



PROPOSAL LETTER

August 24, 2016

John A. Martini, P.E.
Community Services Director
431 Prater Way
Sparks, NV 89431

Re: Proposal to Continue Providing Plan Review Services for the City of Sparks

Dear Mr. Martini:

Charles Abbott Associates, Inc. (CAA) is pleased to present this proposal letter to continue providing plan review and other related services for the City of Sparks, Nevada. We look forward to working with the City to provide the highest level of customer service with the highest quality of plan review services.

Our proposal is presented in the following sections:

1. Scope of Work
2. Time frame
3. Compensation
4. Resumes

A brief discussion of each section follows.

SCOPE OF WORK

The proposed Scope of Work is described in detail on the following pages. Ray Proffitt will continue to serve as our Project Manager and will coordinate all our plan review services for the City.

TIME FRAME

All services provided will be provided in a timely manner. Generally, plan reviews will be completed in the time frames identified below, or sooner.

COMPENSATION

We have included our current rate sheet for hourly rates for all related positions with the notation that CAA will provide requested plan review services and complete that work at 80% of the plan review fees collected by the City.

RESUMES

We have included resumes of key personnel who will be providing the plan review services. These professionals are typical of the personnel available to the City.

SUMMARY

We are confident that our proposal and approach assures that the expectations of the City are met or exceeded. At the core of our approach is a sincere commitment to serve the City effectively by providing a project team that can integrate its knowledge with sound judgment. We are confident that the end products will serve the City very effectively.

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We look forward to hearing from you in the near future and the opportunity of working with you on this very important project.

Very Truly Yours,
CHARLES ABBOTT ASSOCIATES, INC.



Buster Scholl, CBO
Regional Director
949-279-4241

1. SCOPE OF WORK

A) PLAN REVIEW

Building Plan Review Services as requested by the City Project Administrator to insure compliance with all of the building codes adopted by the City:

- Perform architectural and structural review of buildings and structures for compliance with applicable Nevada and the City codes and ordinances, and acceptable engineering practices.
- Perform plumbing, mechanical, electrical, energy and accessibility plan check for buildings and structures for compliance with Nevada and the City codes and ordinances
- Confirm that building use, occupancy, and type of construction are in compliance with applicable Nevada and the City codes and ordinances.
- Confirm that grading plans comply with the applicable provisions of Nevada and the City codes and ordinances.
- Review plans for compliance with all applicable provisions of the NRS and NAC of the State of Nevada, including but not limited to, energy compliance and disabled access compliance.

Plans examiners are ICC certified and capable of performing independent and unassisted reviews. Nevada Registered Civil or Structural engineers shall perform structural plan review.

B) OTHER BUILDING SERVICES AS REQUESTED

CAA will provide other related services as requested by the City at the rates high lighted in the STANDARD HOURLY RATE SCHEDULE below.

2. TIME OF COMPLETION

TYPE OF PLAN	Working Days	
	INITIAL CHECK	RECHECK
New Residential, single-family	10	5
New Residential, multi-family/multi-story	10	5
New Commercial	10	5
Additions, renovations, TI's, etc.	5	5

3. COMPENSATION

Plan Review: 80% of the plan review fees collected by the City for a comprehensive review of all disciplines. This percentage includes the initial check and two re-checks. Any additional re-checks will be at the appropriate rate shown below (\$125/hr. for Building Plan Check Engineer and \$90/hr. for Building Plan Checker). Other related services will be provided, as requested by the City, at the rates shown below.

STANDARD HOURLY RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>	<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>
Principal Engineer	175.00	Principal Building Official	125.00
County Engineer	165.00	Building Official	115.00
Project Supervisor	145.00	Senior Building Inspector	90.00
Project Manager	135.00	Building Plan Check Engineer	125.00
Project Engineer	130.00	Building Plan Checker	90.00
Sr. Registered Engineer	125.00	Building Inspector	65.00
Plan Check Engineer	115.00	Code Enforcement Officer	65.00
Associate Engineer	110.00	Permit Specialist	54.00
Assistant/Design Engineer	98.00		
Senior Traffic Engineer/Manager	150.00	Community Development Director	145.00
Transportation Planner	110.00	Principal Planner	132.00
Traffic Engineer Associate	95.00	Senior Planner	107.00
		Associate Planner	97.00
Sr. Draftsperson (CADD)	90.00	Planning Technician	68.00
Draftsperson (CADD)	80.00		
Computer Technician	80.00	Landscape Director	116.00
		Associate Landscape Architect	95.00
Senior Environmental Consultant	138.00	County Forester	88.00
Environmental Engineer/Scientist II	108.00		
Environmental Engineer/Scientist I	96.00	Expert Witness Services	200.00
Environmental Inspector	78.00	Senior Contract Administrator	107.00
		Administrative Assistant	57.00
Senior Public Works Inspector	95.00	Word Processor	50.00
Public Works Inspector	87.00	Clerical	45.00
3-Person Survey Crew	270.00		
2-Person Survey Crew	210.00		

The above hourly rates include general and administrative overhead and fees and employee payroll burden.

The above hourly rates are subject to an annual adjustment based upon increases adopted by Charles Abbott Associates, Inc. as reflected in the Consumer Price Index (CPI).

4. RESUMES

THE RESUMES SHOWN BELOW ARE TYPICAL OF THE CAPABILITIES OF CAA PROFESSIONALS

RAY PROFFITT, CBO –PROJECT MANAGER/PLAN REVIEW

Years of Experience:	30 + Years
Education:	A.A. - LIBERAL ARTS - San Bernardino Valley College
Registration:	General Building Contractor, CA #405148B (Inactive) General Engineering Contractor, CA #405148A (Inactive)
Certification:	ICC Certified Building Official (1063117-CB) ICC Certified Building Inspector (1063117-B5) ICC Certified Plans Examiner (1063117-B3)

Mr. Proffitt, with over 25 years of building & safety experience, has held the position of Building Official and Interim Building Official, as well as, numerous other positions throughout his career. In total, Ray has been involved in the field of construction and building inspection for over 40 years. His building and safety career has focused on inspection training and customer service in the public sector. Ray has been involved in the presentation of building code updates and changes to the affected contractors and advancing the cause of preventing life loss and property protection. As a Building Official Ray, helps CAA provide services in building and safety as well as fire safety in California and Nevada. Ray has also worked on quality control and evaluation of inspection and plan review services

KEY QUALIFICATIONS:

- Certified Building Official
- Certified Building Plans Examiner
- Local Government Background
- 24 Years Municipal Background
- Management of building and safety operations

REPRESENTATIVE PROJECT EXPERIENCE:

- ▶ Regional Supervisor - (3 different offices) San Bernardino County, CA
- ▶ 3-Story Senior Assisted Living Facility, Twin Peaks. CA
- ▶ Lake Arrowhead Retail Commercial Complex, Lake Arrowhead, CA
- ▶ Transition of the newly incorporated areas of Highland and Yucaipa, CA
- ▶ Building Official, Hollister, CA
- ▶ Residential and commercial construction, Hollister, CA
- ▶ Interim Building Official, Gilroy, CA
- ▶ New two story police facility, Gilroy, CA
- ▶ Deputy Building Official, Marina, CA
- ▶ The Dunes commercial development, Marina, CA
- ▶ Two new 'temporary' fire stations, Reno, NV
- ▶ Kendyl Depoali Middle School, Reno, NV

CHARLENE GAWORSKI, CBO, PLANS EXAMINER/BUILDING OFFICIAL

Years of Experience: 25 + Years

Education: AA Degree in Inspection Technology, Butte College, Oroville, CA

Certification: ICC Certified Master Code Professional (848401)
ICC Certified Building Official (848401)
ICC Certified Building Inspector (848401)
ICC Certified Electrical Inspector (848401)
ICC Certified Mechanical Inspector (848401)
ICC Certified Plumbing Inspector (848401)
ICC Certified Plans Examiner (878901)
ICC Certified Combination Inspector (848401)
ICC Certified Combination Dwelling Inspector (848401)

Ms. Gaworski, with over 25 years of construction and building & safety experience, has held the position of Incline Branch Manager and Building Inspection Supervisor for Washoe County, as well as, numerous other positions throughout her career. She has a passion for the field of construction and engineering. Charlene is a compassionate leader focused on customer service in the public sector, she is routinely involved in the presentation of building code, engineering principles and advancing the cause of preventing life loss and protecting property.

AREA OF RESPONSIBILITY:

Building plan review and supervision

REPRESENTATIVE PROJECT EXPERIENCE:

- ▶ Incline Branch Manager – Washoe County
- ▶ Building Inspection Supervisor – Washoe County
- ▶ Building Inspector – Nevada Public Works Board
- ▶ Senior Building Inspector/Plans Examiner/Building Inspector/Permit Technician – Douglas County

STEVE AHUNA, PE, CBO- CAA PLAN REVIEW MANAGER

Years of Experience: 30+

Education: M.S., Applied Economics, Santa Clara University, Santa Clara, CA
B.S., Architectural Engineering, California State University, San Luis Obispo

Certification: ICC Certified Building Official (1036330-CB)
ICC Certified Plans Examiner (1036330-B3)
ICC Certified Plans Examiner UBC (1036330-60)
OES/CALEMA DISASTER SERVICE WORKER

Registration: Civil Engineer: California (C 34264) and Nevada, Arizona (Pending)

Mr. Ahuna has over 30 years of experience in architectural and structural review of residential and non-residential plans. He has plan review experience working for both private and municipal entities. Prior to working as a plan checker, he worked for a private consulting structural engineering firm as a design engineer for residential and non-residential buildings.

AREA OF RESPONSIBILITY:

Structural and Architectural Review

REPRESENTATIVE PROJECT EXPERIENCE:

- ▶ 3-Story Senior Complex, Laguna Niguel, CA
- ▶ 20 Unit Townhouse Project, Huntington Beach, CA
- ▶ Several Industrial/Office Buildings, Huntington Beach, CA
- ▶ Preliminary Review of a 300 Unit Condo Project, Huntington Beach, CA
- ▶ Nevada Cancer Institute
- ▶ Fairfield Apartments