

**CITY OF ALBANY  
CITY COUNCIL AGENDA**

Agenda Date: September 4, 2018  
Reviewed by: NA

**SUBJECT:** Resolution No. 2018-111 Authorizing the City Manager to Enter into Amendment of Agreement #1 to Contract C16-28 with Phillips Seabrook Associates for Community Development Department Project Review and Inspection Services

**REPORT BY:** Jeff Bond, Community Development Director

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**SUMMARY**

The action before the City Council is to authorize the City Manager to update professional services contracts with the consulting firm that provides construction project review and inspection services.

**STAFF RECOMMENDATION**

That the Council adopt Resolution No. 2018-111 authorizing the City Manager to Enter into Amendment of Agreement #1 to Contract C16-28 with Phillips Seabrook Associates for Community Development Project Review and Inspection Services.

**BACKGROUND**

Per State law, the City is required to adopt and enforce a series of building and fire codes prepared by the California Building Standards Commission, which collectively are known as the California Building Standards Code. This state mandate includes review of plans before issuance of permits and inspection during construction.

Currently, staff in Community Development conduct inspections and review plans of simple construction projects. Larger projects that involve accessibility improvements, review of structural calculations, review of energy efficiency calculations, and other technical elements, are sent to consultants for review and approval. Phillips Seabrook also has staff qualified to provide construction inspection services if requested by the City.

In March of 2016, the City issued a request for qualifications for consulting services. Six statements of qualifications were received and based on qualifications received, contracts with the firms of CSG Consultants, Philips Seabrook Associates, and Building Department Services (BDS) were approved by the City Council.

## **DISCUSSION**

Phillips Seabrook has been providing plan check services to the City of Albany for many years. They are familiar with the City, our permitting process, and have a good working relationship with staff. Thus, it is recommended that their 2016 contract be amended to extend the term three more years and add \$250,000 to the not to exceed compensation limit. Over the past several years, PSA has provided approximately \$80,000 per year in services.

## **SUSTAINABILITY IMPACT**

The built environment is a major source of greenhouse gas production within the City of Albany. An important aspect of building plan review and inspection services provided by consultants is to ensure that new construction within the City complies with new building energy standards.

## **FINANCIAL IMPACT**

No changes to approved budgets are needed. The cost of consulting services is covered by a combination of building permit fees, approved soft costs budget appropriations in individual capital improvement project budgets, and professional services budget allocations.

## **Attachments**

1. Resolution No. 2018-111
2. Amendment of Agreement #1 to Contract C16-28
3. 2016 Phillips Seabrook Statement of Qualifications



**CONTRACT #C16-28  
AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN  
THE CITY OF ALBANY  
AND  
PHILLIPS SEABROOK ASSOCIATES  
FOR PROJECT:  
IMPLEMENTATION OF THE REQUIREMENTS OF THE  
CALIFORNIA BUILDING STANDARDS CODE**

**AMENDMENT OF AGREEMENT No. 1**

This AMENDMENT OF AGREEMENT FOR CONSULTANT SERVICES is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2018, by and among the City of Albany a California charter city ("CITY") and Phillips Seabrook Associates, ("CONSULTANT").

In consideration of the mutual covenants and conditions set forth herein Contract #C16-23, the parties agree as follows:

Per request by the CITY, Contract #C16-23 shall be modified as follows:

(a) Section 1 TERM OF AGREEMENT to amend the term from an unspecified period of time, to September 30, 2021; and

(b) Section 4 COMPENSATION AND METHOD OF PAYMENT to increase compensation from an amount not to exceed \$150,000 to an amount not to exceed \$400,000.

This AMENDMENT OF AGREEMENT shall be made part of the original AGREEMENT, Contract #C16-23. All work shall continue to be in compliance with Contract C16-23, and in accordance with the approved Scope of Work, including any agreed upon modifications or extensions to the Scope of Work.

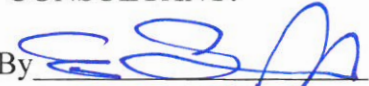
**IN WITNESS WHEREOF**, the parties hereto have caused this AMENDMENT OF AGREEMENT to Contract C16-23 to be executed the day and year first above written.

**CITY OF ALBANY:**

By \_\_\_\_\_  
Nicole Almaguer,  
City Manager

Attest \_\_\_\_\_  
City Clerk

**CONSULTANT:**

By   
(Authorized Officer)  
**ERIC SEABROOK,**  
**PRINCIPAL**  
**Phillips Seabrook Assoc.**

HOURLY RATE SCHEDULE  
Effective January 2, 2018

<u>CLASSIFICATION</u>	<u>RATE PER HOUR</u>
Principal	\$225.00
Senior Plan Check Engineer	\$205.00
Accessibility Specialist	\$175.00
Senior Plans Examiner	\$185.00
Plans Examiner	\$165.00
CALGreen Compliance Specialist	\$165.00
Senior Building Inspector	\$140.00
Building Inspector	\$125.00
Administrative Support	\$105.00



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **COMMERCIAL LIABILITY GOLD ENDORSEMENT**

This endorsement modifies Insurance provided under the following:

### **COMMERCIAL GENERAL LIABILITY COVERAGE PART**

#### **SECTION I – COVERAGES**

##### **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**

###### **2. Exclusions**

Item 2.g. 2) is replaced with the following:

- 2.g. 2) A watercraft you do not own that is:
  - a) less than 50 feet long; and
  - b) Not being used to carry persons or property for a charge.

Item 2.g. 6) is added:

- 6) An aircraft in which you have no ownership interest and that you have chartered with crew.

The last paragraph of 2. Exclusions is replaced with the following:

Exclusions c. through n. do not apply to damage by fire, explosion, sprinkler leakage, or lightning to premises while rented to you, temporarily occupied by you with the permission of the owner, or managed by you under a written agreement with the owner. A separate limit of insurance applies to this coverage as described in **Section III – Limits of Insurance.**

#### **SECTION I – COVERAGES**

##### **COVERAGE C. MEDICAL PAYMENTS**

If Medical Payments Coverage is provided under this policy, the following is changed:

###### **3. Limits**

The medical expense limit provided by this policy shall be the greater of:

- a. \$10,000; or
- b. The amount shown in the declarations.

Coverage C. Medical Payments is primary and not contributing with any other insurance, even if that other insurance is also primary.

The following is added:

##### **COVERAGE D. PRODUCT RECALL NOTIFICATION EXPENSES**

Insuring Agreement

We will pay "product recall notification expenses" incurred by you for the withdrawal of your products, provided that:

- a. Such withdrawal is required because of a determination by you during the policy period, that the use or consumption of your products could result in "bodily injury" or "property damage"; and
- b. The "product recall notification expenses" are incurred and reported to us during the policy period.

The most we will pay for "product recall notification expenses" during the policy period is \$100,000.

##### **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B**

Item b. and d. are replaced with:

- b. The cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.
- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit" including actual loss of earnings up to \$500 a day because of time off from work.

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## SECTION II – WHO IS AN INSURED

Item 4. is replaced with:

4. Any subsidiaries, companies, corporations, firms, or organizations you acquire or form during the policy period over which you maintain a controlling interest of greater than 50% of the stock or assets, will qualify as a Named Insured if:
  - a) you have the responsibility of placing insurance for such entity; and
  - b) coverage for the entity is not otherwise more specifically provided; and
  - c) the entity is incorporated or organized under the laws of the United States of America.

However; coverage under this provision does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the entity, or "personal injury" or "advertising injury" arising out of an offense committed before you acquired or formed the entity.

Coverage under this provision is afforded only until the end of the policy period, or the twelve (12) month anniversary of the policy inception date whichever is earlier.

## SECTION III – LIMITS OF INSURANCE

Paragraph 2 is amended to include:

The General Aggregate Limit of Insurance applies separately to each "location" owned by you, rented to you, or occupied by you with the permission of the owner.

Paragraph 6. is replaced with the following:

6. Subject to 5. above, the Fire Damage Limit is the most we will pay under Coverage A for damages because of "property damage" to premises while rented to you, temporarily occupied by you with permission of the owner, or managed by you under a written agreement with the owner, arising out of any one fire, explosion or sprinkler leakage incident.

The Fire Damage Limit provided by this policy shall be the greater of:

- a. \$500,000; or
- b. The amount shown in the Declarations.

## SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS

Item 2. a. is replaced with:

### 2. Duties In The Event of Occurrence, Offense, Claim or Suit

- a. You must promptly notify us. Your duty to promptly notify us is effective when any of your executive officers, partners, members, or legal representatives is aware of the "occurrence", offense, claim, or "suit". Knowledge of an "occurrence", offense, claim or "suit" by other employee(s) does not imply you also have such knowledge. To the extent possible, notice to us should include:
  - 1) How, when and where the "occurrence" or offense took place;
  - 2) The names and addresses of any injured persons and witnesses; and
  - 3) The nature and location of any injury or damage arising out of the "occurrence", offense, claim or "suit".

Item 4. b. 1) b) is replaced with:

### b. Excess Insurance

- 1) b) That is Fire, Explosion or Sprinkler Leakage insurance for premises while rented to you, temporarily occupied by you with permission of the owner, or managed by you under a written agreement with the owner; or

Item 6. is amended to include:

### 6. Representations

- d. If you unintentionally fail to disclose any hazards existing at the inception date of your policy, we will not deny coverage under this Coverage Part because of such failure. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

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**STATEMENT OF QUALIFICATIONS**

**TO PROVIDE**

**BUILDING INSPECTION**

**AND**

**PLAN CHECK SERVICES**

Submitted by:



Phillips Seabrook  
ASSOCIATES



PLAN REVIEW AND  
BUILDING CODE  
CONSULTANTS

March 1, 2016

Mr. Jeff Bond  
City of Albany  
Community Development Department  
1000 San Pablo Avenue  
Albany, CA 94707

Re: Statement of Qualifications  
Third Party Plan Review and Building Inspection Services

Dear Jeff,

Thank you for the opportunity to submit our Statement of Qualifications to provide plan review and building inspection services to the City of Albany.

Since 1978, Phillips Seabrook Associates has provided contract building official, plan review and inspection services to public agencies, and offers a solid background in all aspects including administration, plan review, inspection, code development and public process.

For more than 20 years, Phillips Seabrook Associates has provided contract building official, building plan review, public works plan review and building inspection services to the City of Albany on an as-needed basis. We have always received high marks for our services from both the applicants and city staff.

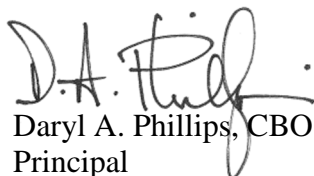
Our proposal demonstrates that we have significant capabilities and experience in providing contract building plan check and inspection services to public agencies. We have also highlighted a number of current and past projects we have been involved in.

At Phillips Seabrook Associates, we pride ourselves on providing the highest level of service and technical expertise. Our team of seasoned professionals ensures that we have adequate resources to complete projects on time and on budget.

We appreciate the opportunity to provide this proposal and are ready to meet to discuss any aspects of it.

Sincerely,

Phillips Seabrook ASSOCIATES



Daryl A. Phillips, CBO  
Principal



100 Stony Point Road  
Suite 190  
Santa Rosa, CA 95401  
707-544-9500 TEL  
707-544-9502 FAX

PhillipsSeabrook.com

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# COMPANY BACKGROUND

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**Project Team.** Our project team is highly qualified and will fully meet the needs of the City of Albany. Our project manager and team members are experienced in providing contract building official, plan check and inspection services and understand the client's perspective. Our knowledge and experience with municipal processes results in a service that is responsive to the needs of the client.

**Highly Qualified Project Manager.** Our proposed project manager, Daryl A. Phillips, CBO, has over 30 years of experience in project management for public agencies. Since 2007, he has served as the contract Building Official and Floodplain Manager for the City of Larkspur and has held the title of contract Building Official for the Cities of Belvedere, Corte Madera, Cotati, Sausalito, Soledad, St. Helena and Windsor. He is a Principal at Phillips Seabrook Associates which ensures that the City of Albany will have adequate resources provided to meet or exceed all contractual requirements.

**Project Understanding.** As a client oriented firm with over 35 years of proven municipal service, Phillips Seabrook Associates views itself as an extension of jurisdictional staff and we pride ourselves in being able to develop close working relationships with all stakeholders in the development review process. Our proposed team has worked with dozens of cities and counties in this capacity over the years. Through these experiences and years of previous on-call assignments for local agencies, we have developed the unique skills required to respond to the client's needs.

**Capacity to Get the Work Done.** Phillips Seabrook Associates is a full service consulting firm and can provide code expertise and professional services relating to structural, fire and life safety, electrical, mechanical, plumbing, accessibility, energy conservation and green building, all from our Santa Rosa office. With a full-time staff and additional resources available during peak periods, Phillips Seabrook Associates can respond to the client's needs in a timely and cost effective manner.

**Experience with Contract Building Department Services.** Phillips Seabrook currently provides contract building department services to about 20 public agencies in Northern California. For all of our clients, we have consistently demonstrated flexibility, expertise, timeliness, and effective administrative oversight, consistent with the client's goals and objectives. During our 35+ years in business, we have provided plan check services on more than 20,000 structures in over 60 different municipalities in California and Oregon.

**Web Based Communication and Coordination.** City staff can access our scheduling and project-tracking information from their desktop via web based integration. We are accessing the FTP sites of many design professionals to streamline the approvals process by downloading the necessary data in our office, saving time and conserving resources by eliminating blueprinting and shipping to the extent possible. We are also experienced with BIM (Building Information Modeling) software and the application of this for plan check on large and complex projects.

**Conflict of Interest.** Because Phillips Seabrook Associates performs work only for public sector clients, or on their behalf, we do not have a real or perceived conflict of interest due to work involving the private development community. We regularly represent cities in a similar capacity.

**Organizational Structure and Staffing.** One of the firms principals oversees all work on a client by client basis to ensure consistency and timeliness of the work product. Staff plans examiners and building inspectors will carry out most of the day to day duties. Our current full time staffing of 7 includes two principals, three combination plans examiners / building inspectors, a building inspector and an office administrator. We also have an established array of available contract help for plan review and building inspection for peak periods, and engineering support available for large and complex projects that may require electrical, mechanical or specialized structural engineering reviews.

### **Current Public Agency Client List**

#### **Building Plan Check**

City of Albany, California  
Town of Corte Madera, California  
City of Cotati, California  
City of Ferndale, California  
City of Fortuna, California  
County of Humboldt, California  
City of Larkspur, California  
County of Marin, California  
County of Mendocino, California  
National Park Service, California  
City of Novato, California  
Town of San Anselmo, California  
City of Santa Rosa, California  
City of Sebastopol, California  
City of Sonoma, California  
County of Sonoma, California  
The Presidio of San Francisco, California  
City of Trinidad, California  
City of Ukiah, California

#### **Building Inspection**

City of Albany, California  
Town of Corte Madera, California  
City of Larkspur, California  
National Park Service, California  
Town of San Anselmo, California  
City of Sebastopol, California  
County of Sonoma, California  
City of Ukiah, California  
The Presidio of San Francisco, California

#### **Building Official**

City of Larkspur, California  
Town of San Anselmo, California

# SCOPE OF SERVICES

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The Scope of Services below is not meant to be limiting in scope, but rather a standard outline of the services required. We understand there are certain nuances to providing contract services to different public agencies and are willing incorporate any additional items the City desires.

## **Plan Check**

Review design development and completed construction documents for design integrity and code compliance with the adopted edition of the applicable Codes, to include:

1. Checking plans for compliance with the currently adopted (2013) editions of the California Building, Plumbing, Mechanical and Electrical Codes, the California Energy Code, and Building Regulations of the Albany Municipal Code.
2. Checking plans for compliance with the currently adopted edition of the California Fire Code and adopted National Fire Protection Association standards. In addition, responsibilities can include reviewing plans for all types of fire protection systems and processes, and reviewing compliance with state and local hazardous materials regulations.
3. Review of structural calculations, soils reports, Title 24 Reports, accessibility requirements, locally adopted ordinances, and other project related information as supplied by the applicant or by the Building Department.
4. Perform initial check to verify conformance, including review and appropriate response (i.e., approval or correction letter). Subsequent rechecks, if required, will be completed until documents are approvable.
5. Perform all necessary liaison responsibilities with the Building Official, to ensure compliance with CBC §104.2.7 and §104.2.8 and to ensure consistency with local interpretations and policy.
6. Identify items needing clarification or correction to achieve compliance with applicable regulations. Create a review report consisting of a printed list of such items, including referenced code sections applicable to each item. Transmit this report to all persons designated on the project contact list. Transmit reports by facsimile to ensure timely completion of processing, by email, or by such other means as directed by the agency.
7. Complete initial plan reviews within 10-15 business days of receipt, depending on the size and complexity of the project. Provide copies of reports no later than the end of the day of the agreed review period. Other review periods may be arranged by mutual agreement for specific tasks. Subsequent reviews (rechecking) shall be completed within 5-7 days.
8. Complete plan reviews and furnish reports for “deferred submittal” items within seven working days.
9. Complete plan reviews and furnish reports for revisions during construction within five working days.

10. Return all plans and document, corrected by the originator as necessary, to Permit Technician with a statement that compliance has been determined.
11. Be readily available to other City Departments for the handling and answering of any and all questions, inquiries, and correspondence referred to consultant by the City and performed under this agreement.
12. For most projects, adhere to plan check turnaround schedule below:

<b>Type of Job</b>	<b>Turn Around Time</b>	<b>Recheck Turn Around</b>
Residential:	Working Days	Working Days
New Construction	10	5
Addition	10	5
Remodel	10	5
Non-Residential:		
New Construction	10 - 15	5 -7
Addition	10	5
Remodel	10	5
Tenant Improvement	10 – 15	5 - 7
“Fast Track” Services	Negotiated per project	SAME

### **Building Inspection**

Phillips Seabrook Associates will perform building inspection services including, but not limited to, the following:

1. Provide regular inspections of structures during construction for compliance with all of the applicable adopted building regulations, as directed by the Building Official.
2. Provide correction and stop-work notices as necessary.
3. Bring potential problems and solutions to the Building Official’s attention in a timely, pro-active manner.
4. Monitor construction for compliance with the City’s design guidelines.
5. Coordinate activities with other departments, agencies, and jurisdictions as necessary.
6. Maintain records related to building inspection services in accordance with all laws and regulations.
7. Prepare building activity report as necessary.
8. Perform emergency response duties as necessary.
9. Provide technical staff support to City personnel, as necessary, relating to building inspections services.
10. Cooperate with audits or performance reviews conducted by the City.
11. Provide vehicle with cellular phone, pager, and any necessary equipment for field inspection(s).
12. Provide reference materials, codebooks, etc., as necessary for the administration of the building inspection tasks.

## CLIENT REFERENCES

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City of Albany  
Jeff Bond  
Community Development Director  
510-528-5767  
jbond@albany.ca.org

Town of Corte Madera  
David Bracken  
Town Manager  
415-927-5050  
dbracken@ci.corte-madera.ca.us

County of Humboldt  
Todd Sobolik  
Building Official  
707-445-7245  
tsobolik@co.humboldt.ca.us

City of Larkspur  
Neal Toft  
Director, Planning & Building  
415-927-6713  
ntoft@ci.larkspur.ca.us

County of Marin  
Bill Kelley  
Building Official  
415-499-6556  
bkelley@co.marin.ca.us

County of Mendocino  
Chris Warrick  
Building Official  
707-463-4243  
pbs@co.mendocino.ca.us

National Park Service  
Yenna Khuong  
Project Manager, Real Estate & Planning  
415-345-7540  
yenna@fortmason.org

City of Novato  
Annette Chavez  
Building Official  
415-897-4335  
achavez@novato.org

Town of San Anselmo  
Sean Condry  
Public Works Director  
415-258-4616  
scondry@townofsananselmo.com

City of Santa Rosa  
Mark Setterland  
Chief Building Official  
707-543-3234  
msetterland@srcity.org

City of Sonoma  
Wayne Wirick  
Building Official  
707-938-3743  
waynew@sonomacity.org

County of Sonoma  
Ben Neuman  
Building Division Manager  
707-565-1900  
Ben.neuman@sonoma-county.org

The Presidio of San Francisco  
Michael McGill  
Permitting Manager  
415-561-2785  
MMcGill@presidiotrust.gov

City of Ukiah  
Charley Stump  
Director of Community Development  
707-463-6219  
charleys@cityofukiah.com



## RELATED EXPERIENCE

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### SAMPLES OF CURRENT OR RECENTLY COMPLETED PROJECTS

**Twin Cities Police Department** – A new 18,000 s.f., \$9 million, police department in Larkspur. Building Official, Plan Review and Inspector of Record services.

**The Buck Institute, CIRM facility** – A new 64,000 s.f., \$43 million, research facility in Novato. Plan Review services.

**Novato Administrative Office Building** – A new 21,000 s.f., \$11 million, City Hall facility. Plan Review services.

**Nordstrom Corte Madera** – Selective demolition, remodel and addition of about 120,000 s.f., \$28 million. Building Official and Inspector of Record services.

**Larkspur Building Department** – Providing Building Official, Plan Review, Inspection, Floodplain Management and ADA Coordinator services for the City since 2007.

**San Francisco Art Institute at Fort Mason Center** – A new 70,000 s.f., \$20 million tenant improvement for classrooms, studios and administration in the recently renovated Pier 2 building. Plan Review and Inspector of Record Services.

**Novato Fire Protection District** – A new 7,000 s.f., \$3.5 million Fire Station #64 in Novato. Plan Review and Inspector of Record services.

**Rose Lane** – A new residential development of 29 luxury single family dwellings, 14 cottages and 43 senior condominiums, \$55 million in Larkspur. Building Official, Plan Review and Inspector of Record services.

**Humboldt County Juvenile Hall and Probation Offices** – A new 19,000 s.f., \$12 million juvenile hall complex in Eureka. Plan Review Services.

**The Inn at The Presidio** – A rehabilitation and remodel of about 44,000 s.f., 29 guest rooms, \$15 million. The building formerly known as Pershing Hall, is on the Federal Register of Historical Buildings and located on the Main Post at The Presidio. Plan Review and Inspector of Record services.

**Belmont Village, Albany** - A new 175 unit, 191,000 s.f., \$35 million, Type IB Assisted Care Facility. Plan review services.

**The Presidio of San Francisco** – Since 2008, we have provided Plan Review and Inspector of Record services on over 60 different projects from simple tenant improvements to larger, more complex buildings and uses.

# DARYL A. PHILLIPS, CBO, CFM

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## **Summary of Experience**

Daryl is a Principal with Phillips Seabrook Associates. He is currently, and has been since 2007, the Building Official, Floodplain Administrator and ADA Coordinator for the City of Larkspur. Under his leadership, the building department has become a model of efficiency and performance. He writes departmental policies, building related ordinances and modifications to the Municipal Code, and provides financial projections. He is the liaison with FEMA for the 2014 FIRM map updates to the Ross Valley Watershed.

He is currently or was the Principal in Charge for many of our higher profile projects including the Nordstrom and Preserve at Marin projects in Corte Madera, the Twin Cities Police Department and Rose Lane projects in Larkspur, the new CIRM building at the Buck Center in Novato, the Novato Fire Station and Novato City Hall, the Barlow retail complex in Sebastopol, the renovation of Fort Mason Pier 2 building, The Inn at The Presidio and a new Juvenile Hall complex in Eureka. He provides plan review for large, complex projects, essential services facilities, publicly funded projects and projects involving historically designated structures. He provides expert legal consultation on building code related matters.

Previously, Daryl was President of The Phillips Group from 1993 thru 2010 and grew the firm into the North Bay's leading provider of building department services. He has over 35 years of experience combining architectural and engineering experience in the private sector, and regulatory services for the public sector. He has served as Building Official for the Cities of Albany, Belvedere, Cotati, Sausalito, St. Helena, Windsor and others.

Daryl has served on the Board of Directors for the following organizations:

County Building Officials Association of California (CBOAC)  
Board of Directors 2003 – 2006, Industry Member of the Year Award – 2005

Redwood Empire Association of Code Officials (REACO),  
President – 2005, Chair, Education Committee (17 Years)

Salvation Army Santa Rosa, Advisory Board 2003 – 2007 and Current

North Coast Builders Exchange, Board of Directors 1998 – 2000

American Institute of Architects, Redwood Empire (AIARE), Board of Directors 1994 – 1999

## **Professional Registrations:**

CABO Certified Building Official  
ASFPM – Certified Floodplain Manager

# ERIC SEABROOK, CBO

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## Summary of Experience

Eric is a Principal with Phillips Seabrook Associates. He has previously served as the Contract Building Official for the Cities of Soledad, Albany, Belvedere, San Anselmo, St. Helena and Windsor. He provides plan review oversight for large and complex projects. He has provided administrative, plan review and inspection expertise for a broad variety of projects including wineries, jails, schools, offices, casinos, shopping centers and housing projects, throughout California and Oregon.

He is Principal in Charge for many projects including the Belmont Village project in Albany and the Silver Oak Cellars project in Yountville. He was the Inspector of Record for Marin City USA, a \$100 million mixed-use development in Marin County. He was Project Manager for a \$75 million expansion of the Jackson Rancheria Hotel and Casino. He has taught evening classes at Monterey Peninsula College on the model codes, has been an instructor for CALBO's California Building Code Institute, and has provided exiting and accessibility seminars for other professional groups. He previously sat on CALBO's Emergency Preparedness Committee, Code Development Committee, and the Historical Code Committee. Eric currently sits on the Board of Directors for County Building Officials Association of California (CBOAC) and was voted "Industry Member of the Year" in 2012. He is currently an Officer of the Redwood Empire Association of Code Officials (REACO).

Prior experience includes about four years as plans examiner for Santa Cruz County where his responsibilities were to meet with applicants and design professionals to interpret or translate code requirements, assist the field inspectors as needed, and provide plan review on a broad range of projects. Additionally, he was a plans examiner with Willdan Associates for about four years. In this capacity, he assisted in the earthquake recovery component of Santa Cruz County following the Loma Prieta event. After completion of that project, he was assigned to the Oakland Hill Fire Recovery component of the City of Oakland following the wildfire of 1991 in which over two-thousand housing units were to be permitted and rebuilt.

Eric has served on the Board of Directors for the following organizations:

County Building Officials of California (CBOAC)  
Board of Directors 2011 – 2015, Industry Member of the Year Award – 2012

Redwood Empire Association of Code Officials (REACO)  
2013 – 2016, President 2016.

## Professional Registrations:

CABO Certified Building Official  
ICC Certified Plans Examiner  
Build it Green, Green Point Rater

# BRAD MILLER, S.E.

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## **Summary of Experience**

Brad has been a contract Senior Plan Check Engineer for Phillips Seabrook Associates since 2006. He provides structural reviews of complex projects, and provides on-site inspections of structural systems when needed. He has over thirty years' experience in structural design, project engineering and plan review of heavy and light industrial, low and high rise commercial, institutional and single and multi-family residential projects. He provides structural plan review for all conventional types of building materials and systems including pre-stressed and post-tensioned concrete, ductile moment frames, reinforced masonry, steel and wood-framed structures. He is well versed in non-conventional systems as well, including rammed earth or PISE, straw bale, and Japanese post and beam (mortise and tenon). Representative projects range from single-family dwellings to a 750,000 s.f. parking structure in San Jose, to seismic strengthening of unreinforced masonry buildings.

Prior experience includes about 10 years as Senior Plan Check Engineer with The Phillips Group, about two years with Dennis Fagent Associates in Santa Rosa as a design engineer for a variety of projects, and about three years with Culley & Associates in San Francisco in the same capacity. Prior to this he was with Perkins & Will in Dallas. At Perkins & Will he was involved in the design of a fourteen story post-tensioned concrete office building for GSA, located in Milwaukee, as well as reinforced concrete buildings for the million square foot University of Technology, Iraq. He also previously served as project engineer with Sargent and Lundy in Chicago. His range of experience has provided exposure to a wide variety of projects and design philosophies, and gives him an uncommonly broad perspective of the structural engineering field.

## **Professional Registrations:**

California, Structural Engineer #S4028  
California, Civil Engineer #C37775

# BILL TALLEY, CBO

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## **Summary of Experience**

Bill has been a plans examiner and building inspector with Phillips Seabrook Associates since March 2014. During this time, he has provided building inspection services to the County of Sonoma, City of Sonoma, City of Novato, Town of San Anselmo, City of Larkspur and Town of Corte Madera. Bill has over 25 years of experience as a building official, plans examiner and building inspector.

Experience over the previous 10 years includes contract inspection services for the City of Santa Rosa, City of Healdsburg, City of Cloverdale, City of Rohnert Park, City of Cotati, City of Ukiah and the City of Sebastopol. He was an assistant Inspector of Record for the Sonoma County Juvenile Justice Center from 2003 – 2006.

Prior to that, he served as the Building Official for the City of Healdsburg from 1997 – 2000 where he was responsible for all building department operations during a period of rapid growth for the City.

Prior to that, he served as the building inspector and permit technician for the Town of Corte Madera from 1992 – 1996.

## **Professional Registrations**

ICC Building Official Certificate  
ICC Building Inspector Certificate  
ICC/IAPMO Mechanical Inspector Certificate  
ICC Combination Inspector Certificate  
CALGreen Inspector  
CALGreen Plans Examiner  
California General Contractor's License (B)  
Build it Green (B.I.G.) Certified Green Building Professional  
ATC-20 Disaster Assessment Certification

# ED CAMPBELL

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## **Summary of Experience**

Ed has been a plans examiner and building inspector with Phillips Seabrook Associates since 2006. His responsibilities include plumbing, electrical, mechanical, accessibility, green building and structural inspection for all types of residential, commercial, and industrial occupancies. Ed's time is typically divided between providing as needed building inspection services for the Cities of Larkspur, San Anselmo, and The Presidio Trust. When not engaged in building inspection duties, he is in the office performing plan review. Ed has demonstrated excellent computer and communication skills, a strong work ethic, and the ability to innovate as necessary. Ed is proficient in the Microsoft Office Suite and network installation.

Ed's prior experience includes roughly four months as an intern building inspector for the City of Sebastopol. Prior to that, his work experience was in retail management.

## **Professional Registrations:**

ICC/Residential Building Inspector  
ICC/Commercial Building Inspector  
ICC/Residential Electrical Inspector  
ICC/Plans Examiner  
ATC-20 Disaster Assessment Certification

# KEVIN B. SCOTT

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## **Summary of Experience**

Mr. Scott joined Phillips Seabrook Associates in July, 2013. He provides non-structural, energy, and green building plan reviews as well as building inspections. He has performed residential plan reviews for the Counties of Sonoma, Marin and Humboldt, and the Cities of Ukiah, Albany, Corte Madera, Larkspur, San Anselmo and Novato. He also provides as-needed residential and commercial building inspections for the Cities of Larkspur, Corte Madera, San Anselmo, Novato and The Presidio Trust. He was the Inspector of Record for the Pier 2 Renovation of Fort Mason Center and is currently the Inspector of Record for a new fire station in Novato. He is also providing inspections services at Cavallo Point Lodge at Fort Baker. He has experience with TrackIt and InCode permit tracking software.

Prior to joining PSA he was a Senior Project Manager with Kitchell, C.E.M. for about eight years. His duties included day-to-day construction management on large commercial and public projects. During this time, he was responsible for the construction of community college facilities and detention and police facilities. He was also an intern for a custom home building contractor while attending college. He has over ten years of experience in the construction industry.

Kevin has a Bachelor's Degree in Construction Engineering Technology from Montana State University.

## **Professional Registrations:**

ICC Certified California Commercial Building Inspector  
ICC Certified California Residential Building Inspector  
ICC Certified California Residential Electrical Inspector  
CALGreen Inspector  
CALGreen Plans Examiner  
LEED Accredited Professional

# HOURLY RATE SCHEDULE

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<u>CLASSIFICATION</u>	<u>RATE PER HOUR</u>
Principal	\$195.00
Senior Plan Check Engineer	\$185.00
Accessibility Specialist	\$165.00
Senior Plans Examiner	\$165.00
Plans Examiner	\$150.00
CalGreen Compliance Specialist	\$145.00
Senior Building Inspector	\$110.00
Building Inspector	\$ 95.00
Administrative Support	\$ 90.00