



CITY OF CUPERTINO

Statement of Qualifications for On-Call Plan Review Services

November 12, 2025

SUBMITTED TO:

City of Cupertino
10300 Torre Avenue
Cupertino, CA 95014-3255

Attention: Mr. Sean Hatch | BO
T | 408.777.3228
E | seanh@cupertino.org

SUBMITTED BY:

Independent Code Consultants, Inc.
5870 Stoneridge Mall Road, Suite 200
Pleasanton, CA 94588

CONTACT:

Ms. Abigail Obligacion | President
T | 925.264.9559
E | aobligacion@independentcodeconsultants.com

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A.

Cover Letter

A. COVER LETTER

November 12, 2025

Mr. Sean Hatch | Building Official
City of Cupertino
10300 Torre Avenue
Cupertino, CA 95014-3255

RE: Statement of Qualifications for On-Call Plan Review Services

Independent Code Consultants	
Principal Contact:	Abigail Obligacion 925.264.9559 aobligacion@
DUNS:	093113375
Office:	5870 Stoneridge Mall Road Suite 200 Pleasanton, CA 94588

Dear Mr. Hatch:

Independent Code Consultants, Inc. (ICCI) is pleased to submit our qualifications to assist the Building Division with on-call plan review services.

ICCI is comprised of a team of knowledgeable and highly qualified professionals who have worked together for 12 years with a collective 30 years of experience in plan review, design and construction. Our team of professionals have extensive knowledge of building code requirements and local construction practices. We are experts in our specialized fields and are able to provide our clients code compliant solutions that show our team's ability to exercise independent judgment and initiative.

For this contract, ICCI understands the scope of services to be provided. ICCI will be based out of our Pleasanton office located at 5870 Stoneridge Mall Road, Suite 200 and is committed to our clients and recognizes that our services do not start or end with only plan review services. We strive to work with you and your team to ensure the planning, design, construction, inspection and coordination of private development projects are reviewed for completeness and accuracy, and compliance with standard engineering practices and conditions of approval. We have the capability to attend pre-application project meetings that allow applicants to receive feedback on a specific project based on a preliminary review from all municipal divisions prior to the formal permit submittal and can assist throughout the project process through its completion and final certificate of occupancy.

Independent Code Consultants will always manage all communication and coordination with our Clients through the use of a single point of contact. This contact will coordinate and ensure resources and personnel are made available to you.

Thank you for the opportunity to submit our proposal and we hope that we can fulfill your building and safety service needs. Should you have any questions or require additional information, please do not hesitate to contact Abigail Obligacion (aobligacion@independentcodeconsultants.com) at 925.264.9559.

Respectfully Submitted,



Abigail Obligacion | President
Independent Code Consultants, Inc.

B.

Team Qualifications & Experience

B. TEAM QUALIFICATIONS & EXPERIENCE



At this time we are not able to provide inspection staff, administrative assistants or code enforcement officials. We hope to be able to provide these services in the near future and will contact you once we have the personnel to fulfill those positions.

Abigail Obligacion | President

Ms. Abigail Obligacion has over 20 years of experience as a plan reviewer with nearly 10 years of project management and coordination. ***She will serve as your lead contact person.*** Abigail served as Director for over 1 year creating a new division for a medium to large size engineering and testing company. Abigail has developed and maintained client relationships through her exceptional customer service, her quality of work, and her attention to detail and organization skills.

Kelly Park-Li, SE, CASp | Senior Building and Structural Plan Review Engineer

Ms. Kelly Park-Li is a licensed structural engineer with over 10 years of plan review experience in both the public and private sectors. Her experience is built upon a foundation of 7 years as a project engineer for a structural engineering firm. Kelly provided plan review services for city and county jurisdictions in the Bay Area and Central Valley. Kelly is familiar with the design and review of a diverse range of project types including apartment buildings, medical office buildings, senior care facilities, retail, multi-family residential houses and commercial buildings.

Flora Chen, FPE | Fire Protection and Fire-Life Safety Plan Review Engineer

Ms. Flora Chen is a licensed Fire Protection Engineer in the States of California and Arizona. Flora also holds a master's degree in fire engineering. She has over 25 years of experience working for local fire departments and consulting firms. She is skilled in fire protection performance-based design, fire hazard evaluation, and code interpretation, modification and alternatives, and has served on various technical committees.

Marc Uytengsu | ICCI Office Manager and Permit Technician

Mr. Marc Uytengsu originally joined Independent Code Consultants as the company's Office Manager. With his exceptional organizational skills and his curiosity in the Building Safety Industry, he quickly learned the duties of a permit technician. He utilizes his time efficiently and is a self-driven professional with strong interpersonal skills. Marc is proficient in Accela, ProjectDox, OpenGov and other permit tracking systems.

Project Organization Chart

On the following pages we have included resumes of our key staff.



ABIGAIL OBLIGACION

PROFILE

Ms. Abigail Obligacion has over 20 years of experience as a plan reviewer with nearly 10 years of project management and coordination. Abigail served as Director for over 1 year creating a new division for a medium to large size engineering and testing company. Abigail has developed and maintained client relationships through her exceptional customer service, her quality of work, and her attention to detail and organization skills.

WORK EXPERIENCE / PROJECT EXPERIENCE

[Apple 2 Campus Parking Structure | Cupertino, CA](#)

Reviewed photovoltaic system and parking structure to meet minimum code requirements, attended plan review design meetings.

[Tesla Motors Plan Review Services | Lathrop, CA](#)

Project manager for the on-going retooling and expansion projects that included hazardous materials, exiting and overhead clearance.

[CEL Consulting: Code Resource Group | San Ramon, CA](#)

Served as Director of the Code Resources Group Division. Created new division from the ground up. Duties include recruitment, project management, staff augmentation, quality control, and created processes and procedures for new division. Generated a million dollars in revenue during first 1.5 years of start-up.

[4LEAF, Inc. | Pleasanton, CA](#)

As a senior plans examiner and project manager, Abigail performed plan review quality control and oversaw the daily operational activities from plan review to document control.

[TRB and Associates, Inc. | San Ramon, CA](#)

As plan review engineer, Abigail reviewed plans and specifications to verify compliance with various building codes and zoning regulations and zoning regulations ranging from single family dwellings to new townhomes to commercial buildings.

EDUCATION

B.S. | Civil and Environmental Engineering
University of California | Davis

CERTIFICATIONS

ICC Building Plans Examiner

SKILLS

Exceptional Customer Service
Organizational Skills
Quality of Work

KELLY PARK-LI, PE, SE

PROFILE

Ms. Kelly Park-Li is a licensed structural engineer with over 10 years of plan review experience in both the public and private sectors. Her experience is built upon a foundation of 7 years as a project engineer for a structural engineering firm. Kelly provided plan review services for city and county jurisdictions in the Bay Area and Central Valley. Kelly is familiar with the design and review of a diverse range of project types including apartment buildings, medical office buildings, senior care facilities, retail, multi-family residential houses and commercial buildings.

WORK EXPERIENCE / PROJECT EXPERIENCE

Independent Code Consultants, Inc. | Pleasanton, CA

Current senior plan review engineer. Projects reviewed include new multifamily, mixed use, and commercial buildings; new low-rise residential construction; alterations and additions; and retaining walls.

CEL Consulting: Code Resource Group | San Ramon, CA

Served as plan review engineer. Reviewed projects ranging from apartment buildings, provided quality control for podium type mixed use commercial buildings, custom homes to tract homes.

4LEAF, Inc. | Pleasanton, CA

Responsible for reviewing drawings and documents submitted to obtain building permits for conformance with the California Building Codes. Areas of review included life-safety, structural design, accessibility, energy standards, plumbing, electrical, mechanical and green building.

City of Walnut Creek

As plan check engineer, Kelly was responsible for reviewing drawings and documents submitted to the City, provided over-the-counter plan reviews, and assisted in the assessment of the structural integrity of a 2-story, multi-family residential building immediately after a catastrophic explosion.

KPFF Consulting Engineers

As project engineer, Kelly was responsible for the design and analysis of large and small-scale projects in new and existing construction. Kelly created structural drawings and details, along with calculation packages to obtain permit approvals from the City and OSHPD jurisdictions.

EDUCATION

B.S. | Structural Engineering
University of California | San Diego

LICENSES

State of California
Professional Civil Engineer #C74900

State of California
Professional Structural Engineer
#S5855

CERTIFICATIONS

ICC Building Plans Examiner
ICC Residential Plans Examiner
CASp Certification #762

FLORA CHEN, FPE

PROFILE

Flora Chen is a licensed Fire Protection Engineer in the States of California and Arizona. Flora holds a Bachelor's degree in mechanical engineering and also holds a Master's degree in fire engineering. She has over 25 years of experience working for local fire departments and consulting firms. She is skilled in fire protection performance-based design, fire hazard evaluation, and code interpretation, modification and alternatives, and has served on various technical committees.

WORK EXPERIENCE / PROJECT EXPERIENCE

[Eden Affordable Housing Project | Hayward, CA](#)

Two 5-story buildings containing 151 residential units over 1-story parking structure.

[Workday Development | Pleasanton, CA](#)

New 430,000 SF office building on a 6.9-acre BART property adjacent to the West Dublin/Pleasanton station. The project consists of a six-story office building and two parking garages.

[Fire Station | Hayward, CA](#)

The new 13,000 SF Fire Station #7 replaces a badly deteriorating temporary structure, which had served as home to one of the Hayward Fire Department's busiest stations for more than a decade. The new 2-story fire station building includes a four-bay wide, double-deep apparatus bay, a public lobby, Battalion Chief quarters, staff work spaces, living quarters, day room, kitchen, dining room, workshop, conference room, exercise room and other necessary facilities.

[I-880 / SR-92 Street Improvements | Castro Valley, CA](#)

Flora reviewed street improvements for I-880/SR-92 for street widening, intersection improvements and signal modifications.

EDUCATION

M.S. | Fire Engineering | Canterbury University, Christchurch | New Zealand

B.S. | Mechanical Engineering | Tongji University, Shanghai, China

CERTIFICATIONS

Professional Fire Engineer | CA
#FP1608

Registered Professional Engineer | AZ
#44893

ICC Certified Commercial Building Inspector

MARC UYTENGSU

PROFILE

Marc Uytengsu originally joined Independent Code Consultants as the company's Office Manager. With his exceptional organizational skills and his curiosity in the Building Safety Industry, he quickly learned the duties of a permit technician. He utilizes his time efficiently and is a self-driven professional with strong interpersonal skills. Marc is proficient in Accela, ProjectDox, OpenGov and other permit tracking systems.

WORK EXPERIENCE / PROJECT EXPERIENCE

Executive Assistant to Managing Principal | First Priority Financial

- ▶ Ensured seamless integration of branch due to acquisition of First Priority Financial
- ▶ Obtained Mortgage Loan Originator license in the state of California.
- ▶ Provided high level support for both professional & personal matters.
- ▶ Provided Sales and Marketing (Origination), Processing, Accounting and Document Production & Post Closing support to Loan Officers and Processors to ensure loan production & pipeline were progressing as needed.
- ▶ Oversaw, improved and maintained day-to-day branch operations and office systems to minimize any downtime to business functions. Typical responsibilities were as follows but, not limited to client relations, communication and correspondence, preparation for scheduled appointments & meetings, accounting/auditing, reporting, organization and maintenance of files, data destruction, IT, administrative functions, supply requisitions.

Investor Services Officer/Manager | California Mortgage and Realty, Inc.

- ▶ Took over SVP responsibilities & duties during downsizing.
- ▶ Oversaw & managed mortgage fund investor services operations. Including account processing, review, auditing, tax preparation, communication, correspondence & reporting.
- ▶ Coordinated and worked with different departments to complete various projects, most notably in the creation, testing, implementation of a vastly improved Investor Management System for the mortgage funds and trust deed investors. Including restructuring data, validation of data loads & testing user interface.
- ▶ Assisted Loan Administration with loan related calculations, filings, loan insurance maintenance, capital calls for advances and agreements
- ▶ Real Estate Owned (REO)/Entity administration including: formations, filings, insurance, maintenance, and investor capital calls
- ▶ Provided Administrative support. Including but not limited to: Data Organization and Management, Accounting Support and Document Production for miscellaneous needs

EDUCATION

B.S., Business Management I
Philippines

SKILLS

Accela
ProjectDox
OpenGov

QUALUS**RESUMES**

ANDREW D. PALFFY, PE
**Director,
Engineering and Surveying**

35 years with Qualus
(formerly dk)
40 years in industry

EDUCATION

BS Civil Engineering, 1985
UC Berkeley, CA

REGISTRATIONS

Licensed Civil Engineer
California License 43704
Nevada License 011164
Arizona License 51809
Hawaii License 15292
Oregon License 91678PE

**Qualified SWPPP
Developer/ Practitioner
(QSD and QSP)**
California Stormwater
Quality Association

Over the span of his 40-year career, Andrew brings a vast set of credentials and capabilities to his clients. Andrew's extensive experience in handling multi-faceted, high-profile projects from the conceptual stage to land development through final construction gives him a unique ability to help secure project approval and completion.

Andrew graduated from the University of California, Berkeley in 1985 with his BS in Civil Engineering. He sees the possibilities in every project and is a creative problem solver, contributing design solutions that are surprising, sustainable and beneficial to the community. Andrew guides the day-to-day business activities and oversees the progress of each development, bringing his insight to inspire a new generation of bright talent while simultaneously retaining the most adept engineers in the field.

MUNICIPAL/ROADWAY PROJECTS

Browns Valley Road	City of Napa, CA
Revisions to the City of Napa Standard	
Specifications and Standard Plans....	City of Napa, CA
Mt. Diablo Scenic Blvd	Contra Costa County, CA
Wild Horse Road	Antioch, CA
Laurel Road.....	City of Antioch, CA
Country Hills Drive.....	City of Antioch, CA
Livorna Road.....	Contra Costa County, CA

COMMUNITY PROJECTS

Julpun Community Park.....	Antioch, CA
Tassajara/Mustang Soccer Complex	Danville, CA

COMMERCIAL/MIXED-USE PROJECTS

Newell Village / Retail / Residential.....	Walnut Creek, CA
Streets of Brentwood / Retail	Brentwood, CA
1995 Arnold Industrial Way.....	Concord, CA

RESIDENTIAL PROJECTS

Vintage Farm / 53 Lot Single Family	Napa, CA
Andersen Ranch / 35 Lot Single Family.	Napa, CA
Western Meadows /	
12 Lot Single Family	Napa, CA
The Residences at Abigail Place /	
17 Lot Single Family.....	Walnut Creek, CA
Park Ridge / 525 Lot Single Family	Antioch, CA
3180 Walnut Blvd /	
10 Lot Single Family	Contra Costa County, CA
Magee Preserve / 69 Lot Single Family..	Danville, CA
Oak Park / 34 Lot Single Family.....	Pleasant Hill, CA
Buchanan Crossings / 195 Multi Family Units	Antioch, CA
Silver Oak / 32 Lot Single Family	Clayton, CA

QUALUS**STACEY GELLA, PE**
Project Manager

20 years with Qualus
(formerly dk)
20 years in industry

EDUCATION

BS Civil and Environmental Engineering, 2005
UC Davis, CA

REGISTRATIONS

Licensed Civil Engineer
California 75679
Texas License 122733
Oklahoma License 28719
Wyoming License 15636
Arizona License 65780
Montana License 63095
Colorado License 59137
New Mexico 29498

Qualified SWPPP Developer/ Practitioner (QSD and QSP)
California Stormwater Quality Association

RESUMES

Stacey Gella, PE is a Project Manager and is a certified QSD/QSP. As a senior member of the design team, Stacey leads design development from initial planning through final design and record drawing preparation of as-built conditions.

She has extensive experience providing On-Call Civil Engineering and Plan Checking services for a number of municipal agencies. Items prepared and plan checked include grading plans, improvement plans, hydrology and hydraulic studies, and stormwater control plans. Additionally, her responsibilities encompass site design, roadway layout, underground utility design, stormwater management, hydrology and hydraulic studies, survey documentation, and SWPPP preparation. She coordinates closely with clients and subconsultants to ensure project goals are met efficiently and in compliance with regulatory standards.

PLAN CHECKING**Scope includes but is not limited to:**

Review of grading, drainage, erosion control, infrastructure, and street improvement plans for subdivision and commercial projects. Complete review of tentative maps and civil design drawings.

CITY OF CUPERTINO

Westport Senior Living, The Rise (Valco Mall)

CITY OF HERCULES

Market Hall Shopping Center, America's Tire, Verizon Fiber

CITY OF PLEASANTON

CarMax, Workday, Pacific Pearl, Stoneridge Senior Living

ON-CALL CITY ENGINEERING SERVICES**Scope includes but is not limited to:**

Plan Review, Fine Grading Plans and Improvement Plans, Due Diligence Reports,
Helped write conditions of approval, Managed some topo surveys
On-Call Engineering Design Services..... City of Concord, CA
On-Call Civil Engineering Services..... City of Napa, CA
On-Call Civil Engineering Services..... Town of Moraga, CA
On-Call Civil Engineering Services..... City of Hercules, CA

MUNICIPAL/ROADWAY PROJECTS

Browns Valley Road	City of Napa, CA
Mt. Diablo Scenic Blvd	Contra Costa County, CA
Wild Horse Road	City of Antioch, CA
Pittsburg Police Department	
Parking Lot & Security Fence.....	City of Pittsburg, CA
Laurel Road.....	City of Antioch, CA
Country Hills Drive.....	City of Antioch, CA

QUALUS**BENOIT
McVEIGH, PE, PLS
Lead Engineer - Civil**

8 years with Qualus
(formerly dk)
40 years in industry

EDUCATION

BA Civil Engineering, 1984
San Jose State University
San Jose, California

REGISTRATIONS

Licensed Civil Engineer
California License 43325

Licensed Land Surveyor
California License 7543

**Qualified SWPPP
Developer/ Practitioner
(QSD and QSP) 23135**
California Stormwater
Quality Association

RESUMES

Ben McVeigh has over 40 years of civil engineering experience, largely in the field of residential and commercial land development, and expansion of college facilities. Ben is responsible for our in-house plan checking and QA/QC process and will provide an additional layer of review prior to any comments delivered to the City. He has conducted all aspects of the design, processing and coordination of improvements for numerous construction projects.

He has prepared all the necessary plans, exhibits and calculations for such projects, including: design of earthwork, streets, highways, storm drains and large culverts, water lines, sewers, retaining walls, erosion control, and detention basins; preparation of preliminary planning layouts, tentative maps, grading plans, subdivision maps, improvement plans, site plans, house plot-plans, property deeds with plats and descriptions, stormwater pollution prevention plans, clean water treatment plans and calculations; preparation of sewer capacity, pavement design and structural calculations; grading quantity take-offs; quantity and cost estimating; hydrology, hydraulics, river analysis and detention basin calculations; coordination with local, state and federal agencies, clients and contractors.

PLAN CHECKING

CITY OF CUPERTINO
Westport Senior Living, The Rise (Valco Mall)

CITY OF HERCULES
MCI Metro Fiber-Optic Line for San Pablo Ave & Railroad Ave

CITY OF PLEASANTON
Pleasanton Genomics, Stratford School, Rosewood Commons
Chick-Fil-A, Avalon Bay

CITY OF LIVERMORE
FEF H2 Hydrogen Hub

MUNICIPAL/ROADWAY PROJECTS

Development Fee Program..... City of Napa, CA
State HWY 12 Intersection Design
at Liberty Island Road City of Rio Vista, CA
Pittsburg-Antioch Highway
Intersection Design..... City of Pittsburg, CA
Camino Tassajara Assessment
District – Road Design..... Town of Danville, CA

STANDARDS AND SPECIFICATIONS PROJECTS

Standard Details and Specifications..... City of Napa, CA

INDUSTRIAL PROJECTS

1995 Arnold Industrial Way..... Concord, CA

C.

Firm Qualifications & Experience

C. FIRM QUALIFICATIONS & EXPERIENCE



From small residential remodels to high rise buildings, our team is comprised of professional individuals ready to assist our clients in all aspects of plan review services. Independent Code Consultants is a small firm that guarantees the staff proposed will be the individuals working on your projects and has the experience to handle any requests. Independent Code Consultants' dedication to our clients is what sets us apart by offering excellent customer service through transparency and continual development of client relationships.

AVALON PLEASANTON, CA	
Client	City of Pleasanton Rob Queirolo, CBO 925.931.5300 rqueirolog@cityofpleasantonca.gov
Project Description:	The approximately 8.4-acre site will have over 300-home midrise community that serves a full range of residents. The project includes two townhome buildings, ADUs, four garden flat buildings, a four-story podium building of apartments over parking, an amenities center with swimming pool, a publicly accessible daycare center, surface and structured parking and nearly three acres of landscaping and pedestrian paths.
Services Performed:	ICCI and Qualus performed the building, on-site and fire plan reviews for the entire campus community from 2022 to 2025.
Project Team:	Abby Obligacion; Kelly Park-Li, Flora Chen; Marc Uytengsu; Andy Palffy; Stacey Gella; Ben McVeigh
Final Cost:	Approximately \$600,000. Project is currently under construction and cost does not reflect deferred submittals and RFIs/revisions.



AMARONE | LIVERMORE, CA

Client	City of Livermore Franc Moufarrej, CBO 925.960.4412 femoufarrej@livermoreca.gov
Project Description:	Amarone, a vibrant community by DeNova Homes, features 172 thoughtfully designed townhomes across nine unique floor plans, ranging from 776 to 1,143 square feet.
Services Performed:	ICCI did the full building plan review in 2024.
Project Team:	Abby Obligacion; Kelly Park-Li
Final Cost:	Approximately \$16,000. Project is currently under construction and cost does not reflect deferred submittals and RFIs/revisions.

**SHEA AURA | LIVERMORE, CA**

Client	City of Livermore Franc Moufarrej, CBO 925.960.4412 femoufarrej@livermoreca.gov
Project Description:	164 condos with 33 affordable and 17 accessible units. The units will sit on 14 acres near BART.
Services Performed:	ICCI did the full building plan review in 2025.
Project Team:	Abby Obligacion; Kelly Park-Li
Final Cost:	Still under plan review and reviews done at an hourly rate. Estimated plan review cost approximately \$35,000 without deferred submittals and RFIs/revisions.

**SAND CREEK RESORT COMPLEX | BRENTWOOD, CA**

Client	City of Brentwood Kenneth Murphy, CBO 925.516.5102 kmurphy@brentwoodca.gov
Project Description:	Phase 1 includes parking lot improvements, restrooms, shaded picnic and war-up area, park maintenance and storage building, ADA-compliant pathways, landscaping and shaded spectator zones. The Sports Complex will serve as a vibrant hub for youth leagues, regional sports tournaments, public gatherings and everyday recreation.
Services Performed:	ICCI performed the full plan review for Phase 1 of the Sand Creek Sports Complex in 2025.
Project Team:	Abby Obligacion; Kelly Park-Li, Marc Uytengsu
Final Cost:	Still under plan review. Estimated final cost approximately \$10,000.00 without deferred submittals and RFIs/revisions.



D.

On-Call Services Approach

D. ON-CALL SERVICES APPROACH



ICCI is independent, properly licensed to practice in California, and has no conflict of interest with regard to any other work performed by the firm for the City of Cupertino.

ICCI embraces new technology and since its establishment in 2018, the company is mostly cloud-based with the option for all employees to be mobile. ICCI's personnel have performed electronic plan review for nearly 6 years using several permitting and workflow applications, such as ProjectDox, OpenGov, Accela, and DigEplan. Both ProjectDox and OpenGov have Bluebeam Revu built into the applications. ICCI's plan review staff also has experience performing plan review within the DigEplan platform and all our plan review staff is proficient in Adobe Acrobat Pro. In 2020, most jurisdictions transitioned to electronic plan review and ICCI was able to continue providing plan review services and accommodate any changes to the process from hardcopy submissions. Some of our clients were not prepared or equipped to receive high volumes of electronic plans. ICCI can and has offered its clients a project management site to receive, retrieve, and upload electronic documents in one secure location.

In addition to our clients' workflow or project management sites, ICCI has its own process of tracking submittals. We cross reference our tracking log with each of our clients' project management sites multiple times a day to make sure our records match any projects assigned to us.

Our team frequently communicates with each other and each member of our plan review team can access ICCI's tracking log in real time no matter where they are located. Daily, our project coordinators oversee the workflow, assess, and, if needed, redistribute projects based on each plan reviewer's workload and project priority.

In addition, ICCI also communicates with our clients regularly. Our clients will let us know ahead of time of any high-profile projects coming in and which projects are time-sensitive. ICCI's understands that flexibility, adaptability, and open

Quality building, fire, engineering and CASp plan reviews are provided with the following structure:

- ▶ **What:** Our plan reviewers clearly explain in a comment letter what is not in compliance with the plans, details and specifications. In addition, our plan review team will cater their comments based on their audience (i.e. designer, homeowner, engineer, architect or contractor)
- ▶ **Where:** Comment letter will clarify which sheet, detail, etc. where on plans comment refers to
- ▶ **Why:** A code section is cited to explain why the plans/details are not in conformance
- ▶ **How:** The plan reviewer will be able to communicate with the applicant how to resolve the issue when questions arise from the applicant or staff members

communication amongst its staff and clients are key elements to ensure plan reviews are completed on time or ahead of schedule.

Coordination with client staff and ICCI will be a seamless transition. ICCI takes great strides to provide quality plan reviews with open communication between all parties and will work above and beyond to ensure all plan reviews are completed on time as we consider ourselves an extension to your division's staff. We will be made available for telephone calls during City work hours.

We strategically plan the projects and clientele that we pursue to best suit our team and our capabilities. ICCI has a pool of individuals and subconsultants that can assist with plan reviews during peak busy times. These individuals include California registered engineers, architects and ICC certified plans examiners.

Our mission is to cultivate a team that helps streamline the plan review process not only for our clients, but also for applicants obtaining a permit.

Internal Process and Methodology:

1. Upon receipt of plans, submittals are screened by both our document control department and project manager to ensure all documents required for plan review are received.
2. Plans are logged into our tracking system and routed to the appropriate plan reviewers.
3. Submittals are reviewed for compliance with the latest adopted version of the California Building Code, California Residential Code, California Green Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, Title 24 - Accessibility and Energy Conservation requirements, municipal code and all applicable local amendments and ordinances that are recorded in our jurisdiction specific templates.
4. Our team's experience and understanding of the construction and permitting process allows us to recognize any red flags that may pose a problem during the plan review process or during construction. Such potential issues will be brought to the Client's attention for further discussion as necessary.
5. Our team is readily available to work with our clients, the applicants, and stakeholders to ensure all milestones are completed on time and in compliance with the latest adopted codes and any local amendments and ordinances.

Technical & Procedural Innovations: Electronic Plan Review & Dynamic Plan Review Templates

ICCI will work with you and your team to create and develop electronic plan review processes and procedures. ICCI is highly experienced in several different electronic plan review applications: Bluebeam, Avolve Software - ProjectDox, DigEPlan, and Adobe Acrobat. Our key team members were an integral part of the cities of Cupertino and Pleasanton's transition from paper plan review to all electronic plan review.

Our team works collectively as a group where we utilize each others' strengths when reviewing and processing a set of plans. We ensure timelines are met and projects are billed accurately. Our structural engineer has several years of design and code enforcement experience and is capable of reviewing small projects such as patio covers to high-rise, mixed occupancy buildings and everything in between. Our senior plan reviewer has many years of construction experience that can help solve field problems should the need arise. From the planning design phase through the certificate of occupancy finalization, our seasoned civil and fire protection plan reviewers are able to foresee and help resolve any problems that may occur. With our knowledgeable and experienced team, ICCI can support your staff with all aspects of the permit and plan review processes.

ICCI has become known for creating dynamic plan review templates that are catered specifically to our Clients. The templates include local ordinances and policies and are continually updated to reflect changes when new information or feedback is provided by Clients.

E.

Contract Acceptance

E. CONTRACT ACCEPTANCE

ICCI has reviewed the Master Professional/Consulting Services Agreement as well as the indemnification and insurance requirements and agree to accept the agreement without modification.

COST PROPOSAL & FEE SCHEDULE

Plan Review Services	Unit Rate	Unit
Complete Plan Review Fee (first submittal plus one (1) additional subsequent submittals)	65% of Plan Review Fee	
All other Building, Safety Plan Review Submittals	\$145.00	Hour
Structural Review	\$145.00	Hour
Non-Structural Review	\$145.00	Hour
Building Department Support Staff	Unit Rate	Unit
Plans Examiner/Engineer	\$145.00	Hour
CASp Inspector	*Rate varies by building	
Permit Technician	\$70.00	Hour
Basis of Charges	Unit Rate	
Work over 8 hours a day	Time and One-Half	
Work over 12 hours, Monday through Friday	Double Time	
Work on Saturdays	Time and One-Half	
Work over 8 hours on Saturday	Double Time	
Work on Sundays/Holidays	Double Time	
Reimbursables	Cost	
Plan Review Contract		
(Not to Exceed Amounts/Year)	\$150,000.00	