

## AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT FOR CONSULTING SERVICES (this “AGREEMENT”) is made and entered into this 10 day of December, 2024, by and between the CITY OF LANCASTER, a municipal corporation and charter city (the “OWNER”), and JAS Pacific, (the “CONSULTANT”).

### RECITALS

WHEREAS, OWNER desires to engage CONSULTANT to perform certain technical and professional services, as provided herein, identified as:

#### **RFQ #845-25 – BUILDING AND SAFETY PLAN REVIEW AND LANCASTER PD INSPECTION SERVICES**

WHEREAS, the principal members of CONSULTANT are qualified and duly registered/licensed under the laws of the State of California, and CONSULTANT desires to accept such engagement.

NOW, THEREFORE, the parties agree as follows:

1. **Parties.**

The parties to this AGREEMENT are:

- A. OWNER: City of Lancaster.
- B. CONSULTANT: JAS Pacific

2. **Notices.** All written notices required by or related to this AGREEMENT shall be sent by Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed below. Neither party to this AGREEMENT shall refuse to accept such mail; parties to this AGREEMENT shall promptly inform the other party of any changes of address. All notices required by this AGREEMENT are effective on the day of receipt, unless otherwise indicated herein.

OWNER                      Trolis Niebla, City Manager  
City of Lancaster  
44933 North Fern Avenue  
Lancaster, California 93534

CONSULTANT              Christine Champany, Vice President  
JAS Pacific  
PO Box 2002  
Upland, CA 91786

3. **Successors and Assigns.** The terms hereof shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto; provided, however, that no party hereto shall assign any of the benefits and burdens hereunder, whether voluntarily or by operation of law, without prior written consent of the other party, and any such assignments without said consent shall be void.

4. **Incorporation by Reference.** The CONSULTANT'S Proposal is hereby incorporated in and made a part of this AGREEMENT. CONSULTANT agrees to comply with all of the requirements set forth therein.

5. **Precedence of AGREEMENT Documents.** If there is a conflict between AGREEMENT documents, the document highest in precedence shall control. The precedence shall be:

First: This AGREEMENT  
Second: The CONSULTANT'S Proposal

6. **Description of Work.** OWNER hereby engages CONSULTANT, and CONSULTANT accepts such engagement, to perform the technical and professional services set forth in the "Scope of Services" attached hereto as Exhibit "A". CONSULTANT shall perform and complete, in a manner satisfactory to OWNER, all work and services set forth in the Scope of Services. The City Manager or his or her designee shall have the right to review and inspect the work during the course of its performance at such times as may be specified by the City Manager, or his or her designee.

7. **Obligations of the OWNER.**

A. The total compensation to be paid by OWNER to CONSULTANT for all work and services described in the Scope of Services is not to exceed \$400,000 per year with the option of an annual 5% CPI increase for years 2-5. CONSULTANT'S fees and charges for the work and services performed shall in no event exceed those set forth in Exhibit "A" attached hereto and made a part hereof.

B. No payment made hereunder by OWNER to CONSULTANT, other than the final payment, shall be construed as an acceptance by OWNER of any work or materials, nor as evidence of satisfactory performance by CONSULTANT of its obligations under this AGREEMENT.

8. **Obligations of the CONSULTANT.**

A. CONSULTANT shall perform as required by this AGREEMENT. CONSULTANT also warrants on behalf of itself and all subcontractors engaged for the performance of this AGREEMENT.

B. CONSULTANT shall be responsible for payment of all employees' and subcontractor's wages and benefits, and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security.

9. **Payment of Prevailing Wage.**

A. The State of California, Department of Industrial Relations, has ascertained the general prevailing rate of wages and employer payments for health and welfare, vacation, pension, and similar purposes applicable to the work to be done. These rates shall be the minimum wage rates for this project. These rates are on file with the OWNER and copies will be made available to any interested party upon request.

Attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968) and Section 1777.6 of the Labor Code concerning the employment of apprentices by the CONSULTANT or any subcontractor under him.

Section 1777.5, as amended, requires the CONSULTANT or subcontractor employing tradesmen in any apprenticeable occupation to apply to the joint apprenticeship committee nearest the site of the public works project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen that will be used in the performance of the contract. The ratio of apprentices to journeymen in such cases shall not be less than one to five except:

- (A) When unemployment in the area of coverage by the joint apprenticeship committee has exceeded an average of 15% in the 90 days prior to the request for certificate; or
- (B) When the number of apprentices in training in the area exceeds a ratio of one to five; or
- (C) When the trade can show that it is replacing at least 1/30 of its membership through apprenticeship training on an annual basis statewide or locally; or
- (D) When the CONSULTANT provides evidence that he employs registered apprentices on all of his contracts on an annual average of not less than one apprentice to eight journeymen.

The CONSULTANT is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other Contractors on the public works site are making such contributions.

The CONSULTANT and any subcontractor under them shall comply with the requirements of Section 1777.5 and Section 1777.6 in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, ex officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

B. The provisions of subsection A above shall be included in all solicitations or advertisements placed by or on behalf of CONSULTANT for personnel to perform any services under this AGREEMENT. OWNER shall have access to all documents, data and records of CONSULTANT and its subcontractors for purposes of determining compliance with the Prevailing Wage provisions of this Section.

10. **Term, Effective Date.** This Agreement shall become effective and shall be in full force and effect upon the execution of the Agreement by the OWNER and the CONSULTANT. This AGREEMENT shall continue in full force and effect for a Term of five (5) years, unless the AGREEMENT is sooner terminated in accordance with this AGREEMENT provided, however, that the City and the Consultant may mutually agree in writing to extend the Term of this AGREEMENT.

11. **Audit.** OWNER shall have the option of inspecting and/or auditing all records and other written materials used by CONSULTANT in preparing its statements to OWNER as a condition precedent to any payment to CONSULTANT.

12. **Hold Harmless and Indemnification.** CONSULTANT agrees to indemnify and hold harmless the OWNER, its officers and employees, from and against any and all claims, losses, obligations, or liabilities whatsoever, including reasonable Attorney's fees, incurred in or in any manner arising out of or related to CONSULTANT'S negligent or willful wrongful acts, errors or omissions, or those of its employees or agents. CONSULTANT agrees to defend OWNER, its elected officials, officers, employees, and volunteers, from and against any and all claims arising from any alleged negligent or wrongful acts, errors or omissions on the part of CONSULTANT or on the part of its employees.

13. **Amendments.** Any amendment, modification, or variation from the terms of this AGREEMENT shall be in writing and shall be effective only upon mutual written approval by the City Manager, or his or her designee, and CONSULTANT.

14. **Non-Discrimination and Equal Employment Opportunity.**

A. In the performance of this AGREEMENT, CONSULTANT shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, religion, ancestry, sex, national origin, physical or mental disability or age. CONSULTANT will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, sex, national origin, physical or mental disability or age. Affirmative action relating to employment shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

B. The provisions of subsection A above shall be included in all solicitations or advertisements placed by or on behalf of CONSULTANT for personnel to perform any services under this AGREEMENT. OWNER shall have access to all documents, data and records of CONSULTANT and its subcontractors for purposes of determining compliance with the equal employment opportunity and non-discrimination provisions of this Section.

15. **Termination for Convenience.** The governing board of the OWNER may terminate this AGREEMENT at any time without cause by giving fifteen (15) days written notice to CONSULTANT of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall, at the option of OWNER, become the OWNER's property. If this AGREEMENT is terminated by OWNER as provided herein, CONSULTANT will be paid a total amount equal to its costs as of the termination date, plus ten percent (10%) of that amount for profit. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this AGREEMENT.

16. **Termination for Cause.**

A. The governing board of the OWNER may, by written notice to CONSULTANT, terminate the whole or any part of this AGREEMENT in any of the following circumstances:

(1) If CONSULTANT fails to perform the services required by this AGREEMENT within the time specified herein or any authorized extension thereof; or

(2) If CONSULTANT fails to perform the services called for by this AGREEMENT or so fails to make progress as to endanger performance of this AGREEMENT in accordance with its terms, and in either of these circumstances does not correct such failure within a period of ten (10) days (or such longer period that OWNER may authorize in writing) after receipt of notice from OWNER specifying such failure.

B. In the event OWNER terminates this AGREEMENT in whole or in part as provided above in paragraph A of this Section, OWNER may procure, upon such terms and in such manner as it may deem appropriate, services similar to those terminated.

C. If this AGREEMENT is terminated as provided above in paragraph A, OWNER may require CONSULTANT to provide all finished or unfinished documents, data, studies, drawings, maps, photographs, reports, etc., prepared by CONSULTANT. Upon such termination, CONSULTANT



shall be paid an amount equal to the contract amount, less the cost of hiring another CONSULTANT to complete CONSULTANT's services. In the event no new CONSULTANT is employed, CONSULTANT shall be paid an amount equal to the value of the work performed. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to completed work and work in progress, complete and incomplete drawings, and other documents whether delivered to OWNER or in possession of CONSULTANT, and authorized reimbursement expenses.

D. If, after notice of termination of the AGREEMENT under the provisions of this Section, it is determined, for any reason, that CONSULTANT was not in default, or that the default was excusable, then the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Section 14.

17. **Independent Contractor.** CONSULTANT is an independent contractor and shall have no power or authority to incur any debt, obligation or liability on behalf of the OWNER. It is expressly understood between the parties to this AGREEMENT that no employee/employer relationship is intended; CONSULTANT is an independent contractor.

18. **Insurance.**

A. (1) The CONSULTANT, at its expense, shall maintain in effect at all times during the performance of work under this AGREEMENT not less than the following coverage and limits of insurance, which shall be maintained with insurers listed "A-, VIII" or better in the Best's Key Rating Guide:

**Commercial General Liability**

Each Occurrence	\$1,000,000
Per Project General Aggregate	\$2,000,000
Including Products/Completed Operations	
Including Contractual Liability/Independent Contractors	
Including Broad Form Property Damage	

**Commercial Automobile Liability**

Combined Single Limit per Accident for Bodily Injury and Property Damage	\$1,000,000
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**Workers Compensation**

As Required by the State of California	Statutory Limits
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**Employer's Liability**

Each Accident	\$1,000,000
Bodily Injury by Disease	\$1,000,000
Each Employee	\$1,000,000

**Professional Liability**

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000

B. For General Liability insurance shall be at least as broad as ISO form CG2010 11/85 or CG2010 07/04 and CG2037 07/04 combined, or an equivalent providing ongoing and completed operations. Commercial Auto coverage shall be at least as broad as ISO form CA00 01.

C. The CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insured's liability.

D. A Waiver of Subrogation must be provided on behalf of the Certificate Holder for the Workers Compensation/Employers Liability policies and a copy of the endorsement must accompany the certificate.

E. Any deductibles or self-insurance retentions must be declared and approved by the OWNER. At the option of the OWNER, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the OWNER insured entities or the insurer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

F. All insurance shall be primary and non-contributory as respects the OWNER insured entities. Any insurance or self-insurance maintained by the OWNER insured entities shall be in excess of the CONSULTANT'S insurance and shall not contribute with it.

G. The coverage provided under this AGREEMENT shall not contain any special limitations on the scope of protection afforded to the OWNER insured entities.

H. Insurance provided and maintained by CONSULTANT must be placed with insurers with a rating of A-, VIII or better by Best's Key Rating Guide, latest edition.

I. Insurance written on a "claims made" basis must be renewed for a period of five (5) years after this contract expires or is terminated. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this contract and will cover CONSULTANT for all claims made by the OWNER insured entities arising out of any acts or omissions of CONSULTANT or its officers, employees, or agents during the time this AGREEMENT was in effect.

J. CONSULTANT shall furnish the OWNER with Certificates of Insurance and with original endorsements effecting coverage required by this AGREEMENT. The certificates for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the OWNER before work commences. The OWNER reserves the right to require complete, certified copies of all required insurance policies at any time.

K. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the OWNER insured entities.

L. Certificates of Insurance must be deposited with the OWNER for all coverage required by this AGREEMENT. Certificates shall meet the following requirements:

(1) Show that the insurance policy has been endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after 30 days prior written notice (10 days written notice for non-payment) by Certified Mail, return receipt requested to the OWNER.

(2) List in the "Descriptions of Operations/Locations/Vehicles/Special Items" section:

**RFQ #845-25 – BUILDING AND SAFETY PLAN REVIEW AND LANCASTER PD INSPECTION SERVICES**

City of Lancaster, its elected officials, officers, employees and volunteers are included as additional covered parties, but only insofar as the operations under this contract are concerned.

(3) List in the "Certificate Holder" section:

The City of Lancaster, 44933 Fern Avenue, Lancaster, California 93534.

M. CONSULTANT shall include all subcontractors as an insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. Subcontractors are subject to the same insurance requirements as the CONSULTANT.

N. The coverage shall contain no special limitations on the scope of protection afforded to the insured entities. The CONSULTANT'S insurance coverage shall be primary insurance as respects the OWNER'S insured entities.

19. **Commencement and Completion of Work.** The execution of this AGREEMENT by the parties does not constitute an authorization to proceed. The services of CONSULTANT shall commence when the OWNER, acting by and through its City Manager or his or her designee, has issued the Notice to Proceed.

CONSULTANT shall have no claim for compensation for any services or work which has not been authorized by the OWNER's Notice to Proceed.

20. **Extension of Time for Completion of Work.**

A. If, at any time, the work is delayed due to suspension order by OWNER, or due to any other cause which, in the reasonable opinion of the OWNER, is unforeseeable and beyond the control and not attributable to the fault or negligence of CONSULTANT, then CONSULTANT shall be entitled to an extension of time equal to said delay, subject to the OWNER's right to terminate this AGREEMENT pursuant to Section 14.

B. CONSULTANT shall submit to OWNER a written request for an extension of time within ten (10) days after commencement of such delay, and failure to do so shall constitute a waiver thereof. OWNER shall, in its sole discretion, determine whether and to what extent any extensions of time shall be permitted.

C. No extension of time requested or granted hereunder shall entitle CONSULTANT to additional compensation unless, as a consequence of such extension, additional work must be performed. In such event, OWNER shall in good faith consider any request for additional compensation submitted by CONSULTANT.

21. **Ownership of Documents.** All plans, specifications, reports, studies, tracings, maps and other documents prepared or obtained by CONSULTANT in the course of performing the work required by this AGREEMENT shall be the property of the OWNER. Basic survey notes, sketches, charts, computations and similar data prepared or obtained by CONSULTANT under this AGREEMENT shall, upon request, be made available to OWNER without restriction or limitation on their use.

22. **Data Provided to CONSULTANT.** OWNER shall provide to CONSULTANT, without charge, all data, including reports, records, maps and other information, now in the OWNER's possession which may facilitate the timely performance of the work described in the Scope of Services.

23. **CONSULTANT's Warranties and Representations.** CONSULTANT warrants and represents to OWNER as follows:

A. CONSULTANT has not employed or retained any person or entity, other than a bona fide employee working exclusively for CONSULTANT, to solicit or obtain this AGREEMENT.

B. CONSULTANT has not paid or agreed to pay any person or entity, other than a bona fide employee working exclusively for CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the execution of this AGREEMENT. Upon any breach or violation of this warranty, OWNER shall have the right, in its sole discretion, to terminate this AGREEMENT without further liability, or, in the alternative, to deduct from any sums payable hereunder the full amount or value of any such fee, commission, percentage or gift.

C. CONSULTANT has no knowledge that any officer or employee of the OWNER has any interest, whether contractual, noncontractual, financial, proprietary, or otherwise, in this transaction or in the business of the CONSULTANT, and that if any such interest comes to the knowledge of CONSULTANT at any time, a complete written disclosure of such interest will be made to OWNER, even if such interest would not be deemed a prohibited "conflict of interest" under applicable laws.

D. Upon the execution of this AGREEMENT, CONSULTANT has no interest, direct or indirect, in any transaction or business entity which would conflict with or in any manner hinder the performance of services and work required by this AGREEMENT, nor shall any such interest be acquired during the term of this AGREEMENT.

24. **Resolution of Disputes.**

A. Disputes regarding the interpretation or application of any provisions of this AGREEMENT shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

B. If the parties cannot resolve the dispute through good faith negotiations, either party may give Notice of Dispute to the other party. The Notice of Dispute shall state the nature of the dispute and the corrective action necessary to remedy the dispute.

After Notice of Dispute, the parties shall first attempt to resolve any disputes by mediation. The parties shall agree on a single mediator. Mediation shall be conducted in Lancaster, California. Each party shall pay its own attorneys' fees and the costs of mediation shall be split equally between the parties.

If the dispute has not been resolved by mediation within 45 days after Notice of Dispute, or the parties are unable to agree to a mediator, within 15 days after Notice of Dispute, then, the dispute may, upon agreement of the parties be resolved by binding arbitration.

C. If any action at law or in equity is brought to enforce or interpret any provisions of this AGREEMENT, the prevailing party in such action shall be entitled to reasonable attorney's fees, cost and necessary disbursements, in addition to such other relief as may be sought and awarded.

25. **Exhibits**. The following exhibits to which reference is made in this AGREEMENT are deemed incorporated herein in their entirety:

Exhibit "A"          Scope of Services

26. **Governing Law**. This AGREEMENT shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

CITY OF LANCASTER  
LANCASTER, CALIFORNIA

By: \_\_\_\_\_  
Trolis Niebla, City Manager

Dated: \_\_\_\_\_

JAS PACIFIC

By: \_\_\_\_\_  
Christine Champay, Vice President

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Andrea Alexander, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Allison E. Burns Esq., City Attorney

Insurance Approved

CONTRACT SUBMISSION APPROVAL:

\_\_\_\_\_  
Patti Garibay  
Director  
Community Development

\_\_\_\_\_  
Rod Armalin  
Chief  
Lancaster Police Department

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

The City is seeking firms with demonstrated experience related to building and safety plan review and inspection services. All consultants with demonstrated experience in one or more areas of this RFQ are encouraged to submit a proposal for each task listed below.

#### **Task 1 – Building Plan Check Services**

The ideal firm(s) will provide highly qualified plan check professionals to provide accurate and timely plan check services with sufficient staffing to meet the City's needs. The staff should have previous experience working for cities, be customer-service oriented, and perform the following:

- Plan checks shall be performed for structural, architectural, plumbing, electrical, mechanical, accessibility, onsite grading, energy and green building compliance. Plan review for buildings and structures submitted to the City by individuals, developers or other applicable government agencies, including the City of Lancaster, will be checked according to the latest edition of the California Building Codes (building codes), City of Lancaster amendments, other applicable codes, as well as the project conditions of approval.
- Review and approve building/structural revisions to plans as required during construction.
- All changes/corrections must be clearly and accurately identified, documented, and addressed prior to approval.
- Plan check services must also have a process in place that ensures consistent and efficient communication between City staff, including the plan check staff, and the applicant to avoid delays.
- Approved plans must be stamped and signed as approved once they meet all requirements.
- Services shall also include provisions to review the plans electronically. The plans will be available within the Accela permitting software. Adobe-Pro will be required in order to review, mark, and approve the plans.
- ICC- and CASp-certified plans examiners, architects, and structural engineers are highly desired.

#### **Task 2 – Building Inspection Services**

The ideal firm(s) will provide ICC-certified building inspectors who are qualified and able to perform on-site inspection services to ensure compliance with approved plans and project conditions of approval and are qualified to enforce all provisions of the California Building Code and provide assistance to City staff, including but not limited to the following:

- Ability to review construction plans and specifications; perform field inspections of building construction, plumbing, mechanical and electrical installations in residential, commercial, and industrial buildings to ensure compliance with local, state and federal building codes and regulations.
- Coordinate the inspection of commercial and residential construction, alteration, and demolition in accordance with all applicable building codes, project conditions of approval, etc., Monday through Friday.
- Provide technical information, including interpretation of building plans and specifications and interpretation of code requirements relative to building construction to contractors, property owners, and the public at the public counter and on the telephone; advise contractors, architects and the public; coordinate construction progress with other City departments or division and external agencies
- Ability to provide counter services, including but not limited to, minor plan checks (i.e. solar installations, tenant improvements, small room additions, and HVAC systems) and building permit issuance and consultation Monday through Friday during assigned counter hours.
- Availability of 24-hour emergency off-hours services.
- In the event of a catastrophe, provide inspections to assist the City with building safety assessments and provide emergency plan check and inspection services.
- Ability to enforce a variety of applicable local and state building codes and ordinances pertaining to zoning, land use, nuisances, housing, health and safety, and other matters of public concern.
- Ability to serve as a resource and provide information on city regulations to property owners, residents, businesses, the general public, and other city departments, as well as outside agencies (i.e. the Los Angeles County Fire Protection District).
- Ability to issue, track, and final building, electrical, plumbing, mechanical, and other types of required permits.
- Knowledge of modern office procedures and equipment, including computers and supporting word processing and spreadsheet applications.
- Perform related duties as required.
- Possession of a state of California Class C driver's license

The selected firm(s) must also be able to provide coverage if the regularly assigned building inspector is absent due to illness, vacation, etc. Quarterly financial audit and inspections are to be conducted by a certified public accountant.

The selected firm(s) must also be able to provide the equipment, office supplies, iPad(s), computer(s), internet access, telephone, and vehicles used when performing the contracted services for the City.



### **Task 3 – Permit Technician Services**

Upon request of the City:

- Calculate fees and issue building, plumbing, mechanical, electrical, sewer, demolition, as well as permits combining the aforementioned.
- Use permitting and plan check software to issue and route plans.
- Assist the public on the phone and in person regarding questions or processing permits and questions on local, state and federal regulations, planning and engineering codes, ordinances, documents, standards and guidelines.

## California Levine Act Statement

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Lancaster official from participating in any action related to a contract or application if he or she receives any political contributions totaling more than \$250 within the previous twelve months, and for twelve months following the date a final decision is rendered.

The Levine Act also requires a Lancaster City official who has received such a contribution to disclose the contribution on the record of the proceeding.

Current Lancaster City Council Members are listed at:

<https://www.cityoflanasterca.org/government/city-officials/city-council-copy>

Current Planning Commissioners are listed at:

<https://www.cityoflanasterca.org/government/commissions-appointments/planning>

Proposers are responsible for accessing this link to review the names prior to answering the following questions.

1. Have you or your company, or any agent/board member on behalf of you or your company/entity, made any political contributions of more than \$250 to any Lancaster City Council Member or other city official in the 12 months preceding the date of the submission of your proposal or application, or the anticipated date of any Council action?

☐ YES If yes, please identify the Council Member(s)/city official(s):

☒ NO

2. Do you or your company/entity, or any agency on behalf of you or your company/entity, anticipate or plan to make any political contribution of more than \$250 to any Lancaster City Council Member or other city official in the 12 months following any Council action related to your proposal or application?

☐ YES If yes, please identify the Council Member(s) /city official(s):

☒ NO

Answering yes to either of the two questions above does not preclude the Lancaster City Council from awarding a contract or approving an application or any subsequent action. It does however, preclude the identified Council Member(s) from participating in any actions related to your proposal or application.

11/1/2024

Date



Signature of authorized individual

JAS Pacific

Company/Applicant Name

# **CITY OF LANCASTER**

Community Development Department



## Request for Proposal Building & Safety Plan Review and Lancaster Police Department Inspection Services



**SUBMITTED BY**

**JAS PACIFIC**

**201 North Euclid Ave • Upland, CA 91786  
800.818.3677 • [jaspacific.com](http://jaspacific.com)**

Building Your Solutions

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November 7, 2024

**Mr. Warren Bennett**

Chief Building Official

City of Lancaster

44933 Fern Avenue, Lancaster, CA 93534

**Request for Proposal - Building & Safety Plan Review and Lancaster Police Department Inspection Services**  
**RFQ NO. 845-25**

Dear Mr. Bennett,

I am pleased to present this Request for Proposal (RFP) to the City of Lancaster for Building Safety Plan Review Services, as submitted by Jason Addison Smith Consulting Services, Inc. – doing business as JAS Pacific, a California Corporation. With over 30 years of experience, JAS Pacific is a comprehensive provider of building and safety services, with a proven record in residential and commercial plan review, inspection, code enforcement, and specialized building and safety management services.

Our team has extensive experience serving communities in the North Los Angeles County, including the Cities of Lancaster, Palmdale, and Santa Clarita, as well as the unincorporated areas of the north County. This includes awareness and understanding in reviewing projects for State code requirements and local expansive soil, drainage, wind, flood plains, and seismic hazard conditions. Our review team also has an ongoing working relationship with the agencies required for permit approval such as the County of Los Angeles Fire Department, Environmental Health, and the Waterworks and Sanitation Districts. In addition, our staff has experience with local Code Enforcement including building, fire and life safety requirements for specialized cannabis facilities.

JAS Pacific stands out in the industry due to its unique executive team of former public sector building officials who bring extensive firsthand experience and an initiative-taking approach to the plan review process. Our executive team collaborates directly with project design teams early in the planning stages, identifying potential challenges such as alternate means and methods, coordination between trades, constructability, and accessibility. By addressing these issues proactively, we streamline the review process and avoid delays. Once challenges are identified, we strategically select the most appropriate plan review team to ensure that reviews are both timely and thorough, aligning with the project's specific needs and requirements. This collaborative and tailored approach sets JAS Pacific apart, ensuring efficiency and compliance at every stage of the project and assisting both the city and the developer in keeping to the established budget and schedule,

In addition, our executive team has unparalleled expertise in building code administration, education, and code development through active and current participation on the Boards and committees of the International Code Council, California Building Standards Commission, and the California Building Officials Association.

We are pleased to offer the City of Lancaster our expert and timely plan review services, ensuring that construction projects in the city comply with your adopted building standards. We are committed to providing Lancaster with our quality services where our commitment will provide responsive, cost-effective services and thorough customer support to the city, its residents, businesses, and developers. Our team offers a wealth of expertise in plan review services with certified and licensed professionals experienced at all levels of local government. This diverse and skilled team ensures efficient service delivery and effective management of construction permits tailored to the City of Lancaster's requirements.

Mr. Gil Petris and I will serve as Project Managers for Lancaster. We look forward to the opportunity to support the City with Building Review services through the entire plan review process and during construction phasing.

Should you have any questions, please feel free to contact me directly at (626) 625-4233. I look forward to assisting you.

**Rajesh Patel, P.E.**



President

JAS Pacific

201 N. Euclid Ave. Suite A Upland, CA 91786

Office: 800.818.3677 • Mobile: 626.625.4233 • raj@jaspacific.com

## 2. FIRM / TEAM OVERVIEW

**Founded:** 1993

**Incorporated:** California

**Headquarters:** Los Angeles, with offices in Sacramento and San Luis Obispo

**Management Team:** **Raj Patel, Ron Takiguchi, Bob Latz, Bryan Spain, Jeff Janes, Stuart Tom**



JAS Pacific has been a leading provider of comprehensive municipal building and safety solutions to local and regional building and fire departments across California for over 30 years. Our firm offers hands-on administrative and technical expertise and is well-versed in adapting to various building processes and software systems used by clients.

Our management team brings over 100 years of combined jurisdictional and consultant experience, supported by a staff of nearly 60 professionals from diverse disciplines. We provide a variety of solutions, including temporary and long-term on-site staffing strategies and remote plan review, tailored to meet the unique needs of each jurisdiction.

Our long-standing presence in California ensures efficient contract implementation and service delivery. We leverage our deep understanding of local governmental agencies and their challenges to offer stable, experienced, and technically proficient building and safety services, backed by proven methodologies and business practices.



# PROJECT MANAGER

JAS Pacific is ready to provide highly skilled staff for **Building Division Services** to the City of Lancaster, equipped to handle both current and future increased workloads. Our team offers an immediate, timely, and reliable workforce capable of serving the diverse communities throughout the City. With a unique blend of code expertise and exceptional customer service skills, JAS Pacific's team consistently exceeds service expectations throughout the duration of the contract. Each team member's registration or certification is precisely aligned with their primary job function, ensuring the City receives the best possible fit for its needs.

## **JAS PACIFIC PROPOSES TO ASSIGN GIL PETRIS AS THE PROJECT MANAGER AND PRIMARY CONTACT TO THE CITY OF LANCASTER.**

Mr. Gil Petris, CBO is a regional manager with JAS Pacific and brings extensive experience in Building Division Services. As Project Manager for this contract to the City of Lancaster, Mr. Petris with JAS Pacific's team of Building and Fire Plan Reviewers will monitor the timely processing of plans, technical quality of each review, and is available for meetings with plan applicants and the City.

**Mr. Petris contact information is:**

**Gil Petris, CBO**  
**Regional Manager**

201 North Euclid Ave  
Upland, CA 91786

Office: 800.818.3677

Cell: 559.593.1002

[gil@jaspacific.com](mailto:gil@jaspacific.com)

### 3. ORGANIZATIONAL CHART



**GIL PETRIS, CBO**

Project Manager

**BRYAN SPAIN PE, CASP**

Plan Check Manager

#### **BUILDING**

Jeff Nespor | PE CASp, CBO

Scott Martini | PE

Joshua Hussey | PE

Arsanious Hanna | PE

Mike Lapraik | SE FPE CASp

Peter Tung | PE

Marcell McElroy | BPE

Frank Rojas | BPE

Mike Midstokke | CASp, CBO

#### **SPECIALITY**

Elie Maalouf | PE

Granaz Movahed | PE

Henry Pio | PE

#### **FIRE**

Foster McLean

Mike Visnagra | FPE

James Carver

#### **GRADING | STORM WATER**

Chris Chew | PE

Joshua Hussey | PE

Amy Milanes | PE

#### **BUILDING INSPECTIONS**

Ronald Billing | Sr Building  
Inspector

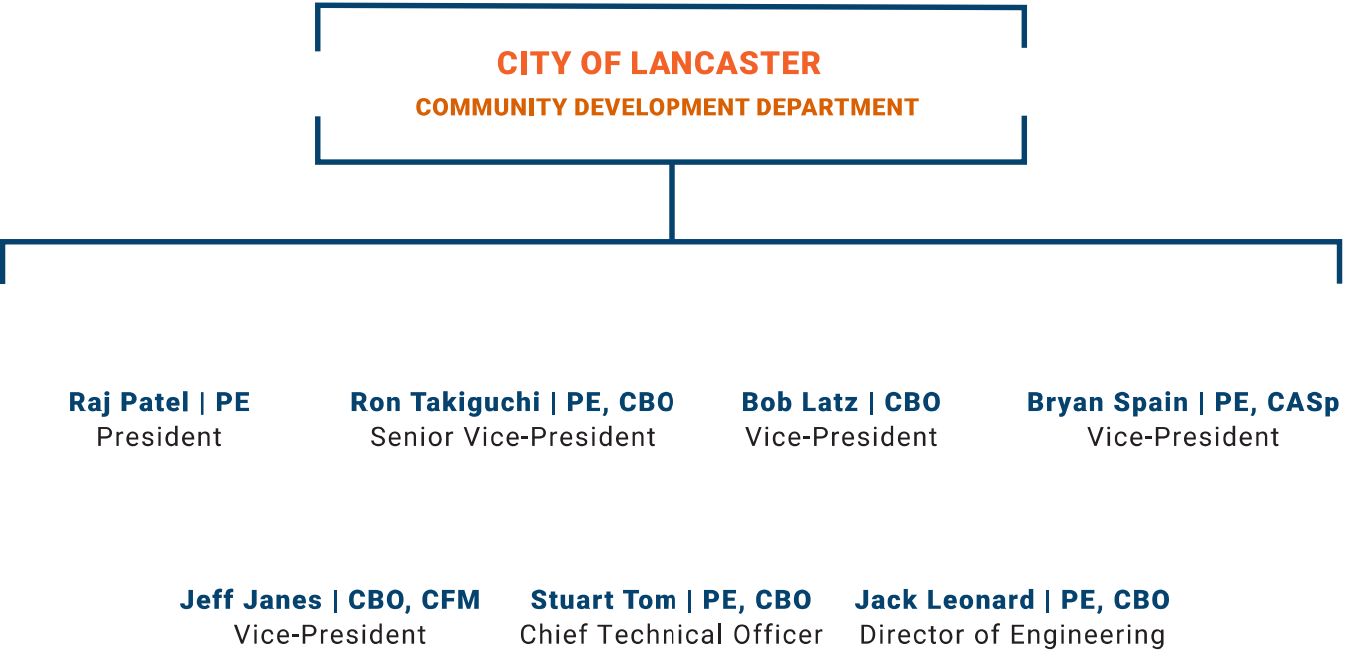


# EXECUTIVE MANAGEMENT TEAM

Each executive team member has specific government experience and expertise providing the most relevant and current service.

Through the Project Manager, the City of Lancaster has direct access to our management team that is able to provide technical, administrative, and specialized building and safety services.

**In standard service to jurisdictions, support by the executive team is at no charge to the jurisdiction.**



## 4. REFERENCES

CLIENT	CONTACT	SERVICES PROVIDED	PHONE NUMBER
<b>COUNTY OF LOS ANGELES</b> 1999 to Present	<b>Juan Madrigal, SE</b> Superintendent of Building juanmadrigal@dpw.lacounty.gov	<b>Plan Review</b> <b>Inspection</b> <b>Code Adoption</b> <b>Permit Issuance</b>	<b>(626) 458-6387</b>
<b>CITY OF PALMDALE</b> 2014 to Present	<b>Bryan George, CBO</b> Building Official bgeorge@cityofpalmdale.org	<b>Plan Review</b> <b>Inspection</b> <b>Permit Issuance</b>	<b>(661) 267-5382</b>
<b>CITY OF PASADENA</b> 2010 to Present	<b>Jesse DeAnda</b> Building Official jdeanda@cityofpasadena.net	<b>Plan Review</b> <b>Inspection</b> <b>Code Adoption</b> <b>Permit Issuance</b>	<b>(626) 744-4200</b>
<b>CITY OF BURBANK</b> 2017 to Present	<b>Mario Osuna</b> Building Official mosuna@burbankca.gov	<b>Plan Review</b> <b>Inspection</b> <b>Permit Issuance</b>	<b>(818) 238-5220</b>
<b>CITY OF GLENDALE</b> 2013 to Present	<b>Ara Sargsyan , PE, CBO</b> Building Official asargsyan@glendaleca.gov	<b>Plan Review</b> <b>Building Official</b> <b>Inspection</b>	<b>(818) 548-3200</b>
<b>CITY OF LONG BEACH</b> 2010 to Present	<b>Truong Huynh, PE, CBO</b> Deputy Director truong.huynh@longbeach.gov	<b>Plan Review</b> <b>Building Official</b> <b>Inspection</b>	<b>(562) 570-6593</b>

# EXPERIENCE - JURISDICTIONS SERVED

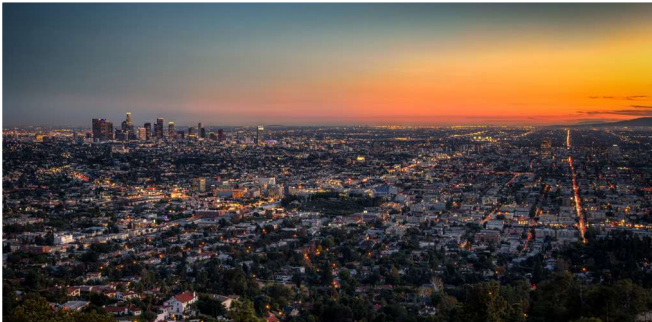
Below is a partial list of our clientele demonstrating our experience - including both long-term and new clients - for which we perform work as proposed for the City of Lancaster. We have a long-standing reputation for excellent customer service and accuracy in the completion of services with the entities we serve. The clients listed below highlight those with similar geography and project complexity that require an elevated level of expertise.

# 01

## COUNTY OF LOS ANGELES, CALIFORNIA

### PUBLIC WORKS DEPARTMENT BUILDING & SAFETY

900 S. Fremont Ave | Alhambra, CA 91803 | (626) 548-3164



#### CONSULTANT SERVICES

Plan Check, Building Inspection, Permit Issuance and Code Enforcement

#### CONTRACT PERIOD

1999 to Present

JAS Pacific currently provides **Plan Check services for the Building, Public Works and Fire Department.** One example project is La Cultura Affordable Housing.

This is a mixed-use, transit-oriented infill development spanning up to 425,000 square feet and reaching up to six stories. It includes 355 residential units, with 20 percent designated as affordable housing for moderate-income households. The development also features an additional 50,000 square feet dedicated to retail space. [Review team Jeff Nespor | Henry Pio | Chris Chew.](#)



#### WEST CARLSON VILLAS

The new construction of a 4-story affordable housing complex consisting of 111 one, two, and three bedroom units. Onsite amenities include a common room, conference centers, a yoga room, a playground, and ground-floor parking for 83 vehicles. [Review team Joshua Hussey | Henry Pio | Chris Chew.](#)



#### PIER 44 MARKET PLACE

Renovation of 80,000 square feet., sea wall and restaurant, dry dock storage, boater's lounge, boat repair shop, sales offices, community room and promenade. [Review team Jeff Nespor | Henry Pio | Chris Chew.](#)

# 02

## CITY OF PALMDALE, CALIFORNIA

### COMMUNITY DEVELOPMENT DEPARTMENT BUILDING & SAFETY DIVISION

38250 Sierra Highway | Palmdale, CA 93550 | (661) 267-5353



#### CONSULTANT SERVICES

Plan Review, Inspection, Permit Issuance

#### CONTRACT PERIOD

2014 to Present

reviewing several high-profile projects, including multiple submissions from Lockheed Aeronautics. [Review team Mike Midstoke | Arsanious Hanna | Elie Maalouf](#). Our experience also spans affordable housing developments like Courson Arts Colony—an 84,000-square-foot, three-story mixed-use project with 80 residential units, a fitness center, and a 6,000-square-foot art gallery. [Review team Mike Midstoke | Arsanious Hanna | Elie Maalouf](#). We have also reviewed large-scale tract developments like Pacific Magnolia, a master-planned community offering diverse home models with 3-5 bedrooms, bonus rooms, and three-car garages on 1/3-acre lots. [Review team Marcel Mcelroy | Amy Milanes](#).

# 03

## CITY OF PASADENA, CALIFORNIA

### COMMUNITY DEVELOPMENT DEPARTMENT DEVELOPMENT SERVICES DIVISION

100 North Garfield Ave | Pasadena, CA 91101 | (626) 744-7311



#### CONSULTANT SERVICES

Plan Check, Building Inspection, Clerical

#### CONTRACT PERIOD

2010 to Present

four floors of open interaction spaces and offices above two levels of underground labs. The building's design incorporates a sleek glass façade and modern exterior elements. [Review team Jeff Nespor | Henry Pio | Chris Chew](#). Another example is the four-story medical campus on Fair Oaks Avenue, standing at 62 feet tall on one acre. This project includes two levels of underground parking, providing 518 spaces. [Review team Josh Hussey | Elie Maalouf | Amy Milanes](#). Additionally, the AC Hotel is a new six-story, 195-room hotel in the Playhouse District. Spanning 150,000 square feet, it features guest rooms on the upper floors and restaurants, retail, and seating on the ground floor. [Review team Frank Rojas | Elie Maalouf | Chris Chew](#).



# 04

## CITY OF BURBANK, CALIFORNIA

### COMMUNITY DEVELOPMENT DEPARTMENT BUILDING & SAFETY DIVISION

150 North 3rd Street | Burbank, CA 91502 | (818) 238-5220



#### CONSULTANT SERVICES

Plan Check, Building Inspection, Permit Issuance

#### CONTRACT PERIOD

2017 to Present

JAS Pacific is contracted to provide **Plan Check, Building Inspection, and Permit Issuance services** to the Building & Safety Division. We have reviewed a

broad range of projects for the city including high profile projects such as 8 story buildings to tenant improvements, studio renovations, and accessory dwelling units.

# 05

## CITY OF GLENDALE, CALIFORNIA

### COMMUNITY DEVELOPMENT DEPARTMENT BUILDING & SAFETY DIVISION

613 East Broadway | Glendale, CA 91206 | (818) 550-4400



#### CONSULTANT SERVICES

Plan Check, Building Inspection, Clerical

#### CONTRACT PERIOD

2013 to Present

JAS Pacific is currently contracted to provide **Plan Check and Building Inspection services** for the City. We have conducted numerous reviews and combination inspections on both residential and commercial projects, ranging from simple residential

room additions to complex nine-story high-rise renovations. Notably, one of our projects on North Central Avenue in downtown Glendale marked the first approved multifamily residential development in Glendale in over three years. This project involved adding five stories to a four-story parking structure, creating a nine-story building with 45 new residential units and an amenity deck.

06

## CITY OF CULVER CITY, CALIFORNIA

### COMMUNITY DEVELOPMENT DEPARTMENT DEVELOPMENT SERVICES DIVISION

9770 Culver Blvd | Culver City, CA 90232 | (310) 253-5818



#### CONSULTANT SERVICES

Plan Check, Building Inspection, Building Official

#### CONTRACT PERIOD

2009 to Present

JAS Pacific is currently contracted to provide the City with **Plan Check, Building Inspection, Code Enforcement and Interim Building Official services**

within their Community Development Department, Building and Safety and Fire Prevention Divisions. JAS Pacific has been responsible for the structural, plumbing, mechanical and electrical reviews of various high profile, complex projects including mixed-use, residential and commercial structures.

07

## CITY OF LONG BEACH, CALIFORNIA

### COMMUNITY DEVELOPMENT DEPARTMENT BUILDING & SAFETY DIVISION

330 West Ocean Blvd | Long Beach, CA 90802 | (562) 570-6921



#### CONSULTANT SERVICES

Plan Check, Building Inspection, Permit Issuance, and Code Enforcement

#### CONTRACT PERIOD

2010 to Present

JAS Pacific currently provides **Plan Check and Inspection Services** to the City's Building and Safety Department including ensuring compliance

with all applicable building laws and providing expedited plan review services as needed. JAS Pacific has been contacted on numerous occasions to provide expert advice on various projects including the \$520,000,000 Civic Center Update.

## 5. PROJECT MANAGEMENT, STAFF AVAILABILITY AND DETAILED WORK PLAN

JAS Pacific believes that effective communication at all levels is a key component of our partnership with the City. Our staff is trained to understand the importance of establishing and maintaining professional working relationships with the City. Staff can attend meetings and respond to inquiries by the City, applicants, or other stakeholders typically within 24 hours. Our general approach to ensuring this includes:

- **PROJECT MANAGER** The Project Manager oversees Plan Review & related services provided to the City, maintaining close liaison with City staff and our assigned team. This ensures overall satisfaction and a clear understanding of outstanding assignments. The Project Manager also manages the assignment of all projects to ensure a balanced and manageable workload.
- **ASSIGNED STAFF** All assigned staff possess the interpersonal skills needed for successful and productive working relationships. They maintain open and ongoing communication with City staff, applicants, officials, and other stakeholders collaborating to ensure customer satisfaction. Staff report to the Project Manager regularly to ensure all expectations and deadlines are met.
- **MANAGEMENT** Our management team is available to provide the City with all the necessary support to meet staffing, reporting, and accounting needs.

### AVAILABILITY TO THE PUBLIC | MEETINGS

JAS Pacific can be available to City staff and applicants to ensure an efficient plan review process is achieved and to maintain communication. Meetings – At the request of the City, JAS Pacific can be present for necessary meetings, including but not limited to, project pre-submittal, during the plan review process, and after permit issuance. These meetings may take place at City facilities or via teleconference (Zoom or Teams).

### REPORTING

JAS Pacific will provide detailed reports at the frequency desired by the City. The software systems we utilize allow for custom reports to be prepared with as much or as little detail, including but not limited to, projects reviewed within a defined timeframe along with the status, assigned plan review engineer, contact information, date received, and date returned. These reports can be prepared in an Excel or PDF format and provided as frequently as needed.

# FIRST-RATE SERVICE PROVISIONS

JAS Pacific prides itself on the delivery of **Building Division Services** through an excellent customer service strategy that starts with JAS Pacific's key personnel as they are each accessible to City staff at their convenience and this same strategy is utilized by our assigned staff. We strive to be proactive before issues arise and resolve issues quickly. The following provides the methodology applied to all services delivered by various team members.

## QUALITY CONTROL

Staff Work Performance  
Administrative Oversight  
Customer Satisfaction

## COMMUNICATION

Project Manager  
Assigned Staff  
Management

## SERVICE DELIVERY

Kick Off Meeting  
Staff Approval  
Services Commence

## QUALITY CONTROL

At JAS Pacific, we pride ourselves on the technical capabilities of our staff and employ a multi-faceted approach to ensure the quality of work provided to our clients. Quality Control is addressed at three different levels: Staff Work Performance, Technical Oversight, and Customer Satisfaction.

- **STAFF WORK PERFORMANCE** To maintain high standards, our staff is encouraged to consult with peers and senior members on various code-related or City topics, seek advice on unique or complex projects, and leverage specific areas of expertise. The collaborative approach ensures satisfactory work performance and high-quality work products.
- **TECHNICAL OVERSIGHT** Our principal staff provides technical oversight by maintaining a close working knowledge of the output our staff produces. This involves periodic work sampling and holding regular meetings to review progress and address the client's needs. Our technical staff stays current with up-to-date industry methods in their respective areas of expertise, ensuring the highest quality of work.
- **CUSTOMER SATISFACTION** We prioritize customer satisfaction by addressing any issues or complaints immediately upon receipt. The resolution process is closely monitored to ensure a satisfactory outcome, and measures are put in place to prevent recurrence.



## SERVICE GOALS

TYPE	1ST REVIEW	SUBSEQUENT REVIEWS
<b>Residential</b>		
Residential Addition/Remodel	10 Working Days	5 Working Days
Accessory Dwelling Unit	7 Working Days	5 Working Days
New Single Family Dwelling	10 Working Days	5 Working Days
New Duplex Dwelling	10 Working Days	5 Working Days
New Multifamily Dwelling	15 Working Days	10 Working Days
<b>Non-Residential</b>		
New Multi-Occupancy	10 Working Days	5 Working Days
Structural Tenant Improvements	10 Working Days	5 Working Days
Minor Tenant Improvement	10 Working Days	5 Working Days
New Commercial/Industrial	20 Working Days	15 Working Days
<b>Miscellaneous</b>		
Seismic Retrofit	10 Working Days	5 Working Days
Telecommunication Facilities	5 Working Days	3 Working Days
Shoring	10 Working Days	5 Working Days
Sign	5 Working Days	3 Working Days
MEP (separate submittal)	10 Working Days	5 Working Days
Grading (separate submittal)	10 Working Days	5 Working Days
Walls, Decks, Misc. Structures	10 Working Days	5 Working Days

### FOOTNOTES/NOTES:

Above time frames are for most average projects; larger/complex projects may take longer and will be negotiated with the Building Official. Expedite plan check services are available upon the City's request, reducing the timeframe by up to 50% for an additional fee, while maintaining the same quality review.

## JAS PACIFIC'S HISTORY ALLOWS FOR A MULTITUDE OF RESOURCES TO BENEFIT THE CITY OF LANCASTER

JAS Pacific delivers all services in an adaptive, tailored, and responsive approach as clients' needs shape our service programs. Services are provided by trained, qualified, and experienced personnel from various disciplines including Registered Professional Engineers and Certified Plans Examiners. With a diverse team of in-house professionals, we provide a full breadth of experience in all levels of local government, our team possesses extensive accreditation and affiliation with numerous jurisdictions and industry-related organizations.

**OUR MISSION** is to ensure that the City of Lancaster will maintain its building standards throughout the community ensuring compliance and minimizing liability and risk factors. JAS Pacific will provide these services in a responsive, cost-effective manner, exceptional customer service to the City, its residents, businesses, and developers.

### ENFORCEMENT OF CANNABIS AND

### MEDICAL MARIJUANA REGULATIONS

JAS can provide experienced code enforcement staff that will best support the specific needs of the City including experience in the enforcement of cannabis and medical marijuana regulations. This would typically include violations of non-permitted cannabis cultivation, dispensaries, manufacturing, and other activities requiring a zoning, building and / or use permit. Finally, our staff works closely with the applicable local, state, and federal enforcement agencies to ensure compliance is executed lawfully.

## AFFILIATIONS

International Code Council

California Building Officials

International Association of  
Plumbing & Mechanical Officials

International Association of  
Electrical Inspectors

National Fire Protection Association

Structural Engineers Association of California

California Association of Code  
Enforcement Officers

County Building Officials  
Association of California

- **Building Plan Review**
- **Fire Plan Review**
- **Inspection**
- **Permit Processing**
- **Code Adoption**
- **Building Official**
- **Accessibility-CASp**

# SERVICE ONBOARDING AND TRANSITION PLAN

JAS Pacific is committed to a smooth transition for the City, staff, and the clients we serve. Below our approach to the transition is mapped out and can be modified to best meet the City’s needs. We find the most important step in the transition is the Kick-Off Meeting. It is here that all expectations are established, discussed, and questions are clarified. This approach was recently implemented in the cities of **Manhattan Beach** and **Pasadena**, where JAS Pacific was brought on as the new service provider to ensure seamless service continuity while improving the quality and efficiency of the project.

EXECUTION OF SERVICE AGREEMENTS	JAS and the City of Lancaster agree to terms, service agreements are approved by the City and fully executed.
KICK-OFF MEETING	A meeting is held to identify any special requirements within the City’s ordinances, allow the City to demonstrate service expectations and hold administrative staff introductions.
CITY APPROVES STAFF	The City will have full discretion over all JAS team members providing Building & Safety services. Our staff can be present for an interview.
SERVICES COMMENCE	JAS Pacific will start providing quality Building Division Services that we expect will exceed the expectations of the City.
REPORT CARD	JAS will initiate follow ups with the City to ensure services provided are exceeding expectations.

# 6. PROJECT UNDERSTANDING AND APPROACH

Acting on behalf of the City of Lancaster, JAS Pacific will provide superior levels of customer service, consistent code application, and develop seamless working relationships with City staff. Partnering with JAS Pacific will provide the City with a cost-effective alternative to a fully internally staffed department and allow the City to focus on other critical municipal matters. JAS Pacific will perform applicable functions as an extension of City staff and will follow all City procedures and directives. JAS Pacific understands the importance of excellent customer service not only to the City but to the clients we serve. JAS Pacific will support the City in attaining its goal of providing timely, efficient, and effective services.



## PERSONNEL

Superior Level of Service



## EXPERTISE

Consistent Code Application



## STAFFING RESOURCES

Flexibility to Meet Various Levels of Demand



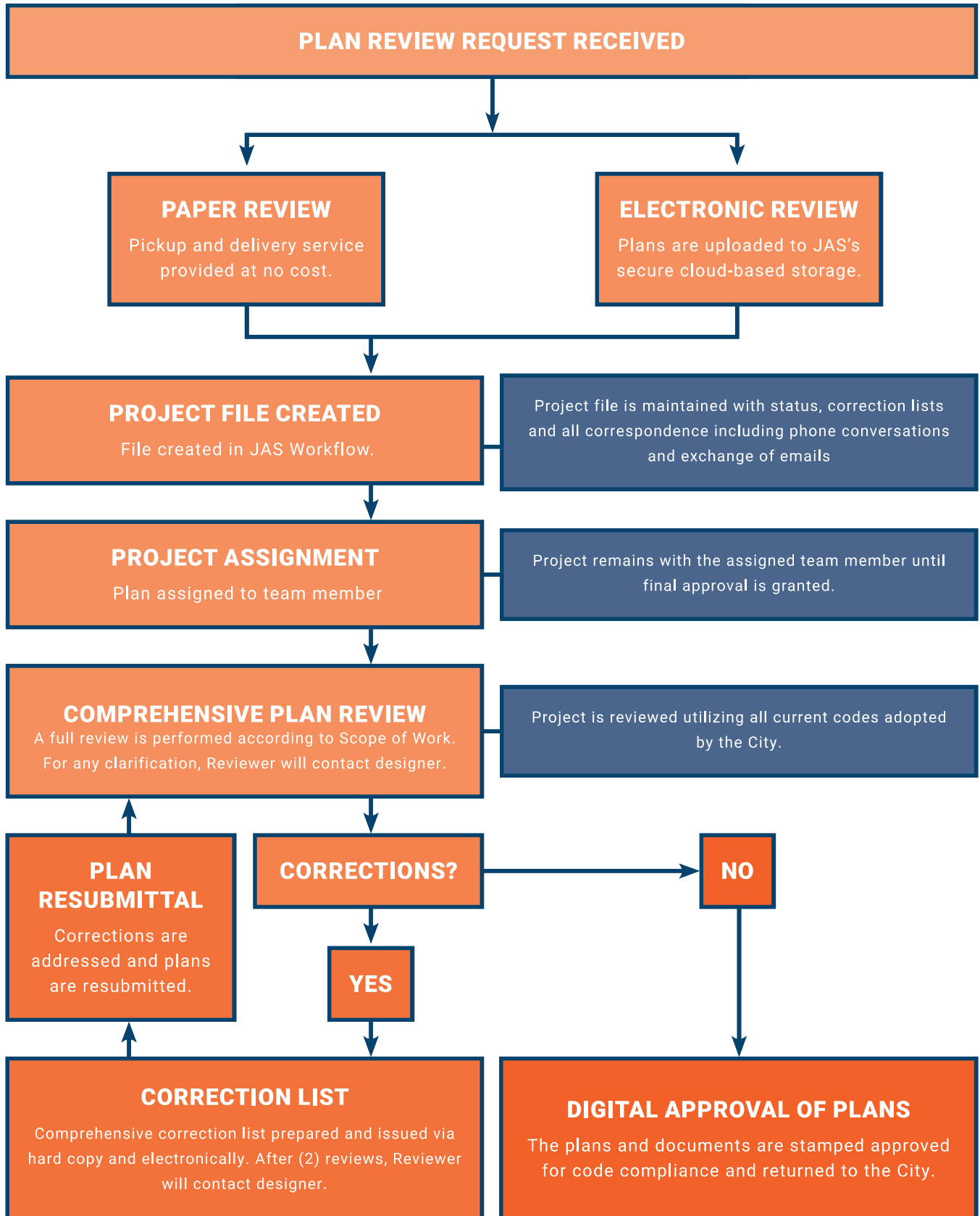
## CONTRACT COSTS

Expenses are Consistent with Revenues

**ASSIGNED PERSONNEL WILL PROVIDE BUILDING DIVISION SUPPORT SERVICES ENSURING COMPLIANCE WITH THE CITY'S MOST RECENT ADOPTED BUILDING STANDARDS, ENERGY EFFICIENCY STANDARDS, ACCESSIBILITY AND LOCAL ORDINANCES, INCLUDING:**

- California Building Code
- California Residential Code
- California Electrical Code
- California Mechanical Code
- California Plumbing Code
- California Energy Code
- California Fire Code
- California Existing Building Code
- California Historical Building Code
- California Green Building Standards Code
- City of Lancaster Municipal Code

# PLAN REVIEW FLOWCHART



# PLAN REVIEW

JAS Pacific shall provide the City with plan review services by utilizing Registered Engineers and certified Plans Examiners as needed. All assigned personnel shall meet all required qualifications, education, and certification/licensing as applicable for the field they will be working in. Additionally, all assigned personnel possess the requisite skills and experience required to perform multi-disciplinary plan checks as detailed below. The Executive Team is available for pre-submittal consultations (page turning session) to identify major code deficiencies, and any issues that impact budget and schedule

## PROJECT FILE CREATED

A project file is created in our cloud-based Workflow system with all of the appropriate project information including address, permit number, date the project was received, completion due date, and the assigned team members.

## PROJECT ASSIGNMENT

Once a project is received, it is evaluated to determine complexity based on type (residential/commercial/industrial), square footage, number of stories, type of construction, etc. Then, the project is assigned to a plan check engineer and the review begins. The project will remain with the assigned plan check team for the duration of the project.



## COMPREHENSIVE REVIEW (CORRECTIONS & APPROVALS)

A review is conducted by our qualified plan check team, a correction list is prepared to identify the items that need correction and this list is provided to the City in a digital format. If/when a third review is necessary, JAS Pacific plan review team members will reach out to the applicant to clarify any potential outstanding corrections. To ensure new plan check corrections are not generated on supplemental reviews, the project will be reviewed by the team member originally assigned to the project. In the event supplemental comments are necessary JAS Pacific will notify the City and the applicant immediately.

## DIGITAL APPROVAL OF PLANS

Once plans are found to be acceptable and upon direction by the City of Lancaster, JAS Pacific can stamp "APPROVED" upon each sheet of the digital plan files and the cover sheets of related documents for use and permit issuance by the city.

## 8. RESUMES

TEAM MEMBER	EDUCATION, LICENSES & CERTIFICATIONS	EXPERIENCE
<b>JEFF NESPOR</b> Plan Check Engineer Building I Accessibility	<b>Education</b> Bachelor of Science, Civil Engineering <b>State of California</b> Licensed Civil Engineer Certified Access Specialist	<b>Over 25 years of Building &amp; Safety experience</b> <b>JAS Pacific</b> Plan Review Engineer <b>City of Santa Monica</b> Plan Review Engineer <b>California Code Check</b> Plan Review Engineer
<b>SCOTT MARTINI, PE</b> Plan Check Engineer Building	<b>State of California</b> Licensed Civil Engineer <b>Education</b> Bachelor of Science, Civil Engineering	<b>Over 19 years of Public Works experience</b> <b>JAS Pacific</b> Plan Check Engineer <b>CSG Consultants</b> Plan Check Engineer <b>Bureau Veritas</b> Plan Check Engineer
<b>JOSHUA HUSSEY</b> Plan Check Engineer Building	<b>Education</b> Bachelor of Science, Civil Engineering <b>State of California</b> Licensed Civil Engineer <b>International Code Council</b> Building Official, Plans Examiner	<b>Over 15 years of Building &amp; Safety experience</b> <b>JAS Pacific</b> Plan Review Engineer <b>County of Los Angeles</b> Capital Projects Section Head, Affordable Housing Coordinator <b>Hussey Engineering &amp; Design</b> Owner

TEAM MEMBER	EDUCATION, LICENSES & CERTIFICATIONS	EXPERIENCE
<b>ARSANIOUS HANNA, PE, CBO</b>  Plan Check Engineer Building	<b>State of California</b> Licensed Civil Engineer  <b>Education</b> Bachelor of Science, Civil Engineering	<b>Over 30 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b> Plan Review Engineer  <b>City of Irwindale</b> Building Official  <b>County of Los Angeles</b> District Manager
<b>MICHAEL LAPRAIK</b>  Plan Check Engineer Building   Structural   Fire Protection   Accessibility	<b>Education</b> Master of Science, Structural Engineering  Master of Arts, Policy, and Administration  Bachelor of Science, Civil Engineering  Associate of Science, Fire Technology  <b>State of California</b> Licensed Structural Engineer	<b>Over 25 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b> Plan Review Engineer  <b>County of Ventura</b> Plan Check Engineer III  <b>City of Fillmore</b> Building Official & City Engineer  <b>City of Glendale</b> Senior Building Code Specialist
<b>PETER TUNG</b>  Plan Check Engineer Building	<b>Education</b> Bachelor of Science, Civil Engineering  <b>State of California</b> Licensed Civil Engineer	<b>Over 30 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b> Plan Review Engineer  <b>City of Santa Monica</b> Plan Review Engineer  <b>City of Monterey Park</b> Plan Review Engineer



TEAM MEMBER	EDUCATION, LICENSES & CERTIFICATIONS	EXPERIENCE
<b>MARCELL MCELROY</b>  Plan Check  Building	<b>Education</b>  Bachelor of Science, Civil Engineering  <b>International Code Council</b>  Plans Examiner, Commercial Building Inspector, Residential Building Inspector, Structural Masonry Inspector	<b>Over 15 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>County of Riverside</b>  Plans Examiner II, Building Inspector  <b>City of Hesperia</b>  Building Inspector  <b>PAR Electrical Contractors</b>  Foundation Inspector
<b>MICHAEL MIDSTOKKE</b>  Plan Check  Building   Accessibility	<b>Education</b>  Bachelor of Science, Architectural Engineering  <b>International Code Council</b>  Plans Examiner, Building Official  Certified Access Specialist,	<b>Over 25 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>City of Beverly Hills</b>  Supervising Building Inspector, Building Inspector
<b>FRANK ROJAS</b>  Plan Check  Building	<b>Education</b>  Bachelor of Science, Architectural Engineering  <b>International Code Council</b>  Plans Examiner	<b>Over 25 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>J. Lee Engineering</b>  Plan Review Engineer  <b>City of Los Angeles</b>  Plan Review Engineer

TEAM MEMBER	EDUCATION, LICENSES & CERTIFICATIONS	EXPERIENCE
<b>ELIE MAALOUF</b>  Plan Check Engineer Electrical	<b>Education</b>  Master of Science, Electrical Engineering  Bachelor of Science, Electrical Engineering  <b>State of California</b>  Licensed Electrical Engineer	<b>Over 35 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>City of Los Angeles</b>  Electrical Plan Check Supervisor, Case Manager, Chief of Counter Services – Electrical Division, Chief Electrical Plan Check  <b>Los Angeles Trade-Tech College</b>  Instructor
<b>HENRY PIO</b>  Plan Check Engineer Building   Mechanical   Electrical	<b>Education</b>  Bachelor of Science, Mechanical Engineering  <b>State of California</b>  Licensed Electrical Engineer  Licensed Mechanical Engineer	<b>Over 30 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>City of Santa Clarita</b>  Plan Review Engineer  <b>City of San Diego</b>  Plan Review Engineer  <b>County of San Diego</b>  Plan Review Engineer
<b>GRANAZ MOVAHED</b>  Plan Check Engineer Electrical	<b>Education</b>  Master of Applied Science, Business Admin  Bachelor of Science, Electrical Engineering  <b>State of California</b>  Licensed Electrical Engineer	<b>Over 11 years of Building &amp; Safety experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>WD Partners Inc</b>  Project Lead & Electrical Engineer  <b>P2S Engineering Inc</b>  Project Manager & Electrical Engineer

TEAM MEMBER	EDUCATION, LICENSES & CERTIFICATIONS	EXPERIENCE
<b>CHRIS CHEW, PE</b> Plan Check Engineer Building   Grading	<b>State of California</b> Licensed Civil Engineer <b>Education</b> Master of Science, Civil Engineering Bachelor of Science, Civil Engineering	<b>Over 30 years of Public Works experience</b> <b>JAS Pacific</b> Plan Check Engineer <b>City of Glendale, Public Works Department</b> Principal Civil Engineer Senior Civil Engineer Civil Engineer I/II Civil Engineer Associate <b>Morse Consulting Group</b> Project Engineer <b>Ervin Engineering</b> Civil Engineer
<b>AMY MILANES</b> Plan Check Engineer Building   Grading	<b>Education</b> Bachelor of Science, Civil Engineering Associate of Art, General Education <b>State of California</b> Licensed Civil Engineer	<b>Over 14 years of Building &amp; Safety experience</b> <b>JAS Pacific</b> Plan Review Engineer <b>City of College Station</b> Engineer II <b>City of Simi Valley</b> Senior Engineer <b>County of Los Angeles</b> Associate Civil Engineer

TEAM MEMBER	EDUCATION, LICENSES & CERTIFICATIONS	EXPERIENCE
<b>MICHAEL VISNAGRA</b>  Plan Check Engineer  Fire Protection   Fire Systems	<b>Education</b>  Bachelor of Science, Civil Engineering  <b>State of California</b>  Fire Protection Engineer	<b>Over 30 years of Fire Prevention experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>County of Los Angeles</b>  Supervising Fire Prevention Engineering Assistant, Fire Prevention Engineering Assistant II, Fire Prevention Engineering Assistant I  <b>All State Fire</b>  Fire Prevention Engineer
<b>FOSTER MCLEAN</b>  Plan Check  Fire Protection	<b>Education</b>  Master of Public Administration  Bachelor of Science, Environmental & Occupational Health Science  <b>State of California</b>  Hazardous Materials Specialist (CSFM)  Fire Protection Specialist (CSFM)	<b>Over 23 years of Fire Prevention experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>City of Glendale</b>  Senior Fire & Environmental Safety Specialist, Fire & Environmental Safety Specialist  <b>California Institute of Technology</b>  Hazardous Waste Manager
<b>JAMES CARVER</b>  Plan Check  Fire Protection	<b>Education</b>  Associate of Science, Fire Science  <b>California State Fire Marshal Office</b>  Fire Prevention Officer  Public Education Officer  Fire Investigator  Hazardous Materials Technician	<b>Over 35 years of Fire Prevention experience</b>  <b>JAS Pacific</b>  Plan Review Engineer  <b>City of College Station</b>  Engineer II  <b>City of Simi Valley</b>  Senior Engineer  <b>County of Los Angeles</b>  Associate Civil Engineer

# POLICE DEPARTMENT INSPECTION SERVICES

## PROPOSED STAFF **RON BILLING**

Ronald Billing began his career as a code professional in the early 1990s, receiving certification as a Building Inspector and Combination Dwelling Inspector through an accelerated program at a now-defunct trade school. Since November 1990, he has been a dedicated Building Inspector with various Southern California city agencies, including Hermosa Beach, Yorba Linda, Diamond Bar, and most notably, the City of Glendale, where he served for 19 years and rose to the position of Principal Inspection Supervisor. After retiring in December 2019 and relocating to Kern County, Mr. Billing returned to the field in October 2019 as a consultant for the cities of Arvin and California City. In October 2022, he took on a new role as a Building Inspector liaison for the City of Lancaster Police Department, focusing on cannabis enforcement. With his extensive background, Mr. Billing brings a unique perspective to assessing structures impacted by the illicit cannabis trade, addressing the challenges posed by unregulated facilities and their hazardous modifications.

### **DUTIES & RESPONSIBILITIES**

- At the direction of the Code Enforcement Officer, the Building Inspector accompanies law enforcement officers during the warrant service of suspected law violators to establish the condition of the property at the time of the warrant. Documentation of the state of the property is recorded in the form of written notes and photographic evidence.
- Research of historic records for the purpose of establishing the permitted state of a property
- Preparation of complex and detailed reports that accurately depict the violations noted on the subject property.
- Assist law enforcement personnel in the investigation process of properties being investigated for various violations of the law. The Forensic Building Inspector provides the investigating Officer with technical input of the subject property.
- Coordinate and perform follow up inspections of the property during the remediation process.

## 9. EXCEPTIONS TO PROFESSIONAL SERVICES AGREEMENT

JAS Pacific fully complies with the professional services agreement provided by the City of Lancaster, with no exceptions.

A handwritten signature in black ink, appearing to read "Raj Patel". The signature is stylized with a large "R" and "P".

**Rajesh Patel, P.E.**

President  
JAS Pacific

# 10. COST AND RATES

DESCRIPTION OF SERVICE	HOURLY RATE (*UNLESS NOTED AS PERCENTAGE)
<b>Complete Building Plan Review</b>	60% of Total Plan Check Fees
<b>Structural Plan Review Only</b>	35% of Total Plan Check Fees
<b>Principal Engineer</b>	\$185.00 / Hour
<b>Certified Building Official</b>	\$160.00 / Hour
<b>Licensed Structural Engineer (Building Plan Check)</b>	\$165.00 / Hour
<b>Licensed Professional Engineer (Civil, Electrical, &amp; Mechanical)</b>	\$150.00 / Hour
<b>Plans Examiner (Building, Electrical, Mechanical, &amp; Grading Plan Check)</b>	\$130.00 / Hour
<b>Licensed Civil Engineer (Grading Plan Check)</b>	\$160.00 / Hour
<b>Licensed Geotechnical Engineer (Grading Foundation Plan Check)</b>	\$170.00 / Hour
<b>Certified Access Specialist (Speciality CASp Plan Check)</b>	\$160.00 / Hour
<b>Senior Building Inspector (Commercial, Large Res) (Building Inspection )</b>	\$125.00 / Hour
<b>Combination Building Inspector (Building Inspection)</b>	\$115.00 / Hour
<b>Speciality Inspector (Mech, Elect, Plumbing) (Building Inspection)</b>	\$125.00 / Hour

DESCRIPTION OF SERVICE	HOURLY RATE (*UNLESS NOTED AS PERCENTAGE)
<b>On-Site Certified Permit Technician</b>	\$95.00 / Hour
<b>Remote Certified Permit Technician</b>	\$80.00 / Hour
<b>Admin / Permit Specialist</b>	\$75.00 / Hour
<b>Fire Protection Engineer</b>	\$180.00 / Hour
<b>Fire Marshal</b>	\$140.00 / Hour
<b>Certified Fire Plans Examiner</b>	\$130.00 / Hour
<b>Senior Fire Inspector</b>	\$140.00 / Hour

### **COST FOOTNOTES/NOTES:**

\*All Building/Discipline Plan Check Services may be expedited subject to mutually acceptable terms with the City or City Customer for a minimum cost of 1.5 times the specified rate.

All percentage/hourly rates specified include (non-prevailing wage) salaries, insurance, benefits, local commute, normal administration assistance for transporting/logging/tracking/returning plans and documents, and standard office expenses (not including Certified Access Specialist - CASp expenses if required).

Should additional Administrative Services be requested which exceed the normal plan processing tasks, JAS may charge additional hourly Admin rates subject to approval by the City Building Official / Community Development Director.

Services rendered outside normal business hours Monday through Friday 8:00am - 5:00pm, including weekend and holidays will be billed at either 1.5x or 2x the hourly rate as applicable.

Payment Terms are 30 days from receipt of Invoice, unless previously agreed upon.

Specified JAS rates are subject to increase each subsequent fiscal year on July 1st, based upon the Consumer Price Index (CPI) as applicable for this region.



## SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in RFQ No. 845-25.

My signature certifies that this firm has no business or personal relationships with any other companies or person that could be considered a conflict of interest, or potential conflict of interest to the City of Lancaster, pertaining to any and all work or services to be performed as a result of this request and any resulting Contract with the City.

The Vendor hereby certifies that it has:

- Read each and every clause of this RFQ and addenda, including Addendum # \_\_\_\_\_.
- Included all costs necessary to complete the specified work in its proposed prices.
- Agreed that if it is awarded the Contract, it will make no claim against the City based upon misunderstanding of any provision of the Agreement. Should conditions turn out otherwise than anticipated by it, the Vendor agrees to assume all risks incident thereto.

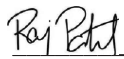
I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Firm: Jason Addison Smith Consuting dba JAS Pacific

Address: 201 North Euclid Ave Upland, California 91786

Fed ID No: 330604465 DIR # (if applicable): \_\_\_\_\_

Name (print): Rajesh Patel

Name (sign): 

Title: President

Telephone: 626-625-4233 Fax: \_\_\_\_\_

Email: raj@jaspacific.com Date: 11/1/2024

**\*To receive consideration for award, this signature sheet must be returned with the Proposal.\***



Building Your Solutions

**JAS PACIFIC**

201 North Euclid Ave • Upland, CA 91786

800.818.3677 • [jaspacific.com](http://jaspacific.com)