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# CAPABILITY STATEMENT

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# CAPABILITY STATEMENT

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## COMPANY INFORMATION

**4LEAF, Inc.**

<http://www.4leafinc.com>

### **Bay Area Office**

2110 Rheem Drive, Suite A

Phone: 925-462-5959

Fax: 925-462-5958

### **Sacramento Area Office**

4401 Hazel Ave., Suite 135

Phone: 916-965-0010

Fax: 916-965-0013

### **Las Vegas Area Office**

125 East Reno Ave, Suite 3

Phone: 702-726-4140

Fax: 702-726-4143

## POINT OF CONTACT INFORMATION

Gene Barry, P.E., Vice President

2110 Rheem Drive, Suite A

Pleasanton, CA 94588

Email: [gbarry@4leafinc.com](mailto:gbarry@4leafinc.com)

Phone: 925-462-5959

Fax: 925-462-5958

## CONTRACT INFORMATION

GSA Schedule Contract Number: GS-10F-0172Y

DUNS Number: 131771011

CAGE Code: 4LHQ2

SIN No: 871-7

NAICS Code: 236220 – Construction Management Services

## COMPANY DESCRIPTION

4LEAF is a California-based, multi-disciplined firm providing engineering, construction management, and inspection services. 4LEAF delivers cutting-edge engineering and business solutions to efficiently and effectively meet the needs of public agencies, government, and private clients. 4LEAF has a staff of more than 50 professionals and support personnel including engineers, construction managers, project managers, architects, geologists, and environmental scientists, many of whom are registered engineers and licensed architects. Our clients value our continuous flexibility, proactive communication and unfailing dedication resulting in projects that are on time and on budget.

# SERVICES

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## CONSTRUCTION MANAGEMENT

- Construction Management.
- Project & Program Management.
- Construction Inspection.
- Inspector of Record.
- Plan Review
- Constructability/Bid Ability Review.
- ADA/ICC Compliance.
- Contracts Compliance.
- Cost Control.
- Administration Services.



## FEATURED PROJECTS

### SACRAMENTO REGIONAL TRANSIT DISTRICT DNA MOS-1

The Downtown Natomas Airport (DNA) MOS1 project is the first phase of a 12.8-mile Design Build project to extend RT's light rail service from downtown Sacramento through Natomas to the Sacramento International Airport. The project included trackway, an overhead contact system, a traction power substation and power distribution, railroad signaling, traffic signaling and pre-emption, communications elements and cabling, and two stations - one on Richards Boulevard, and another on 8th Street north of I Street.



This was RT's first Design-Build rail project and 4LEAF was awarded the Project Management Services contract for this important project because of our extensive Design-Build knowledge. 4LEAF's role as the PM consultant was to assist RT in the procurement phase and to provide oversight and coordination with the selected design-build entity during design and construction. 4LEAF served as the single point of contact for the project management entity as well as associated technical, professional and administrative staff. 4LEAF's project manager also provided construction management oversight for the design-build process which included quality assurance, inspection, acceptance testing, final acceptance, and contract closeout.

## I-215 AIRPORT CONNECTOR PHASE I

4LEAF is currently providing construction management and inspection services on the \$34 million Southern I-215 Bruce Woodbury Beltway and the Interstate-215 /Airport Connector Interchange in Las Vegas, NV.



This project consists of freeway and incidental improvements to the Southern I-215 Bruce Woodbury Beltway from approximately Interstate 15 to Windmill Lane including median widening from six (6) to eight (8) lanes from approximately Las Vegas Boulevard South to Windmill Lane, the addition of an auxiliary lane between the eastbound Warm Springs Road on-ramp and the Windmill Lane off-ramp and widening of fourteen (14) existing bridge structures, new sound walls and earth retaining structures. Work takes place both day and night in order to minimize traffic disruption.

## CALIFORNIA DEPARTMENT OF PARKS & RECREATION CM CONTRACT

4LEAF is currently providing inspection and construction management services to the California Department of Parks and Recreation on an on-call basis. Our construction management staff perform contractor oversight, on-site administration; review daily reports; develop contractor progress payments; track bid item quantities; perform baseline schedule review; coordinate activities between various project stakeholders; monitor the contractor's compliance with project contract and project specifications; review submittals, supplements, and RFI's; maintain detailed written and photo record of the site activities; and track equipment and manpower.



## TAUBE-KORET CAMPUS FOR JEWISH LIFE, PALO ALTO, CA

4LEAF staff was responsible for performing construction management and construction inspection services on this 8.6 acre, \$350 million project in Palo Alto, CA at the former campus of the Sun Microsystems Corporation at 901 San Antonio Rd. This project consisted of 12 separate buildings of podium style design over an at grade garage with a capacity of 628 parking spaces. The buildings vary in height up to 4 stories with some occupied roofs and will be Type I fire-resistive construction. In addition, the campus includes a children's day care center and preschool, offices for non-profit organizations, a cultural and arts center and a community center.



This project also included ALTAIRE (Bridge Urban Infill Development) Multi-Family Housing. The ALTAIRE multi-family housing development encompasses the northerly 3.5 acres of the former Sun Microsystems campus and shares common entrances with the Taube-Koret Campus. This included 103 two and three story town-homes in 11 separate buildings totaling 144,370 sq ft with a total construction valuation of \$40 Million and will be Type V-1 hour construction. 4LEAF also provided a Certified Access Specialist (CASp) to ensure compliance of the buildings and sites with the State of California codes and regulations and Americans with Disabilities Act (ADA) for accessibility.

## LABOR CATEGORIES

- Company Principal
- Senior Construction Manager
- Construction Inspector
- Project Engineer
- Administrative Assistant
- Project Manager
- Construction Manager
- Commercial Building Inspector
- Contracts Analyst

## LABOR CATEGORY DESCRIPTIONS

Labor Category	
Company Principal	
<p>Minimum Education: B.S. or B.A. degree in a relevant discipline.            Minimum Experience: Fifteen years (15) of related work experience.</p> <p>Duties/Responsibilities: Plans, conducts, manages, and supervises technical and/or administrative duties of major business units and/or complex client initiatives. Manages programs or projects of major significance. Oversees the review and approval of project controls plans including trend programs, project cost estimates, forecasts, schedules, and financial reports and may review commitments that exceed assigned budgets. Assures that appropriate customer contact, including major correspondence and working relationships between the customer and 4LEAF, is maintained throughout the duration of the projects. Establishes company health and safety (H&amp;S) and quality assurance (QA) objectives. Manages indirect cost elements. Has profit or loss responsibility and authority to commit the firm. Generally operates with full latitude for un-reviewed action or decision. Directs significant and complex projects where advanced knowledge and unique approaches may be required. Supplies technical and/or administrative direction throughout the firm.</p>	

Labor Category	
Project Manager	
<p>Minimum Education: B.S. or B.A. degree in a relevant discipline.  Minimum Experience: Five years (5) of related work experience.</p> <p>Duties/Responsibilities: Under general supervision of a Principal; plans, conducts, manages, and supervises large project assignments of high complexity. Assures that work scope, project budget, and project schedule objectives and client expectations are met. Executes assignments requiring judgment in independent evaluation of procedures and criteria. Integrates H&amp;S and QA into projects. Devises solutions to new and existing problems. Possesses the ability to plan, organize, lead, and monitor a wide variety of team efforts to their successful completion. Develops project execution plans, scope definition, project procedures, budgets, and project schedules. Ensures acceptance by the customer and functional management. Reviews contract proposal documents and data for the project. Establishes plans, schedules and budgets for contract obligations and reviews the technical input for the final proposal. Directs technical staff assignments, reviews progress, and evaluates results. Operates with latitude for unreviewed action or decision.</p>	

Labor Category	
Senior Construction Manager	
<p>Minimum Education: B.S. or B.A. degree.  Minimum Experience: Eight years (8) of related work experience.</p> <p><i>(Equivalent minimum education of High School Diploma is acceptable for employees with a minimum of 13 years of experience in fields of construction management or inspection).</i></p> <p>Duties/Responsibilities: Reports to a company Principal or Project Manager. Performs a wide range of field engineering assignments including management of site construction operations, development of construction and operations plans and schedules, and ensuring the contract compliance of subcontractors. Supervises or conducts field surveys, inspections or technical investigations to obtain data required to revise construction drawings. <b><u>The Senior Construction Manager does not perform construction work but performs oversight, documentation, and management of environmental- and civil-engineering related construction projects.</u></b> Confers with supervisory personnel, owners, contractors, architects, and engineers to discuss and resolve matters such as work procedures, building and related codes/regulations, complaints, and construction problems. Plans, organizes, and directs activities concerned with the construction and maintenance of various utilities, structures, facilities, and systems. Directs the work of construction managers and inspectors engaged in inspection of capital improvement and engineering projects.</p>	

Labor Category	
Construction Manager	
<p>Minimum Education: B.S. or B.A. degree.  Minimum Experience: Three years (3) of relevant work experience.</p> <p><i>(Equivalent minimum education of High School Diploma is acceptable for employees with a minimum of eight (8) years of experience in fields of construction management or inspection).</i></p> <p>Duties/Responsibilities: Reports to a company Principal, Project Manager, or Senior Construction Manager. Reviews and maintains all construction documents, such as RFI's, submittals, and shop drawings. Performs contractor oversight, on-site administration; reviews daily reports; develops contractor progress payments; tracks bid item quantities; performs baseline schedule reviews. Coordinates activities between various project stakeholders; monitor the contractor's compliance with project contract and project specifications; reviews submittals, supplements, and RFI's; maintain detailed written and photo records of the site activities; and track equipment and manpower. <b><u>The Construction Manager does not perform construction work but performs oversight, documentation, and management of environmental- and civil-engineering related construction projects.</u></b> Directs the work of construction inspectors engaged in inspection of capital improvement and engineering projects.</p>	

Labor Category	
Construction Inspector	
<p>Minimum Education: Associates (AS) degree.  Minimum Experience: Three years (3) of related work experience.</p> <p><i>(Equivalent minimum education of High School Diploma is acceptable for employees with a minimum of eight (8) years of experience in field of construction inspection).</i></p> <p>Duties/Responsibilities: Reports to a company Principal, Project Manager, or Construction Manager. Provides daily inspections and documentation of all job-related activities; monitors and documents the contractor's work for adherence to contract plans and specifications; inspects all construction prior to burial and provides for observation of all tests required to be performed by the contractor or agency referenced in the contract documents; prepares and maintains thorough daily inspection reports; provides continual review of plans and specifications; coordinates with contractor's schedule for testing and surveying; documents information related to manpower, equipment, and time for extra or force account work; attends all necessary meetings; provides accurate documentation of measured quantities and reviews pay estimates submitted by the contractor; provides pictorial and/or video logbooks of pre-construction conditions and activities during construction; identifying and documenting active punch list items and issues that will require corrective actions and report periodically to the construction manager and/or owner.</p>	

Labor Category	
Commercial Building Inspector	
<p>Minimum Education: AS degree in related discipline and possess certifications from the International Code Council (ICC) for Building, Mechanical, Electrical, and Plumbing.</p> <p>Minimum Experience: Three years (3) of related work experience.</p> <p>Duties/Responsibilities: Reports to a Project Manager or Construction Manager. Responsible for conducting inspection of commercial and governmental buildings according to local, state, and ICC codes and standards. <b>Does not perform construction work tasks (skilled trades).</b> Enforces the building, electrical and plumbing codes, as well as the issuance of building and related permits. Position may be cross-trained to provide both zoning code enforcement and plan review and inspections related to soil erosion and sedimentation control. Work is performed with some degree for independent judgment and action. Problems encountered range from routine to complex in nature. The nature of the work involved requires occasional, moderate physical effort.</p>	

Labor Category	
Project Engineer	
<p>Minimum Education: B.S. degree in an engineering discipline.</p> <p>Minimum Experience: Three (3) of related work experience.</p> <p>Duties/Responsibilities: Works under supervision of Company Principal, Project Manager, or Construction Manager. Responsible for overseeing the administration and documentation of engineering projects on the project owner's side and providing day-to-day management of core office functions. Performs maintenance of construction project records in accordance with procedures, interfacing with the Project Manager and/or the Construction Manager on various facets of a project including contract change orders; processing and tracking RFI's; submitting review processes; RFI, FCR, NCR and DR log tracking; preparing as-built updates; processing item payments, and managing material testing. Attend project meetings; assisting with preparation of meeting reports; assisting with the preparation of monthly progress reports; maintaining project logs; and performing a review of daily inspection reports and quantity computations.</p>	

Labor Category	
Contract Analyst	
<p>Minimum Education: AS degree.</p> <p>Minimum Experience: Three years (3) of experience in the field preferred.</p> <p>Duties/Responsibilities: Reports to a Company Principal and Project Manager. Performs contract administration for public works, consulting and personal services contracts. Utilizes knowledge of and possess an ability to interpret various reference sources, such as the Public Contract Code, Government Code, State Administrative Code, Labor Code, Public Resources Code, State Administrative Manual, and any other reference source applicable to contracts laws, regulations and procedures. Independently performs the technical, in-depth review and evaluation of contracts to determine appropriateness, consistency and compliance with statutory requirements. Performs research and analyzes contract issues and prepares recommendations to improve processes. Organizes and develops new procedures; works in cooperation with professional staff in assignment of bid dates, submits advertisements and conducts bid openings. Provides accurate and timely answers to a wide range of contract questions from staff and the public. Develops and organizes computer applications for the improvement and increase efficiency of contract processing. Independently prepares correspondence regarding contract inquiries.</p>	

Labor Category	
Administrative Assistant	
<p>Minimum Education: High School Diploma.</p> <p>Minimum Experience: One year (1) of experience in the field preferred.</p> <p>Duties/Responsibilities: Reports to a company Principal, Project Manager, or Senior staff. Provides clerical support, and independently performs a variety of duties including, but not limited to, the following: <b>Word Processing</b> – edit and proofread technical specifications from drafts produced by designer. Type new specifications as needed. Type and review outgoing correspondence for format, composition, and consistency with DPR standards. Type, edit and proofread major documents and reports. Create and edit standard responses, forms and transmittals. Maintain electronic files. <b>General Clerical:</b> – maintain section files, records, catalogs and other documents. Answer the telephone and provide assistance to staff and the public. Develop office procedures and operating systems; copy work. <b>Transportation:</b> – transcribe written and oral notes from meeting and other sources. Attend meetings, and provide administrative support at these meetings.</p>	

# PRICE LIST

<u>Labor Category</u>	<u>Hourly Rate (\$/hr)</u>
Company Principal	\$130.98
Project Manager	\$105.79
Senior Construction Manager	\$122.92
Construction Manager	\$110.83
Construction Inspector	\$95.71
Commercial Building Inspector	\$88.16
Project Engineer	\$101.76
Contracts Analyst	\$82.62
Administrative Assistant	\$43.32

An additional 2% discount will be offered for each labor category for the “Price Offered to GSA (including the IFF) shown for projects invoicing more than \$250,000 per calendar year.

- The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

#### SCA MATRIX

SCA Eligible Contract Labor	Category SCA Equivalent Code - Title	WD Number
Administrative Assistant	01020 – Administrative Assistant	05-2051

**Discounts:** submitted pricing based on 4LEAF’s “2010-11 FEE SCHEDULE” commercial price list. The Government prices, excluding the required 0.75% IFF, terms and conditions are better than those sold to its most favored customers. The MFC(s) receive discounts ranging from 3.33 to 18.18% off 4LEAF Inc.’s commercial price list. 4LEAF, Inc. is offering GSA prices (excluding the required 0.75% IFF) that are discounted 8.33 to 23.64% off 4LEAF Inc.’s commercial price list.