

# EXHIBIT "A"

## Scope of Services

### 1.1-- GENERAL

The Services to be performed by CONSULTANT are to be specified in an authorization letter from the AGENCY to CONSULTANT for each project.

### 1.2-- FIRE PLAN REVIEW and INSPECTION SERVICES

Without limiting the generality of the following, the Fire Plan Review Services may include any or all of the following specific tasks;

1. Upon initiation of the project, CONSULTANT will receive an authorization letter to perform work that identifies the project and the scope of plan review.
2. As requested by the AGENCY, CONSULTANT shall be asked to perform one or more of the following tasks performing plan review of building plans and supporting documents:
  - a. non-structural fire and life safety plans examination
  - b. fire suppression system design review, (sprinklers, ansul systems etc.)
  - c. hazardous materials use and storage compliance
  - d. Fire Department access and water supply analysis
3. CONSULTANT will review plans submitted with building permit applications in accordance with the AGENCY's adopted model Codes, except that CONSULTANT will confer with the Fire Official or his/her agent on any portion of the review that specifically requires an approval of the Fire Official under the applicable Code(s), or that involves an unusual interpretation.
4. If corrections are required, CONSULTANT will write and send a review letter to the applicant and a copy to the AGENCY's Fire Official or his/her agent. The correction letter will describe each required correction or addition, and reference the applicable code section. It will also direct the applicant to submit the revised or added information to the AGENCY's designee per the submittal requirements for the permit type under review.
5. CONSULTANT will complete the initial review and will either approve the application and notify the AGENCY of approval via return of all materials, or will send the AGENCY a review letter. Comments or clarifications for the permit applicant shall be prepared in a professional manner and with the level of care, skill and competence ordinarily exercised.
6. At the completion of the plan review CONSULTANT shall return plans stamped as approved for permit issuance to indicate that the plans have been reviewed and found to be in substantial compliance with applicable codes and ordinances along with associated documents and a transmittal to the AGENCY. The transmittal shall indicate any deferred submittals to be

included as part of the information to be submitted to the AGENCY during construction.

7. There shall be no required minimum usage of any “on-call, as-needed” fire plan review services described in this agreement.

### 1.3-- DUTIES OF AGENCY

#### Plan Review

1. AGENCY shall deliver to CONSULTANT, (2) complete sets of plans, structural calculations, energy calculations, geotechnical reports, specifications and related documents for the completion of the plans examination. For commercial projects, (2) complete sets as a minimum shall be submitted.
2. AGENCY shall determine which plans are to be reviewed by CONSULTANT.
3. AGENCY shall intake, track, and process the permit applications and all plan revisions per current AGENCY permit procedures.

### 1.4-- ADDITIONAL FIRE SAFETY SERVICES AVAILABLE (Charged on an hourly basis)

1. Preliminary review meetings with AGENCY staff and/or development proponents to review projects. (24 hour advance notice required)
2. Meetings with AGENCY staff and/or development proponents to review plan review comments. (24 hour advance notice required)
3. Provide code interpretations or alternate methods analysis.

### 1.5-- FIRE SAFETY SERVICES FEES

1. Refer to Exhibit’s “B”

# EXHIBIT “B”

## Building Safety Fees

### Plan Review Fees

#### **Schedule of Hourly Rates**

CONSULTANT can also provide Plan Check and Inspection services to the Agency on an hourly basis, as shown below:

Classification	Hourly Rate
Plan Check Engineer/Fire Protection Engineer	100.00

#### **Overtime**

The above hourly rate plus 50%, for hours in excess of 8 hours per day.

#### **Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus fifteen percent for items such as: Maps, photographs, reproductions, printing, equipment rental and special supplies related to the work. Consultants, soils engineers, surveyors, contractors, and other outside services. Rented vehicles, local public transportation and taxis, travel and subsistence. Specific telecommunications and delivery charges. Special fees, insurance, permits, and licenses applicable to the work. Outside computer processing, computation, and proprietary programs purchased for the work. Reimbursement for vehicles used in connection with the work will be at the rate of \$0.50 per mile. Other in-house charges for prints, reproductions and equipment use, etc. will be at standard company rates. The foregoing Schedule of Charges Is incorporated into the agreement for the services provided, effective March 2 , 2021 through January 1, 2022, and will be adjusted thereafter.

#### Notes:

- Hourly rates shown are portal to portal for on-call services
- Consultant staff normal work days are Monday through Friday (8am - 5pm). Office work on Saturdays, Sundays or AGENCY Holidays will be performed on at specific request of the AGENCY Representative. Billing for work performed outside normal work hours and on Saturdays, Sundays or AGENCY Holidays shall be at 1 ½ times the rates shown above.
- Rates are subject to annual review.