

INFORMATION BULLETIN

# IB-053

Eff: 07-06-2017 Rev: 01-27-2025

## Qualification and Selection of Peer Reviewers

This Information Bulletin (IB) establishes the minimum qualifications for, and selection of, individuals to serve as Peer Reviewers on Peer Review Panels for projects that require independent structural design reviews (also referred to as peer reviews) as determined by the Building Official. A Peer Review Panel (PRP) consists of two or three Peer Reviewers, as determined by the Building Official, to provide an independent, objective and technical review of certain aspect of the structural design and analysis of a project. A Peer Reviewer is a registered design professional or academic that has technical expertise in the fields of structural engineering, earthquake engineering research, performance-based earthquake engineering, nonlinear dynamic response analysis, tall building design, earthquake ground motion, geotechnical engineering, and/or geological engineering that determines if the design generally conforms to the requirements set forth by the Building Official. Peer Reviewers are categorized into the following subject-specific areas of expertise:

- Structural Engineer
- Geotechnical Engineer or Engineering Geologist
- Academic in Structural or Earthquake Engineering

Individuals meeting the minimum qualifications established in this IB will be added to the pre-approved list of Peer Reviewers (Pre-Approved List). The Pre-Approved List is only for individuals, not companies. Where multiple individuals from one company are interested in providing service as Peer Reviewers, each individual must apply for inclusion on the Pre-Approved List. Individuals are selected from the Pre-Approved List to establish a PRP for a project.

For more information on the independent structural design review process, please contact the Building Official.

### A. QUALIFICATION REQUIREMENTS

Interested individuals shall possess a valid and current license in the State of California related to their field of expertise (e.g., Structural Engineer, Geotechnical Engineer, Engineering Geologist, etc.) or a Doctor of Philosophy degree (PhD) from an accredited university in a related field of study.

Interested individuals shall possess expertise in one or more of the relevant fields of structural engineering, earthquake engineering, performance-based earthquake engineering, geotechnical engineering, and/or geological engineering along with personal experience and knowledge pertaining to the following areas:

- Nonlinear response history analysis;

- Nonlinear dynamic behavior of structures and foundation systems and construction of mathematical models capable of reliable prediction of such behavior using appropriate software tools;
- Capacity design principles;
- Detailing of elements to resist cyclic inelastic demands, and assessment of element strength, deformation, and deterioration characteristics under cyclic inelastic loading;
- Damping and/or isolation systems;
- Seismic hazard analysis and selection and scaling of ground motions; and/or
- Soil-structure interaction.

## **B. RESUME REQUIREMENTS**

Interested individuals shall submit a completed cover page and resume outlining personal experience and knowledge in the relevant subject-specific expertise. Adequate information shall be provided to demonstrate that the individual meets the minimum qualifications established in this IB. At minimum, the submitted resume shall contain the following information:

- Highlight any specific expertise in the subject of material types, lateral systems, modeling software, dampers, isolators, or other related areas;
- Provide a complete employment history listing current and previous employers in all related fields and industries; and
- Provide personal references from previous projects that the individuals provided services as a Peer Reviewer based on an alternative performance-based design procedure recognized by the Building Official, including names and contact information (telephone and email).

In addition, the following information shall be provided, as applicable to the subject-specific expertise:

- **Design Experience**
  - Reference projects where independent structural design review was required.
  - Provide pertinent information such as, but not limited to, building area, height, story, seismic force-resisting system, site geology, and other relevant data for each project.
  - Indicate the basis of design for each project.
  - Indicate the alternative performance-based design procedure documents utilized in the structural design and analysis of each project.
  - Outline specific personal job or design responsibilities and duties for each project.
  - Provide contact information (telephone and email) of the authority having jurisdiction where each project occurred.
- **Peer Reviewer Experience**
  - Reference projects where independent structural design review was required.
  - Provide pertinent information such as, but not limited to, building area, height, story, seismic force-resisting system, site geology, and other relevant data for each project.
  - Indicate the basis of design for each project.
  - Indicate the alternative performance-based design procedure documents utilized in the independent structural design review of each project.
  - Indicate subject-specific expertise role (i.e., structural, geotechnical, or academic) served on the PRP for each project.

- Provide contact information (telephone and email) of the authority having jurisdiction where each project occurred.
- Academic/Research Experience
  - Reference specific published research papers on or involvement in research for the development of design criteria for tall buildings, performance-based design, inelastic behavior of seismic load-resisting elements, damped or isolated structures, and/or new building technologies.
  - Reference specific publications and/or institutions where research occurred.

## C. SUBMITTAL INSTRUCTIONS

The City is not currently soliciting bidders for this program. When the selection process is opened, the opportunity will be made publicly available on the City's e-procurement portal, Long Beach Buys. Interested individuals should register as a vendor in Long Beach Buys to be notified of future opportunities. The Long Beach Buys e-procurement portal can be found on the City's website at [longbeach.gov/purchasing](http://longbeach.gov/purchasing) or on the City's online registration and bidding system website:

- <https://longbeachbuys.buyspeed.com/bsol/>

For questions regarding the online registration and bidding system, submit all inquiries via email to [LBPurchasing@longbeach.gov](mailto:LBPurchasing@longbeach.gov).

After the solicitation process has begun, the City will review submissions from interested participants. Submissions received will be evaluated by the Building Official, and interested individuals will be notified if they will be added to the Pre-Approved List. The Building Official will maintain and periodically update the Pre-Approved List.

## D. SELECTION PROCESS

When a project is required to have an independent structural design review, the design team and project owner shall consult with the Building Official to determine the appropriate subject-specific expertise Peer Reviewer required to serve on the PRP. The design team and project owner shall select the appropriate Peer Reviewers from the Pre-Approved List and obtain concurrence from the Building Official prior to engaging in contract discussion for their services. The selected Peer Reviewers, either individually or as a team, shall perform the following actions:

- Obtain concurrence from the Building Official regarding the general scope of work and services to be provided for the project, including any subsequent changes made thereto;
- Contract directly with the project owner;
- Ensure that the contract documents require the Peer Reviewers to provide their professional opinion to and act under the general purview of the Building Official;
- Allow the Building Official to review the contract documents prior to execution of the contract, including any subsequent changes made thereto; and
- Provide a written statement to the Building Official disclosing any potential conflict of interest with respect to the project and declaring that they are not part of the design team.

For more information regarding the role and responsibility of the PRP and the approved documents for the alternative performance-based approach for seismic design and analysis for tall buildings and buildings with complex structural system, please contact the Building Official.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.