



Request for Qualifications #2023-02

Consultant for Independent Audit of Uncontrolled Health & Safety Risks

Proposal

Prepared for:

The City of Reno

August 17, 2022

Offered by:

Tim Page-Bottorff, MS, CSP, CIT
President
Total Safety Compliance

Executive Summary

Total Safety Compliance is pleased to submit this proposal for Independent Auditing for Uncontrolled Health and Safety Risks. We are submitting this proposal to the City of Reno on August 17, 2022.

How to read this document:

This proposal and submission is based on the Request for Qualifications (RFQ) framework outlined by the document numbered: #2023-02. The requested information from the RFQ will be in Section 1. The bid/proposal/statement of qualifications is in Section 2. The proposed timeline and project Gantt chart is in Section 3.

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Section 1 City of Reno Requested Information



Cover Sheet for Invitation for:
Request for Qualifications #2023-02
Consultant for Independent Audit of Uncontrolled
Health & Safety Risks

If you are submitting a Response to a Request
for Qualifications, please utilize our [online](#)
[portal.](#)

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**


CITY OF RENO
Purchasing Division
P.O. Box 1900
Reno, NV 89505
(775) 326-6658
(775) 334-2409 fax
woodm@reno.gov



Date: 08/01/2022
RFQ No. 2023-02

INVITATION AND ADVERTISED REQUEST FOR QUALIFICATIONS

Sealed submissions will be received until 3:00 pm, 08/22/2022, via our [online portal](#). Said submissions shall be publicly opened and submitter's names announced at 3:05 pm 08/22/2022.



Marcie Wood, Purchasing Technician



The City of Reno is currently accepting sealed submissions for qualified **Consultant for Independent Audit of Uncontrolled Health & Safety Risks**. This Request is exempt from standard NRS §332 guidelines per Chapter 332.115(1)(b). The selection of qualified **Consultant for Independent Audit of Uncontrolled Health & Safety Risks** is within the discretion of the governing body.

Questions regarding the Request for Qualifications shall be submitted via the [online portal](#) under the Questions Tab.

Per the attached Terms, Conditions, and Requirements.

Firm Name Total Safety Compliance
Address 9464 E Los Lagos Vista Ave
City Mesa
State Arizona Zip Code 85209
Telephone 602-757-5054
Fax _____
E-mail tim@totalsafetycompliance.com

In compliance with this Invitation for Request for Qualifications and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if selected, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 19 pages of this Invitation to Request for Qualifications.

Signature  
Print Name Tim Page-Bottorff, CSP, CIT
Print Title President

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks
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A. REQUEST FOR QUALIFICATIONS PROCESS AND RULES

1. REQUEST FOR QUALIFICATIONS Schedule

Schedule of Events	Date
RFQ Released	08/01/2022
Last Day to Submit Questions	08/08/2022 8:00 am
All Addendums to be Posted to reno.gov by	08/09/2022 5:30 pm
Sealed RFQ Due to City of Reno	08/22/2022 3:00 pm
Potential Interviews with Selected Candidates	Week of 08/29/2022
Proposed Implementation Date	09/06/2022

The City of Reno reserves the right to modify this schedule at The City's discretion. Notification of changes in the REQUEST FOR QUALIFICATIONS, due date, and deadline for questions will be posted on The City website at www.reno.gov or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

Description of Scheduled Events

REQUEST FOR QUALIFICATIONS Released – The City will release the REQUEST FOR QUALIFICATIONS document via the best method available. The best method of distribution of the REQUEST FOR QUALIFICATIONS will be in descending order as follows: E-mail, Facsimile, placement on City website, USPS Mail, and our [online portal](#).

Deadline For Questions – The deadline for any questions concerning the REQUEST FOR QUALIFICATIONS is 08/08/2022, at 8:00 am local time. Any questions submitted after the deadline will not be responded to.

All Addendums to be Posted by – All addendums to the REQUEST FOR QUALIFICATIONS shall be posted to the City's website at www.reno.gov and our [online portal](#) no later than 5:30 p.m. local time on 08/09/2022. All proposals submitted for this REQUEST FOR QUALIFICATIONS must have all addendums attached and acknowledged. Any proposal that does not include the addendums is subject to rejection.

Sealed Proposal Due to City – The due date for the sealed REQUEST FOR QUALIFICATIONS response is 08/22/2022, at 3:00 p.m. local time. All proposals received after the date and time set for receipt will be REJECTED.

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2. Questions/Clarifications:

Questions regarding the Invitation to Request for Qualifications shall be via the online portal under the Questions Tab. Questions should be submitted in accordance with the schedule of events in the Scope of Work. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the City. To determine whether any representations made require an addendum be issued, please contact Marcie Wood, Purchasing Technician, 775-326-6658.

3. Addendums:

All addendums to this Invitation to Request for Qualifications shall be issued by the City in writing. Material changes affecting the material or the submitter's fee shall have no standing with the City if not sanctioned by written addendum.

4. Exceptions:

A submitter who believes Request for Qualifications specifications are unnecessarily restrictive or limit competition may submit such on the Exceptions page of this Request for Qualifications documents. All Exceptions will be considered in the Request for Qualifications evaluation.

5. Request For Qualifications Receipt And Opening Time:

It is mandatory the Request for Qualifications are signed by a duly authorized representative of the firm, and received [online portal](#) no later than 3:00 pm, 08/22/2022.

6. Preparation of Request for Qualifications:

Submitter shall examine all specifications, specific instructions, and terms and conditions of the Invitation to Request for Qualifications. Failure to do so will be at Submitter's risk.

Any addenda issued shall forthwith become an integral part of the Request for Qualifications. Submitter shall be required to acknowledge receipt of the same by signing and returning the addenda with the original Request for Qualifications document.

Submitter shall furnish the required information typed or written in ink.

The person signing the Request for Qualifications must initial erasures or other changes in ink.

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In the space provided, a duly authorized representative of the firm shall sign the Request for Qualifications document.

Submitter shall proofread their Request for Qualifications carefully for errors.

7. Submission of Request for Qualifications:

Submitter shall sign and return the ENTIRE REQUEST FOR QUALIFICATIONS.

The City of Reno is limiting social interactions. Therefore, at this time, this RFQ submissions must be received via our [online portal](#) no later than 3:00 pm, 08/22/2022.

The City will only accept submissions via our [online portal](#).

The City shall provide a copy of the Request for Qualifications results to those Proposers requesting such.

8. Late Request for Qualifications:

A Request for Qualifications received after the receiving time specified shall be rejected.

9. Withdrawal of Request for Qualifications:

A Request for Qualifications may be withdrawn by written, provided such a notice is received prior to the date and time set for the Request for Qualifications opening.

A request for withdrawal of Request for Qualifications received after the scheduled Request for Qualifications opening will not be considered.

10. Tax Exemption:

The City is exempt from Nevada State Sales Tax by act of the Nevada State Legislature, NRS §372.325, which exempts all local governments within the State of Nevada. The City is also exempt from Federal Excise Tax.

11. Billing:

All original billings should be addressed to:

City of Reno
Attention: Accounts Payable
P.O. Box 1900
Reno, NV 89505

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12. Request for Qualifications Evaluation:

Request for Qualifications shall be evaluated with considerations being fee proposal, responses to questions posed within the RFQ document related to process, references and on the basis of conformance to specifications, terms and conditions of the RFQ as stated herein.

13. Cancellation:

The City reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to the City.

In the event that successful Submitter shall default or is terminated for default, they shall not be considered a responsible Submitter for **RFQ 2023-02**, and shall be recommended to the Reno City Council, for debarment from doing business with the City for at least one (1) year after the termination of the term of the defaulted agreement.

14. Assignment:

No Assignment of any agreement resulting from this award of this Request for Qualifications shall be allowed, including the right to receive payment, without the express written permission of the City.

15. Submitter's Status

Minority Status: Has this firm been certified as a minority, women owned or disadvantaged business enterprise by any governmental agency?

_____ Yes _____ No If yes, please specify government agency:

Date of certification: _____

The above is for information only. The City encourages minority business participation; however no preferences shall be given.

Notice to disabled persons: The City will make reasonable accommodations for disabled persons who wish to submit Request for Qualifications or attend a Request for Qualifications opening by contacting Marcie Wood prior to the Request for Qualifications opening date.

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Debarment and/or Suspension: As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34CFR Part 85, the Submitter certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.

City of Reno Business License Number and Expiration
date _____

Reno Municipal Code, Section 4.04.020 requires that any business operating within the City of Reno is required to possess a valid City of Reno business license. Be advised that upon award of a contract/agreement to perform services for the City of Reno, a current business license must be in your possession before commencing business.

NONDISCRIMINATION. In connection with the performance of work under this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of age, race, creed, religion, color, veteran status, sex, sexual orientation (means having or being perceived as having an orientation for heterosexuality, homosexuality, or bi-sexuality), gender identity or gender expression (means a gender-related identity, appearance, expression, or behavior of a person regardless of the person's assigned sex at birth), physical condition, disability, national origin, or any other protected class status applicable under federal, state or local law, rule or regulation. Race includes traits associated with race, including, without limitation, hair texture and protective hairstyles.

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B. GENERAL TERMS AND CONDITIONS

1. Notice of Rights

- a. The City reserves the right to reject any or all Request for Qualifications or any part thereof and to waive any minor informalities or irregularities.
- b. The City reserves the right to require such surety as may be deemed necessary for the protection of the City, or to ensure the satisfactory performance in accordance with the specifications and Request for Qualifications documents.
- c. The City reserves the right to withhold award for a period of ninety (90) days from the date of Request for Qualifications opening.
- d. The City reserves the right to accept more than one consultant.

2. Preparation of Request for Qualifications

- a. Request for Qualifications must be submitted in accordance with any document attached hereto and made an integral part hereof.
- b. In the case of a difference between written words and figures, the amount stated in written words shall govern.
- c. All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted Request for Qualifications. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met.
- d. For assistance with this Request for Qualifications, contact Marcie Wood, Purchasing Technician at 775-326-6658.
- e. Proposers shall note that alterations in the Request for Qualifications language shall be cause for rejection.
- f. Proposers are instructed to complete the requested information fully, i.e., specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

3. Selection of Independent Audit of Uncontrolled Health & Safety Risks

- a. The City may select more than one consultant on the basis of qualifications, and in addition to the fee proposal, the City may consider

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the following;

- i. The ability, capacity and skill of the Submitter to perform the contract or provide the service required;
 - ii. Whether the Submitter can perform the contract or provide the service promptly, and within the time specified without delay or interference;
 - iii. The character, integrity, reputation judgment, experience and efficiency of the Submitter;
 - iv. The quality of performance on previous contract;
 - v. The previous compliance of laws by the Submitter;
 - vi. The financial responsibility of the Submitter to perform the contract or provide the service;
 - vii. The limitations of any license the Submitter may be required to possess;
 - viii. The quality, availability, and adaptability of the product or service;
 - ix. The number and scope conditions attached to the Request for Qualifications;
 - x. Or any other basis as allowed by law.
- b. The City will notify all unsuccessful Proposers of the results, and will return with such notice any surety held for bonding.
 - c. Performance standards shall be construed that Submitter shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the services subject to the City's final approval.

4. Funding-Out Clause

- a. In the event the City fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Qualifications, necessitating cancellation of the Agreement, the successful Submitter(s) shall agree to hold the City free from any charge or penalty.

5. Insurance Requirements

- a. Successful Submitter(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier

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licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than two million dollars (\$2,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful Submitter upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until thirty (30) days prior written notice of cancellation has been received by the City.

- b. Successful Submitter(s) shall, upon request, deliver to City evidence of worker's compensation as required by the State of Nevada.

6. General Requirements.

- a. Proposers are required to read and understand all information contained within this entire Qualifications package. By responding to this REQUEST FOR QUALIFICATIONS, the Submitter agrees to read and understand these documents. All Submitter communications concerning this acquisition shall be submitted via the online portal under the Questions Tab.
- b. To avoid any uncertainty within the REQUEST FOR QUALIFICATIONS process, all communication with the City must be in writing (e-mail, fax or written correspondence).
- c. Unless authorized in writing by the Project Lead or Purchasing Technician, no other City official or City employee is empowered to speak for the City with respect to this acquisition. Any Submitter seeking to obtain information, clarification, or interpretations from any other City official or City employee other than Eric Sparks or Marcie Wood is advised that such action is done at the Submitter's own risk. The City will not be bound by any such information, clarification, or interpretation. Further, any attempt by a Submitter to obtain information regarding this acquisition from anyone other than the Project Lead or Purchasing Technician may be grounds for rejection of the Submitter's submission.
- d. Proposers shall respond to all inquiries by the City for insurance documents and/or corrections to those documents to meet the needs of the City, in a prompt manner. Proposers shall be allowed five (5) business days to provide documents and/or corrections following such request by the City or the City will retain the right to reject the submission and proceed to the next finalist.

7. Minimum Qualifications

- a. Proposers interested in this REQUEST FOR QUALIFICATIONS must meet the following minimum qualifications listed in the previous pages of

**Request for Qualifications for Consultant for Independent Audit of
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the Request for Qualifications.

- b. The candidate firm must be a licensed consultant and in good standing, and be licensed or become licensed in the State of Nevada.

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C. EXCEPTIONS

[illegible]

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D. DISCLOSURE OF PRINCIPALS

Please print or type:

<u>Total Safety Compliance, LLC</u>	<u>602-757-5054</u>
Company Name	Telephone Number with area code
<u>9464 E. Los Lagos Vista Avenue</u>	<u>480-897-4588</u>
Street Address	Facsimile Number with area code
<u>Mesa, Arizona 85209</u>	<u>20-2875432</u>
City, State and Zip Code	Federal Tax Identification Number

NAMES OF OFFICERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

<u>Tim Page-Bottorff</u>	<u>President</u>
Name	Official Capacity

<u>9464 E Los Lagos Vista Avenue</u>	<u>Mesa, Arizona 85209</u>
Street Address	City, State and Zip Code

<u></u>	<u></u>
Name	Official Capacity

<u></u>	<u></u>
Street Address	City, State and Zip Code

<u></u>	<u></u>
Name	Official Capacity

<u></u>	<u></u>
Street Address	City, State and Zip Code

<u></u>	<u></u>
Name	Official Capacity

<u></u>	<u></u>
Street Address	City, State and Zip Code

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E. Certification

I/we hereby certify that the Instructions and Term and Conditions have been read and agree to:
(Print)

9464 E Los Lagos Vista Avenue; Mesa, Arizona 85209
(Address)

602-757-5054
(Phone)

(Fax)

Representative Tim Page-Bottorff, CSP, CIT
(Print)



Tim Page-Bottorff
(Signature)

Vendor acknowledges 19 pages of this bid. Date 8-11-2022

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F. Scope of Work

1. Goals and Objectives:

- a. The City of Reno is seeking a consultant to conduct an independent audit of uncontrolled internal health and safety risks and liabilities for city operations.
- b. The City's Objectives are to:
 - i. Quantify potential liabilities associated with uncontrolled/unmitigated workplace safety and health hazards.
 - ii. Determine potential regulatory non-compliance based on applicable health and safety standards.
 - iii. Ascertain potential employee training program deficiencies.
 - iv. Identify corrective actions to address deficiencies, and promote opportunities for improvement based on best management practices.
- c. All work will be done with regular involvement of the Director of Human Resources, Risk Management Division, Department heads, and other key personnel as necessary.
- d. All work shall be made in accordance with generally accepted health and safety regulations, to include 29 CFR 1910, 29 CFR 1926, NRS 618, and applicable National Electrical Code (NEC), National Fire Protection Association (NFPA), and American National Standards Institute (ANSI) standards.

2. Scope of Services:

- a. Conduct a comprehensive evaluation to identify hazards/risks of all City of Reno departments and accessible operations in accordance with generally accepted health and safety regulations, to include 29 CFR 1910, 29 CFR 1926, NRS 618, and applicable National Electrical Code (NEC), National Fire Protection Association (NFPA), and American National Standards Institute (ANSI) standards.
- b. Identify general non-conformance with industry standards and regulations.
- c. Review, analyze and recommend changes to existing infrastructure, including Health and Safety Management System and related programs; and training related to equipment, tool and vehicle operations, and other prescribed training under the above mentioned standards and regulations.
- d. Review, analyze and recommend changes to policies, procedures, and related documentation applicable to occupational safety and health.
- e. Quantify potential financial liabilities associated with the risk hazards.
- f. The audit firm is to issue a report of all findings, including: classification of risk hazards based on the City of Reno's risk matrix or another quantifiable method of assessment consistent with industry standards, general non-compliance with regulatory requirements, and

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quantification of potential financial liabilities consistent with the 2022 Annual Adjustments to OSHA Civil Penalties.

- i. The City will require all findings be individually documented, referenced with applicable standards, classified with the appropriate risk rating, with potential penalties quantified.
- ii. A draft comprehensive and defensible audit report shall be made available for staff review prior to the issuance of a final report. The draft and final report must at a minimum include:
 - 1. A summary of the number of findings, categorized by risk rating.
 - 2. The range of potential regulatory penalties/liabilities.
 - 3. Recommendations for improvement.
 - 4. The complete audit report including individual findings.

3. Information Meetings:

- a. Consultant to schedule an initial meeting with the Director of Human Resources, Risk Manager, the Management Analyst for Safety, and the Management Analyst for Workers Compensation, to discuss the process and tasks to be performed in the audit.
- b. Consultant to meet with department heads, managers and supervisors to explain the audit and process to be used.
- c. Consultant to provide monthly status updates to the Director of Human Resources, Risk Manager, and the Management Analyst for Safety, at a minimum.
- d. The audit firm will be responsible for providing a technical briefing to City leadership upon completion, to include possible presentations to City Council.

4. City Resources:

- a. The City will provide copies of all existing policies, procedures, training records, and related materials, and any other available in-house information requested by the selected consultant that may be required to complete the study. The City will provide copies of all existing policies, procedures, training records, and related materials, and any other available in-house information requested by the selected consultant that may be required to complete the study. This excludes any materials deemed confidential by the City Attorney's Office.
- b. The City will make staff available to answer questions necessary to inform the study.

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G. BASIS OF SELECTION

1. Evaluation of Qualifications

The evaluation committee will be comprised of representatives from the City.

- a. The evaluation of Qualifications and the determination as to the quality of services offered shall be the responsibility of the City and will be based on information furnished by the Proposers in their responding proposal, as well as other information reasonably available.
- b. Proposers are requested and advised to be as complete as possible in their responses. The City reserves the right to:
 - i. Contact any Submitter to clarify any response;
 - ii. Contact any of a Submitter's references;
 - iii. Solicit information from any available source concerning any aspect of the proposal; and
 - iv. Seek and review any other information deemed pertinent to the evaluation process.
- c. Upon contract award, results of the evaluations will be available to all Proposers.

2. Evaluation Criteria

- a. Proposals will be consistently evaluated and scored on the criteria identified below. The evaluation criteria may not be listed in order of priority. The objective of this RFQ is to ensure the selection of services is adequate in all respects. Proposals will be evaluated on a weighted average of all evaluation criteria.
- b. Submitter's Company/Organization
 - i. Proposers will be evaluated on organizational stability, dependability, geographical location, length of time in business, corporation and professional demeanor.
- c. Submitter's Staff Competency
 - i. Staff resumes submitted that demonstrate knowledge, skills and abilities that reflect the capability to fulfill requirements of this project will be utilized. Education and experience of each staff member appropriate to this project should be detailed.

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- d. Submitter's Past Performance of Comparable Work
 - i. Past performance of comparable work completed for public entities or private business;
 - ii. Length of time and experience the Submitter and proposed staff have performed such work; and
 - iii. Quality of performance on previous projects.
 - iv. Submitter's prior experience with the design, development and/or implementation of communications interoperability projects is highly desirable.
- e. Submitter's Project Plan
 - i. Proposers will be evaluated on the completeness of the proposed project plan based upon a proven methodology. This must include, but not be limited to, Gantt charts that show all project activities, milestones, identification of task conflicts and/or interdependencies and overall time frame from start to finish for both contractor and City activities that result in acceptable project deliverables.
- f. References
 - i. The quality and similarity of the references in addition to the information provided from references will be considered in the evaluation.
- g. Submitter's Fees
 - i. The submitter's fee will be evaluated to determine its compliance with the instructions to Proposers set forth in this RFQ. If any variance in prices between the summary schedule and the other schedules is found, the detailed broker's fee submitted shall prevail. The City will request correction of that Submitter's summary schedule to address any discrepancies.

3. Submitter Presentations

- a. The City may require Proposers to make a presentation of their proposal to the evaluation team or other City staff, as applicable. The City, at its option, may limit participation in Submitter presentations up to the three (3) highest ranking Proposers.

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H. Selection Process

A Notification of Intent to Select shall be sent to all Proposers when the selection process is complete.

The City may in its sole discretion choose more than one qualified consultant to provide audit services on an as needed basis.

The City reserves the right to rotate the use of selected consultant to provide audit services.

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Section 2 Total Safety Compliance Qualifications, Strategy, and Proposal

Qualifications

Total Safety Compliance has been in business since 2005 and was created to assist utility agencies in California, Nevada, and Arizona to meet compliance, but more importantly drive injuries and risk down. Owner Tim Page-Bottorff, MS, CSP, CIT started the business based on a small need of customers that attended a conference in Las Vegas called Tri-State Seminar. Tim's sessions at Tri-State were always standing room only and the organizers were perplexed. What was it about Tim's sessions that were so engaging, entertaining and educational? Ultimately, Tim was asked by several agencies for help with the 3 elements of safety listed above and the rest is history. Tim consulted and trained for Cities, Counties, Special Districts and even State governments to help them achieve their goals of compliance, but more importantly to increase engagement and edutainment. Tim's family became the title of the company reaching the acronym TSCC. Tim, Sheila, Courtney and Camryn. Tim's wife and children were the motivation which includes the requests he received over the years especially in city utilities.

Tim has trained, consulted, and audited customers all over the globe, but to be specific in City agencies see the list below:

City of Phoenix
City of Mesa,
City of Henderson
City of North Las Vegas
City of Santa Barbara
City of Goleta
Goleta Sanitary District
Coconino County
San Bernardino County
Riverside County
Coconino County
Maricopa County
State of Arizona
State of California

And many more. References can be provided if requested.

Total Safety Compliance is an active member of the National Safety Council, the American Society of Safety Professionals and the Water Environment Federation.

Tim Page-Bottorff, MS, CSP,, CIT will be the primary consultant and project manager for this project and will also be the point of contact for the City of Reno. Tim is 100% qualified for this project. You can review Tim's resume below:

Tim Page-Bottorff, MS, CSP, CIT

Experienced Senior Level EHS Director

✉ tim@totalsafetycompliance.com

☎ (602) 757-5054

📍 Mesa, AZ, 85209

CAREER OBJECTIVE

A Marine Veteran and Experienced Executive with great global and leadership skills just trying to make a difference in protecting lives and company property.

EXPERIENCE

Lecturer

University of California San Diego, San Diego, CA / Mar 2011 - Present

- Delivered OSHA Training Institute 500 Level Courses.
- Managed the VILT Experience.

Senior Director, President

Total Safety Compliance, LLC, Mesa, Arizona / Mar 2005 - Present

- Directed and identified hazardous workplace conditions and used the hierarchy of controls to eliminate risk.
- Responsible for maintaining accurate records and submitting timely reports to OSHA and the EPA.
- Speak at conferences as a lead subject matter expert.
- Responsible for climate and culture surveys. Also provided subject matter expertise.
- Took pride in organic human performance initiatives and lead teams to improve in areas that were interconnected to safety.
- Directed and submitted all EPA plans including SPCC and SWPPP to the local authorities and beyond.
- Refined existing policies to improve operations and address new systems or technology.
- Developed strategic plan, driving sustainable revenue growth amongst stakeholders.
- Directed Global Team

Director of Health and Safety

Chemical Transportation Inc, Phoenix, Arizona / Jan 2000 - Mar 2005

- Created and managed OSHA compliance and other programs.
- Was responsible for the health and safety of 345 employees.
- Participated in emergency management and contingency planning.

Safety Engineer/Manager

Motorola, Semiconductor Products Sector, Mesa, Arizona / Apr 1994 - Dec 2000

- Managed OSHA compliance programs
- Captain on the emergency response team
- Responsibilities included chemical response, fire brigade, and training the ERT.
- Other duties included county air permitting, waste site inspection, chemical inventory, and water quality for the City of Mesa.
- Conducted and coordinated worker training in areas such as safety laws and regulations, hazardous condition monitoring and use of safety equipment.
- Conferred with medical professionals to assess health risks and to develop ways to manage health issues and concerns.

Marine/ Crash Fire Rescue

United States Marine Corps, Camp Pendleton, California / Mar 1990 - Apr 1994

- Took action to contain any hazardous chemicals that caught fire or leaked.
- Trained Marines in HAZWOPER

EDUCATION

Central Washington University

GPA: 4.0

Ellensburg, WA

Masters of Science Occupational Health and Safety Management
(Jan 2021)

Arizona State University Polytechnic Campus

GPA: 4.0

Mesa, AZ

Master's of Science Environment Technology (Dec 2001)

University of Phoenix

GPA: 3.75

Phoenix, AZ

Bachelors of Science Business Management (Jan 1999)

ADDITIONAL SKILLS

Excels in Executive Level	Results-oriented	Time management skills	Computer proficient
Excellent communication	Quick learner	C" Suite Leaders	Change management
Contract negotiation/review	Strategic Vision	Global Solutions	Core Values Management
Deep Learning	Government Relations	Negotiation	Team Meetings

CERTIFICATIONS

Certified Safety Professional CSP

American Society of Safety Professionals (ASSP) Board Member

Certified Instructional Trainer (Safety and Health) CIT

AWARDS

ASSP Society Wide Safety Professional of the Year (2018)

National Safety Council's Distinguished Service to Safety (2018)

Safety Training and Communications Safety Professional of the
Year (2019)

PUBLICATIONS

Manual of Practice 1 Safety Health and Security in Water
Reclamation Systems (2022)

The Core of Four, Four Tools to Navigate Great Human
Performance (2019)

Strategy

The strategy is fairly straight forward. 1) Start with a division/department; 2) Provide a report and presentation; 3) Create a Corrective Action Preventative Action (CAPA Follow up) list; 4) Start new division/department and repeat until completed.

Based on previous audit experience, the total number of employees in the city, and the geographic size of the City, it is recommended that the Risk Assessment and EHS Audit be spread over a total of 1 (one) year. This makes the project easier (more efficient) to manage and will also give each of the divisions/departments time to complete the CAPA list. Total Safety Compliance can assist the city in ensuring each of the divisions/departments complete their CAPA list, but this strategy and scope of work will not include the specific activity CAPA compliance.

The proposed timeline can be found in Section 3 of this proposal.
The proposed departments are listed below in the order of preference:

Division/Department

- 1) HR/Finance/City Risk Management and All Admin
- 2) Public Works (Water, Water Reclamation, Treatment, Distribution, Collections, etc.)
- 3) Fire Department and Police
- 4) Parks and Recreation
- 5) Streets and Engineering
- 6) Any Remaining Departments

Auditing services will include the following deliverables per division/department:

- 1) Physical onsite inspection;
- 2) Written program and policy review;
- 3) Human factors observations;
- 4) Report of findings;
- 5) Hazard prioritization list (with quantitative score);
- 6) CAPA lists for each division/department;
- 7) Presentation to stakeholders for each project milestone; and,
- 8) Final City report that will include the collated list of all activities listed above.
- 9) Other: The city can request a percentage of compliance for each department as Total Safety Compliance will calculate this score, but rarely provides the score unless it is requested.

Proposal

Based on previous experience with full City audits of the same size and magnitude, Total Safety Compliance proposes the following fee schedule:

Per Department Fee: \$40,800; or,
Per Quarter Fee \$51,000; or,
Per Project fee \$204,000 for one year.

All options are equal if the City decides to invite Total Safety Compliance to conduct the full year, or all departments.

Total Safety Compliance will provide monthly invoices of \$17,000 for 12 months until the project is complete in September 2023.

Total Safety Compliance will provide the required insurance elements as requested in the Statement of Qualifications.

Total Safety Compliance typically charges travel expenses, but in this case, the travel fees are built into the total project cost. There will not be any travel expenses related to this project.

It is expected there will be 14 visits throughout the project. Project breakdown is as follows: Each visit will be up to 4 days long.

Total Safety Compliance would require a City Employee escort during each visit.

- 1) HR/Finance/City Risk Management and All Admin (2 Visits)
- 2) Public Works (Water, Water Reclamation, Treatment, Distribution, Collections, etc.) (4 visits)
- 3) Fire Department and Police (2 Visits)
- 4) Parks and Recreation (2 Visits)
- 5) Streets and Engineering (2 Visits)
- 6) Any Remaining Departments (2 Visits)

End of Proposal

Proposal Worksheet (Estimates for Proposal) Each hour estimated is proposed at \$100p/hr

HR Department/Finance/Admin and City Risk Management

Description	Hours	Rate	Total Fee
Onsite Inspection	80	\$100	\$8,000
Report Writing	80	\$100	\$8,000
Travel	20	\$100	\$2,000
Travel	20	\$100	\$2,000
Hazard Prioritization	20	\$100	\$2,000
PPT Development	19	\$100	\$1,900
Onsite Presentation	3	\$100	\$300
CAPA Checklist	18	\$100	\$1,800
	241	Total	\$26,000

Public Works

Description	Hours	Rate	Total Fee
Onsite Inspection	160	\$100	\$16,000
Report Writing	240	\$100	\$24,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Hazard Prioritization	20	\$100	\$2,000
PPT Development	19	\$100	\$1,900
Onsite Presentation	3	\$100	\$300
CAPA Checklist	18	\$100	\$1,800
	481	Total	\$50,000

Fire Department and Police

Description	Hours	Rate	Total Fee
Onsite Inspection	90	\$100	\$9,000
Report Writing	90	\$100	\$9,000
Travel	20	\$100	\$2,000
Travel	20	\$100	\$2,000
Hazard Prioritization	20	\$100	\$2,000
PPT Development	19	\$100	\$1,900
Onsite Presentation	3	\$100	\$300
CAPA Checklist	18	\$100	\$1,800
		Total	\$28,000

Parks and Recreation

Description	Hours	Rate	Total Fee
Onsite Inspection	160	\$100	\$16,000
Report Writing	240	\$100	\$24,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Hazard Prioritization	20	\$100	\$2,000
PPT Development	19	\$100	\$1,900
Onsite Presentation	3	\$100	\$300
CAPA Checklist	18	\$100	\$1,800
		Total	\$50,000

Streets and Engineering

Description	Hours	Rate	Total Fee
Onsite Inspection	160	\$100	\$16,000
Report Writing	240	\$100	\$24,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Travel	10	\$100	\$1,000
Hazard Prioritization	20	\$100	\$2,000
PPT Development	19	\$100	\$1,900
Onsite Presentation	3	\$100	\$300
CAPA Checklist	18	\$100	\$1,800
		Total	\$50,000

Project Total

HR Admin Risk Mgt	\$26,000
Public Works	\$50,000
Fire Department and Police	\$28,000
Parks and Recreation	\$50,000
Streets and Engineering	\$50,000
Project Total	\$204,000

Section 3 Project Timeline, Gannt Chart and Milestones

City of Reno Health and Safety Audit Project Chart

