requirements and interfacing with City departments and other agencies, including but not limited to the Public Works Department and Planning Division.
- Enforcing conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
- Providing special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
- Preparing inspection logs, notice of violations and other documents of building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.
- Receiving, processing, and issuing building permits and coordinating the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications. Inputting information into the City's computer tracking system.

Client Name: City of Vallejo
Client Contacts: William (Bill) Collins, CBO
Client Address: 555 Santa Clara St., Second Floor, Vallejo, CA 94590
Client Telephone: (707) 648-4382
Contact Email: Bill.collins@cityofvallejo.net
Project Dates: 2021 – Present



City of Rohnert Park

Housing Element Update

4LEAF completed the Housing Update for the City of Rohnert Park, located in Northern California. The city has a RHNA of approximately 1,580 units compared to 899 units in RHNA Cycle 5, representing a 76% increase from the last Planning cycle. To ensure an adequate inventory of viable sites, the 6th Cycle Housing Element Update necessitates rezoning in targeted areas.



The city chose 4LEAF because our team of professional planners have an established working relationship with HCD and a thorough understanding of State housing law. Our team has demonstrated the ability to be proactive in maintaining communication, meeting deadlines, and addressing all the new statutory requirements for 6th Cycle Housing Elements. Rohnert Park’s Housing Element was among the first in the Association of Bay Area Governments (ABAG) region to achieve full HCD certification of compliance with State housing laws in March 2023.

Our services for this project included:

- Conducting background research and drafting the City’s Housing Needs Assessment to ensure the Housing Element Update affirmatively furthers fair housing, as required by the State and requirements under AB 686.
- Assessing the City’s existing housing opportunity sites to determine their appropriateness under the mandates and restrictions required for the next housing element cycle, including identifying certain desirable properties for potential to comply with the State’s requirements for “re-use” of these sites.
- Project management.
- Conducting community outreach and engagement.
- Housing Element preparation.
- CEQA compliance (with Rincon Consultants based on concurrent General Plan Update EIR).

Some of our Housing Element work can be viewed on the City’s website at: <https://nsc-housing.org/city-of-rohnert-park>



Client Name: City of Rohnert Park
Client Address: 130 Avram Ave., Rohnert Park, CA 94928
Client Contact: Elliott Pickett, Senior Planner
Client Email: EPickett@RPCity.org
Client Telephone: (707) 588-2257
Project Dates: 2021 – Present



City of Sebastopol

On-Call Planning Services, Zoning Code Update, 6th Cycle Housing Element Update

Since 2021, 4LEAF has provided the City of Sebastopol with various planning services to augment City staff and provide for both on-call and full-time interim staffing needs. Some of our contracts with the City include:



On-Call Planning Services

4LEAF provides on-call professional staffing services, including staffing of the planning public counter and related customer service functions. Working either in-office or remotely, 4LEAF staff review and process planning development applications including review of application materials for consistency with the City of Sebastopol's General Plan and Zoning Ordinance; developing staff reports; coordinating with applicants; project-related meetings and site visits; and attendance and presentation at city boards and commissions (Tree Board, Design Review Board, Public Arts Committee, Climate Action Committee, etc.), City Council, and Planning Commission.



Interim Community Development Director

In 2024, 4LEAF provided an Interim Community Development Director (CDD) to the City. The CDD's duties included overseeing and directing the Department's functions and activities, participating in all current and long-range planning activities, promoting and processing affordable housing projects and opportunities, zoning codes, processing complex land use entitlements requiring Development Agreements, development of economic strategies to address the City's constrained budget, as well as serving as a liaison to the business community.

Zoning Code update and Housing Element implementation

In 2025, 4LEAF entered into contract with the City of Sebastopol to provide updates to the Zoning Code along with Housing Element implementation programs and policies. This effort was catalyzed by the letter the City received from Housing and Community Development Department (HCD) that provided specific Housing Element programs that were required to be completed within a set timeframe. These programs and policies were specific updates to the Zoning Code to remove development constraints for specific housing projects and ways to streamline housing development within City limits. 4LEAF provided the City with a comprehensive list of initial code updates that met the requirements HCD had already provided to the City.

4LEAF is continuing to work with the City to provide additional Zoning Code updates as part of future packages that will be heard before Planning Commission and City Council. As part of the additional packages to be developed for Planning Commission and City Council the updates will include: language clarification, development standards that are objective, and reduced review authority for more ministerial projects.

Client Name: City of Sebastopol
Client Contact: Mary Gourley, Interim City Manager
Client Telephone: (707) 823-6167
Client Email: mgourley@cityofsebastopol.gov
Client Address: 7120 Bodega Avenue Sebastopol, CA 95472
Project Dates: 2021 – Present



4LEAF is currently providing On-Call Fire Prevention Plan Review and Inspection services to the City of Napa. Our services include field observation, state-mandated inspections, and construction-related inspections. We are responsible for preparing daily reports, reviewing submittals, and performing other assigned duties. Our team is dedicated to ensuring all project deadlines are met in accordance with the City's contract.



Fire Services:

- Deploying a California-certified Fire Marshal for conducting fire investigations, delivering public education, and implementing Community Risk Reduction (CRR) programs.
- Ensuring the availability of at least one California-certified Fire Prevention Officer at the City office during regular business hours to interact with the public, review fire plans, and perform fire inspections.
- Reviewing plans to ensure they comply with the California Fire Code, as amended and adopted by the State of California (Title 24, Part 9 of the California Fire Code) and the City's requirements.
- Conducting plan reviews for adherence to the National Fire Codes as published by the National Fire Protection Association (NFPA), as adopted and referenced by the State of California (Title 24, Part 2 of the California Building Code; Title 24, Part 9 of the California Fire Code) and the City's requirements.
- Reviewing plans for compliance with relevant provisions regarding fire alarm systems in the National Electrical Code, as published by the National Fire Protection Association (NFPA) and adopted and amended by the State of California (Title 24, Part 3 of the California Electrical Code).
- Inspecting all new structures and modifications to existing structures to ensure they meet all State and Local requirements as specified by the California Building Code, California Fire Code, and City's requirements.
- Inspecting fixed fire suppression systems to verify that installations comply with approved plans, State requirements, local requirements, and manufacturer's specifications.
- Inspecting fire sprinkler systems to ensure that installations meet approved plans, State requirements, local requirements, and manufacturer's specifications.
- Inspecting fire alarm systems to confirm that installations align with approved plans, state requirements, local requirements, and manufacturer's specifications.
- Supporting office staff and providing counter service by responding to inquiries, returning phone calls and emails, entering correction notices and case-related comments into the City's permitting software system (EnerGov), and managing document filing and scanning following field inspections.

Client Name: City of Napa
Client Contact: Greg Fortune, Fire Marshall
Client Address: 1700 Second St., Napa, CA 94559
Client Telephone: (707) 257-9363
Client Email: GFortune@CityofNapa.org
Project Dates: 2024 – Present



4LEAF, INC.

QUALIFICATIONS TO PROVIDE
PROFESSIONAL CONSULTING SERVICES

TO THE
CITY OF SAN PABLO

SECTION 6

SCOPE OF WORK:
FEE SCHEDULE



SECTION 6: FEE SCHEDULE

July 1, 2026 – June 30, 2027*

All Rates are Subject to Basis of Charges

***Annual escalation of 5% unless otherwise noted**

Building

Chief Building Official	\$224/hour
Plan Review Services – excludes Fire & Civil (2 rechecks, hourly thereafter)	70% of permit fee
Structural Plan Review Engineer	\$194/hour
Non-Structural Plans Examiner	\$154/hour
Certified Access Specialist (CASp) Inspector.....	\$247/hour
Certified Access Specialist (CASp) Plans Examiner	\$274/hour
Senior Combination Building Inspector (Building Inspector III)	\$174/hour
Commercial Building Inspector (Building Inspector II)	\$147/hour
Residential Building Inspector (Building Inspector I).....	\$117/hour
Permit Counter Manager/Deputy Building Official	\$147/hour
Senior Permit Technician.....	\$127/hour
Permit Technician.....	\$97/hour
Clerk/Administrator	\$84/hour
Supervising Inspector of Record.....	\$247/hour
Inspector of Record	\$177/hour
HCAI/DSA Required Inspector.....	\$247/hour
Firestopping Inspector	\$217/hour

Code Enforcement

Code Enforcement Director	\$197/hour
Code Enforcement Manager	\$164/hour
Senior Code Enforcement Officer	\$144/hour
Code Enforcement Officer II.....	\$124/hour
Code Enforcement Officer I.....	\$107/hour
Code Enforcement Technician	\$94/hour
Housing Inspector.....	\$104/hour
Remote Hearing Officer	\$297/hour
Onsite Hearing Officer.....	\$397/hour

Planning

Housing Policy Director.....	\$274/hour
Planning Director	\$250/hour



Regional/Policy Director	\$205/hour
Principal/Planning Manager	\$194/hour
Senior Planner	\$174/hour
Historic Preservation Planner	\$174/hour
Environmental Planner	\$174/hour
GIS Specialist	\$174/hour
Associate Planner	\$155/hour
Assistant Planner	\$134/hour
Planning Technician	\$114/hour

Fire

Fire Protection Engineer (FPE).....	\$274/hour
Fire Prevention Officer	\$157/hour
Fire Plans Examiner	\$174/hour
Fire Inspector II.....	\$147/hour
Fire Inspector I.....	\$127/hour

Construction Management and Construction Inspection

Civil Plan Review (Grading, Improvement Plans)	\$224/hour
Traffic Engineer	\$274/hour
Senior Construction Manager	\$247/hour
Construction Manager	\$235/hour
Certified Access Specialist (CASp) Inspector	\$247/hour
Certified Access Specialist (CASp) Plans Examiner	\$274/hour
Construction (Public Works) Inspector**	\$207/hour
Construction (Public Works) Inspector (Non-Prevailing Wage).....	\$175/hour
Construction (Public Works) Inspector Apprentice**	\$132/hour

**denotes prevailing wage category

General

Principal-in-Charge	\$347/hour
4LEAF Project Manager	\$247/hour
Vehicle required for project - 4-wheel drive (monthly)	\$2,500/month
Vehicle required for project - 4-wheel drive (daily)	\$165/day
Vehicle required for project - 2-wheel drive (monthly)	\$1,500/month
Vehicle required for project - 2-wheel drive (daily)	\$125/day
Project site transport, where required (gator).....	\$1,800/month
Field Representative requiring special enhancement.....	\$274/hour
Prevailing Wage filing	\$274/filing
Project Administration specialized billing.....	\$144/hour
elas/GoFormz	\$.50/user/month



BASIS OF CHARGES

- Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables, basic PPE (project specific PPE will be charged at cost plus 20%).
- All invoices will be submitted monthly.
- All invoices will be charged a 3% administrative fee.
- Approved expenses such as flights/ferry/hotels/etc. as well as subconsultants will be charged at cost plus 20%
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Inspection services canceled less than 24 hours of requested time of service will be subject to a two (2) hour minimum charge.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the Jurisdiction.
- Most plan reviews will be reviewed in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
 - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
 - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the FY2026-2027 contract period. There will be a 5% escalation for FY2027-2028, FY2028-2029, etc.
- Overtime and Premium time will be charged as follows:

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



be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client will allow 4LEAF staff the opportunity to take their entitled rest and meal breaks during each work shift as required by law.

BASIS OF CHARGES – PREVAILING WAGE

- Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR at cost, plus multiplier, and profit.
- Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR's Wage determination for Building Construction Inspector.

Exhibit B
Consultant's Revised Fee Schedule dated 7/1/2026



Code Enforcement

Project Manager	\$180.16/hour
Director of Code Enforcement	\$159.91/hour
Senior Code Enforcement Officer.....	\$133.26/hour
Code Enforcement Officer.....	\$107.67/hour
Administrative Support	\$82.09/hour

Planning

Principal in Charge.....	\$223.87/hour
Housing Policy director.....	\$218.54/hour
Planning Director.....	\$212.14/hour
Principal/Planning Manager	\$186.56/hour
Senior Planner	\$170.57/hour
Associate Planner	\$147.11/hour
Assistant Planner	\$122.60/hour
Planning Technician.....	\$95.94/hour

BASIS OF CHARGES

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

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services will be subject to a \$300.00 minimum fee if percentage-based fee or 2-hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing.
- All plan review services will be subject to 2-hour minimum fee.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
 - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
 - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the FY2026-2027 contract period. There will be a 3% escalation for FY2027-2028 and FY2028-2029.
- Overtime and Premium time will be charged as follows:

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8-hour M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8-hour Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate



- For the schedule modification (4 Days, 10 hours a day) No Overtime will be charged for this schedule.
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF’s non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

BASIS OF CHARGES – PREVAILING WAGE

- Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR.
- Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR’s Wage determination for Building Construction Inspector were used to determine the range of hourly rates for Public Works Inspector Apprentice.
- Pre-approved Overtime and Premium hours for labor categories subject to Prevailing Wage requirements will be charged per the following:

- <i>Nighttime (work begun after 4PM or before 5AM)</i>	<i>1.125 x hourly rate</i>
- <i>Overtime (over 8 hour M-F or Saturdays)</i>	<i>1.35 x hourly rate</i>
- <i>Overtime (over 8 hours Sat or 1st 8 hour Sun)</i>	<i>1.85 x hourly rate</i>
- <i>Overtime (over 8 hours Sun or Holidays)</i>	<i>2.35 x hourly rate</i>
- All invoicing will be submitted monthly.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Project-related mileage for inspections will be billed at the allowable IRS Rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF’s non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.