



AGENDA REPORT

CITY OF SAN CLEMENTE

City Council Meeting

910 Calle Negocio
2nd Floor
San Clemente, California
www.san-clemente.org

Meeting Date: 3/21/2023

Agenda Item: 6L

Department: Community Development
Prepared By Jack Holden, Building Official

Subject:

APPROVAL OF SIXTH AMENDMENT TO CONTRACT WITH WEST COAST CODE CONSULTANTS FOR AS-NEEDED BUILDING PLAN CHECK SERVICES

Fiscal Impact:

There is sufficient funding in the approved Building Division FY 2022-2023 budget (account 001-421-43890) from salary savings from the vacant Senior Plan Check Engineer position to cover the cost of the contract.

Summary:

Staff is requesting approval of the Sixth Amendment to the Professional Services Agreement with West Coast Code Consultants (WC3) for as-needed building plan check services.

Background:

The purpose of this amendment is to provide sufficient funding for additional plan check services needed due to a staff vacancy in the Building Division.

Discussion:

While the Senior Plan Check Engineer position remains vacant, the more difficult types of plan review, such as large commercial projects and new residential construction, are outsourced to WC3 for review. Also, when the two Plans Examiners are overwhelmed by volume, the most technical plans are forwarded to WC3 for review allowing the city to maintain normal plan review schedules. When the Building Division is fully staffed (with a Senior Plan Check Engineer and two Plans Examiners) all plan reviews will be performed in house. Until the Senior Plan Check Engineer position is filled, to continue receiving plan review services from WC3, the contract limit must be increased by \$100,000 to fund through the end of this fiscal year by using salary savings.

City Council Options and Recommended Actions:

City Council Options

- Approve and authorize the City Manager to execute the sixth amendment to Contract AC-826.
- Modify and authorize the City Manager to execute the sixth amendment to Contract AC-826.
- Continue the Item and direct staff to provide additional information.
- Deny the sixth amendment to Contract AC-826.

Staff Recommendation

Approve and authorize the City Manager to execute the sixth amendment to Contract AC-826, by and between the City of San Clemente and West Coast Code Consultants, increasing the total contract amount from \$385,000 to \$485,000, an increase of \$100,000.

Attachment:

1. Sixth Amendment to the Professional Services Agreement with West Coast Consultants (WC3) (Contract AC-826).
2. Fifth Amendment to the Professional Services Agreement with West Coast Consultants (WC3) (Contract AC-826).
3. Fourth Amendment to the Professional Services Agreement with West Coast Consultants (WC3) (Contract AC-826).
4. Third Amendment to the Professional Services Agreement with West Coast Consultants (WC3) (Contract AC-826).
5. Second Amendment to the Professional Services Agreement with West Coast Consultants (WC3) (Contract AC-826).
6. First Amendment to the Professional Services Agreement with West Coast Consultants (WC3) (Contract AC-826).
7. Professional Services Agreement with West Coast Consultants (WC3) (Contract AC-826).

Notification:

None.

**SIXTH AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES AND
BUILDING CODE INSPECTION SERVICES**

This Sixth Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services is made and entered into on this ____ day of _____, 2023, by and between the CITY OF SAN CLEMENTE, a California municipal corporation (“City”), and West Coast Code Consultants, Inc. (“Contractor”).

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Original Agreement”) on May 14, 2019.
- B. City and Contractor entered into that certain First Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “First Amendment”) on August 20, 2019. The Original Agreement, as modified by the First Amendment, is hereinafter referred to as the “Agreement.”
- C. City and Contractor entered into that certain Second Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Second Amendment”) on August 18, 2020. The Original Agreement, as modified by the First Amendment and the Second Amendment, is hereinafter referred to as the “Agreement.”
- D. City and Contractor entered into that certain Third Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Third Amendment”) on July 20, 2021. The Original Agreement, as modified by the First Amendment, Second Amendment, and Third Amendment is hereinafter referred to as the “Agreement.”
- E. City and Contractor entered into that certain Fourth Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Fourth Amendment”) on January 18, 2022. The Original Agreement, as modified by the First Amendment, Second Amendment, Third Amendment, and Fourth Amendment is hereinafter referred to as the “Agreement.”
- F. City and Contractor entered into that certain Fifth Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Fifth Amendment”) on May 3, 2022. The Original Agreement, as modified by the First Amendment, Second Amendment, Third Amendment, Fourth Amendment, and Fifth Amendment is hereinafter referred to as the “Agreement.”

G. City and Contractor desire to amend the Agreement in the manner provided herein below.

C O V E N A N T S:

Article 3.1 of the Agreement is hereby amended by increasing the not to exceed compensation amount from Three Hundred Eighty-Five Thousand (\$385,000) to Four Hundred Eighty-Five Thousand (\$485,000).

Except as expressly amended by this Sixth Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Sixth Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: _____

Its: _____

Dated: _____, 20__

ATTEST:

CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

("CONTRACTOR")

City Attorney

By: _____

Its: _____

Dated: _____, 20__

Finance Authorization

**FIFTH AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES AND BUILDING
CODE INSPECTION SERVICES**

This Fifth Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services is made and entered into on this 3 day of May, 2022, by and between the CITY OF SAN CLEMENTE, a California municipal corporation (“City”), and West Coast Code Consultants, Inc. (“Contractor”).

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Original Agreement”) on May 14, 2019.
- B. City and Contractor entered into that certain First Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “First Amendment”) on August 20, 2019. The Original Agreement, as modified by the First Amendment, is hereinafter referred to as the “Agreement.”
- C. City and Contractor entered into that certain Second Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Second Amendment”) on August 18, 2020. The Original Agreement, as modified by the First Amendment and the Second Amendment, is hereinafter referred to as the “Agreement.”
- D. City and Contractor entered into that certain Third Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Third Amendment”) on July 20, 2021. The Original Agreement, as modified by the First Amendment, Second Amendment, and Third Amendment is hereinafter referred to as the “Agreement.”
- E. City and Contractor entered into that certain Fourth Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Fourth Amendment”) on January 18, 2022. The Original Agreement, as modified by the First Amendment, Second Amendment, Third Amendment, and Fourth Amendment is hereinafter referred to as the “Agreement.”

F. City and Contractor desire to amend the Agreement in the manner provided herein below.

C O V E N A N T S :

Article 3.1 of the Agreement is hereby amended by increasing the not to exceed compensation amount from Two Hundred Eighty-Five Thousand (\$285,000) to Three Hundred Eighty-Five Thousand (\$385,000).

Except as expressly amended by this Fifth Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Fifth Amendment to be duly executed on the respective dates set forth opposite their signatures.

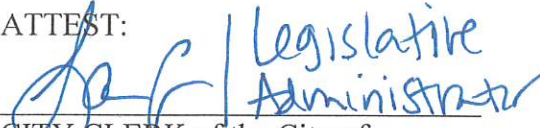
CITY OF SAN CLEMENTE

By: 

Its: City manager


Dated: 6/8, 2022

ATTEST:


CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER


City Attorney


Finance Authorization

(“CONTRACTOR”)

By: 

Its: Giyon Senaratne, Principal/CEO

Dated: June 1, 2022

**FOURTH AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES AND BUILDING
CODE INSPECTION SERVICES**

This Fourth Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services is made and entered into on this 19 day of January, 2022, by and between the CITY OF SAN CLEMENTE, a California municipal corporation ("City"), and West Coast Code Consultants, Inc. ("Contractor").

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the "Original Agreement") on May 14, 2019.
- B. City and Contractor entered into that certain First Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the "First Amendment") on August 20, 2019. The Original Agreement, as modified by the First Amendment, is hereinafter referred to as the "Agreement."
- C. City and Contractor entered into that certain Second Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the "Second Amendment") on August 18, 2020. The Original Agreement, as modified by the First Amendment and the Second Amendment, is hereinafter referred to as the "Agreement."
- D. City and Contractor entered into that certain Third Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the "Third Amendment") on July 20, 2021. The Original Agreement, as modified by the First Amendment, Second Amendment, and Third Amendment is hereinafter referred to as the "Agreement."
- E. City and Contractor desire to amend the Agreement in the manner provided herein below.

C O V E N A N T S:

Article 3.1 of the Agreement is hereby amended by increasing the not to exceed compensation amount from One Hundred Sixty Thousand (\$160,000) to Two Hundred Eighty-Five Thousand (\$285,000).

Except as expressly amended by this Fourth Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Fourth Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: [Signature]

Its: City manager

Dated: 2/10, 2022

ATTEST:

[Signature] Legislative Administrator
CITY CLERK of the City of San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

[Signature]
City Attorney

[Signature]
("CONTRACTOR")

By: GIYAN SENARATNE

Its: PRINCIPAL/CEO

Dated: February 2, 2022

[Signature]
Finance Authorization

**THIRD AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES AND BUILDING
CODE INSPECTION SERVICES**

This Third Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services is made and entered into on this 20th day of July, 2021, by and between the CITY OF SAN CLEMENTE, a California municipal corporation (“City”), and West Coast Code Consultants, Inc. (“Contractor”).

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Original Agreement”) on May 14, 2019.
- B. City and Contractor entered into that certain First Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “First Amendment”) on August 20, 2019. The Original Agreement, as modified by the First Amendment, is hereinafter referred to as the “Agreement.”
- C. City and Contractor entered into that certain Second Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Second Amendment”) on August 18, 2020. The Original Agreement, as modified by the First Amendment and the Second Amendment, is hereinafter referred to as the “Agreement.”
- D. City and Contractor desire to amend the Agreement in the manner provided herein below.

C O V E N A N T S:

Article 1.1 Term. The term of the Agreement is hereby amended by eliminating the expiration date of June 30, 2021. The contract may be terminated as referenced in Section 6.1 of the Agreement.

Article 1.2 Scope of Services. In addition to the services to be performed by Contractor as referenced in Exhibit A to the Agreement, Exhibit A to the First Amendment, and Exhibit A to the Second Amendment, Contractor shall also perform those services described in Exhibit "A" to this Third Amendment, which exhibit is attached hereto and incorporated herein by this reference.

Article 3.1 of the Agreement is hereby amended by increasing the not to exceed compensation amount from One Hundred Thirty Thousand (\$130,000) to One Hundred Sixty Thousand (\$160,000).

Except as expressly amended by this Third Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Third Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: [Signature]

Its: City Manager

Dated: 9/2, 2021

ATTEST:

[Signature]
CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

[Signature]
City Attorney

[Signature]
("CONTRACTOR")

By: Aijyan Senaratne

Its: Principal / CEO

Dated: 8.11, 2021

[Signature]
Finance Authorization

EXHIBIT "A"
SCOPE OF SERVICES

Consultant shall perform the following tasks:

SCOPE OF WORK

The CONSULTANT shall perform permit technician services that include:

- Processing permit applications,
- Data entry,
- TrackIt work,
- Slip sheeting,
- Verifying worker's comp and contractor's license,
- Creating files,
- Issuing permits,
- Finding permits/files/blueprints, etc.
- Organizing and tagging blueprints,
- Rolling carts outside each morning and inside each night for the public to drop off/pick up submittals
- Calling the public to notify them to pickup their issued permits
- Answering phone calls and responding to email to assist the public,
- Permit counter clerical and admin work,

Permit Technician Services will be billed at \$75.00/Hour

**SECOND AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES AND BUILDING
CODE INSPECTION SERVICES**

This Second Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services is made and entered into on this 18th day of August 2020, by and between the CITY OF SAN CLEMENTE, a California municipal corporation (“City”), and West Coast Code Consultants, Inc. (“Contractor”).

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Original Agreement”) on May 14, 2019.
- B. City and Contractor entered into that certain First Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “First Amendment”) on August 20, 2019. The Original Agreement, as modified by the First Amendment, is hereinafter referred to as the “Agreement.”
- C. City and Contractor desire to amend the Agreement in the manner provided herein below.

C O V E N A N T S:

Article 1.1. of the Agreement is hereby amended by extending the contract term to June 30, 2021.

Except as expressly amended by this Second Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: [Signature]

Its: Interim City Manager

Dated: 9/8, 2020

ATTEST:

[Signature]
CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

[Signature]
City Attorney

West Coast Code Consultants, Inc.
("CONTRACTOR")

By: [Signature]

Its: Regional Manager

Dated: July, 29, 2020

[Signature]
Finance Authorization

**FIRST AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES AND BUILDING
CODE INSPECTION SERVICES**

This First Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services is made and entered into on this 20th day of August 2019, by and between the CITY OF SAN CLEMENTE, a California municipal corporation (“City”), and West Coast Code Consultants, Inc. (“Contractor”).

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Original Agreement”) on May 14, 2019.
- B. City and Contractor desire to amend the Agreement in the manner provided herein below.

C O V E N A N T S:

Article 3.1 of the Agreement is hereby amended by increasing the total compensation amount from Twenty-five Thousand Dollars (\$25,000) to One Hundred Thirty Thousand Dollars (\$130,000). An increase of One Hundred Five Thousand Dollars (\$105,000).

Except as expressly amended by this First Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: [Signature]

Its: Mayor Pro Tem

Dated: Sept. 11, 2019

ATTEST:

[Signature]
CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

[Signature]
City Attorney

West Coast Code Consultants, Inc.
("CONTRACTOR")

By: [Signature]

Its: Principal / CEO

Dated: August 8, 2019

[Signature]
Finance Authorization

WORKER'S COMPENSATION INSURANCE CERTIFICATION

Project No. _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

(ONE OF THE BOXES BELOW MUST BE CHECKED)

I have and will maintain a certificate of consent from the California Labor Commission to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work to be performed under this contract.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work to be performed under this contract. My workers' compensation insurance carrier and policy number are:

Carrier Travelers Insurance

Policy Number UB 7 K 838122

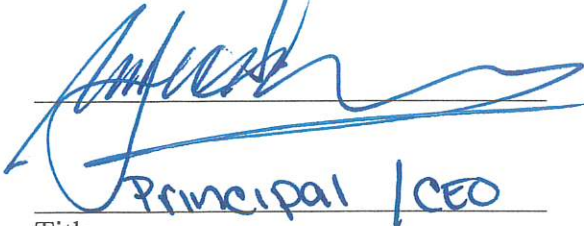
I certify that, in the performance of the work under this Agreement, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I hereby agree to indemnify, defend, and hold harmless the City of San Clemente and all of its officials, employees, and agents from and against any and all claims, liabilities, and losses relating to personal injury or death, economic losses, and property damage arising out of my failure to provide such worker's compensation insurance. I further agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Dated: August 8, 2019

West Coast Code Consultants, Inc.
Contracting Firm

By:


Principal / CEO

Title

2400 Camino Ramon, Suite 240
Address

San Ramon, CA 94583

PROFESSIONAL SERVICES AGREEMENT
FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES
AND BUILDING CODE INSPECTION SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT (the "Agreement") is made and entered into this 4th day of NOV, 2019 (the "Effective Date"), by and between the City of San Clemente, a municipal corporation, hereinafter referred to as the "CITY", and West Coast Code Consultants, Inc. of 2400 Camino Ramon, Suite 240, San Ramon, California 94583 hereinafter referred to as the "CONTRACTOR".

RECITALS:

- A. CITY requires professional on-call (as-needed) building plan check services to be performed at or in connection with construction projects in the City of San Clemente.
- B. CONTRACTOR has represented to CITY that CONTRACTOR is qualified to perform said services and has submitted a proposal to CITY for same.
- C. CITY desires to have CONTRACTOR perform said services on the terms and conditions set forth herein.

COVENANTS:

Based on the foregoing Recitals and for good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, CITY and CONTRACTOR agree as follows:

ARTICLE 1
RESPONSIBILITIES OF CONTRACTOR

1.1 Term.

The term of this Agreement shall commence on the Effective Date, and shall continue and remain in effect, until **June 30, 2020**, unless terminated earlier pursuant to the terms hereof. Notwithstanding the forgoing, the City Manager or his or her designee shall have the authority on behalf of the City to administratively approve extensions to the term hereof not to exceed a cumulative total of one hundred eighty (180) days.

1.2 Scope of Services.

CONTRACTOR shall perform any and all work necessary for the completion of the tasks and services set forth in the "Scope of Services" attached hereto and incorporated herein as Exhibit "A" in a manner satisfactory to CITY. By execution of this Agreement,

CONTRACTOR warrants that (i) it has thoroughly investigated and considered the work to be performed; (ii) it has carefully examined the location or locations at or with respect to which the work is to be performed, as applicable; and (iii) it fully understands the difficulties and restrictions attending the performance of the work provided for under this Agreement. CONTRACTOR acknowledges that certain refinements to the Scope of Services may, on occasion, be necessary to achieve CITY's goals hereunder, and CONTRACTOR shall cooperate with and assist the CITY to identify and make such refinements prior to undertaking any tasks or services that may require refinement.

1.3 Schedule of Performance.

Prior to the City's execution of this Agreement, and as a condition to the effectiveness hereof, CONTRACTOR shall furnish to CITY proof of insurance coverage as required under Article 5, Insurance. Upon CITY's release to CONTRACTOR of a fully executed copy hereof and issuance of a written Notice to Proceed, CONTRACTOR shall promptly commence performance of the work. Until such time, CONTRACTOR is not authorized to perform and will not be paid for performing any work under this Agreement.

CONTRACTOR shall exercise reasonable diligence to have the services as set forth in Exhibit "A" completed and submitted to CITY for final approval as soon as reasonably practicable and in accordance with the schedule of performance attached hereto and incorporated herein as Exhibit "B", provided that CONTRACTOR shall be entitled to an extension of time for any delays caused by events or occurrences beyond CONTRACTOR's reasonable control.

1.4 Identity of Persons Performing Work.

CONTRACTOR represents that it employs or will employ at its own expense all personnel required for the satisfactory performance of any and all tasks and services required hereunder. CONTRACTOR shall not replace any of the principal members of the Project team, including any of the persons listed in Exhibit "A" (if CONTRACTOR'S personnel is listed on Exhibit "A"), or any successors to any of such persons, without CITY's prior written approval.

CONTRACTOR represents that the tasks and services required hereunder will be performed by CONTRACTOR or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable State and local law to perform such tasks and services. In carrying out such tasks and services, CONTRACTOR shall not employ any undocumented aliens (i.e., persons who are not citizens or nationals of the United States).

This Agreement contemplates the personal services of CONTRACTOR and CONTRACTOR's employees, and it is recognized by the parties hereto that a substantial inducement to CITY for entering into this Agreement was, and is, the professional reputation and competence of CONTRACTOR and CONTRACTOR's employees.

Neither this Agreement nor any interest therein may be assigned by CONTRACTOR, except upon written consent of CITY.

Furthermore, CONTRACTOR shall not subcontract any portion of the performance contemplated and provided for herein without the prior written approval of CITY, except for those subcontractors named in the proposal for the project. Nothing herein contained is intended to or shall be construed as preventing CONTRACTOR from employing or hiring as many employees as CONTRACTOR may deem necessary for the proper and efficient execution of this Agreement.

1.5 Cooperation and Coordination of Work With CITY.

CONTRACTOR shall work closely with CITY's designated representative, either individual or committee, who shall have the principal responsibility for liaison and who shall, on a continuous basis, review and approve CONTRACTOR's work.

CONTRACTOR shall ensure that CITY has reviewed and approved all required work as the project progresses.

1.6 Compliance With Laws.

CONTRACTOR shall comply with all applicable Federal, State and local laws, ordinances and regulations, including without limitation all applicable fair labor standards. CONTRACTOR shall not discriminate against any employee or applicant for employment or any approved subcontractor, agent, supplier or other firm or person providing services to CONTRACTOR in connection with this Agreement on the basis of race, color, creed, ancestry, national origin, religion, sex, sexual orientation, marital status, or mental or physical disability. CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, color, creed, ancestry, national origin, religion, sex, sexual orientation, marital status, and mental or physical disability. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Prior to execution of this Agreement, CONTRACTOR shall furnish to CITY proof that CONTRACTOR and all of its subcontractors have a current, valid business license issued by CITY.

1.7 Standard of Performance.

CONTRACTOR acknowledges and understands that the services and work contracted for under this Agreement require specialized skills and abilities and that, consistent with this understanding, CONTRACTOR's services and work shall be held to a standard of quality and workmanship prevalent in the industry for such service and work. CONTRACTOR represents to CITY that CONTRACTOR holds the necessary skills and abilities to satisfy

the standard of work as set forth in this Agreement. CONTRACTOR shall perform the work and services under this Agreement in accordance with such standard of work and in accordance with the accepted standards of the professional disciplines involved in the project. All work shall be completed to the reasonable satisfaction of CITY. If CITY reasonably determines that the work is not satisfactory, CITY shall have the right to: (i) meet with CONTRACTOR to review CONTRACTOR's work and resolve matters of concern; and/or (ii) require CONTRACTOR to repeat unsatisfactory work at no additional charge until it is satisfactory.

1.8 Contractor Ethics.

CONTRACTOR represents and warrants that it has not provided or promised to provide any gift or other consideration, directly or indirectly, to any officer, employee, or agent of CITY to obtain CITY's approval of this Agreement. CONTRACTOR shall not, at any time, have any financial interest in this Agreement or the project that is the subject of this Agreement other than the compensation to be paid to CONTRACTOR pursuant to Article 3, Compensation. In the event the work and/or services to be performed hereunder relate to a project and/or application under consideration by or on file with the City, (i) CONTRACTOR shall not possess or maintain any business relationship with the applicant or any other person or entity which CONTRACTOR knows to have a personal stake in said project and/or application, (ii) other than performing its work and/or services to CITY in accordance with this Agreement CONTRACTOR shall not advocate either for or against said project and/or application, and (iii) CONTRACTOR shall immediately notify CITY in the event CONTRACTOR determines that CONTRACTOR has or acquires any such business relationship with the applicant or other person or entity which has a personal stake in said project and/or application. The provisions in this Section 1.8 shall be applicable to all of CONTRACTOR's officers, directors, employees, and agents, and shall survive the termination of this Agreement.

1.9 Changes and Additions to Scope of Services.

CITY may make changes within the general scope of services provided for in this Agreement. CONTRACTOR shall agree to any such changes that are reasonable. CONTRACTOR shall make no change in or addition to the character or extent of the work required by this Agreement except as may be authorized in advance in writing by CITY. Such supplemental authorization shall set forth the specific changes of work to be performed and related extension of time and/or adjustment of fee to be paid to CONTRACTOR by CITY.

1.10 Hiring of Illegal Aliens Prohibited

CONTRACTOR shall not hire or employ any person to perform work within the City of San Clemente or allow any person to perform work required under this Agreement unless such person is a United States citizen or is properly documented and legally entitled to be employed within the United States.

1.11 Endorsement on PS&E/Other Data

CONTRACTOR shall sign all plans, specifications, estimates (PS&E) and engineering data furnished by CONTRACTOR, and where appropriate will indicate CONTRACTOR's authorized signature and professional registration number.

ARTICLE 2
RESPONSIBILITIES OF CITY

2.1 Provision of Information.

CITY shall provide full information regarding its requirements for the project, and it shall furnish, without charge to CONTRACTOR, any and all information, data, plans, maps and records which are available to CITY and are necessary for the provision by CONTRACTOR of the tasks and services set forth herein.

2.2 Cooperation With CONTRACTOR.

CITY shall cooperate with CONTRACTOR in carrying out the work and services required hereunder without undue delay. In this regard, CITY, including any representative thereof, shall examine plans and documents submitted by CONTRACTOR, shall consult with CONTRACTOR regarding any such plans and documents, and shall render any necessary decisions pertaining to such plans and documents as promptly as is practicable.

ARTICLE 3
PAYMENT

3.1 Payment Schedule: Maximum Payment Amount.

Prior to the tenth of the month, CONTRACTOR shall submit to CITY a monthly status report and invoices itemizing the services rendered during the previous month. Within fifteen (15) working days after receipt of an invoice from CONTRACTOR, CITY shall determine whether and to what extent CONTRACTOR has adequately performed the services for which payment is sought. If CITY determines that CONTRACTOR has not adequately performed such services, CITY shall inform CONTRACTOR of those acts which are necessary for satisfactory completion. Subject to the provisions of Section 5.2 below, which provide for the City to withhold payment in the event CONTRACTOR's insurance expires during the term of this Agreement, CITY shall cause payment to be made to CONTRACTOR within fifteen (15) working days from CITY's determination that CONTRACTOR has adequately performed those services for which CITY has been invoiced. In no case shall CITY pay in excess of each line item set forth in Exhibit "A" for any particular task unless approved and authorized by the CITY in writing (applicable only if Exhibit "A" breaks down the Scope of Services on a line item basis). **The total compensation for the Scope of Services set forth in Exhibit "A" shall not exceed Twenty-five Thousand Dollars (\$25,000), including all amounts payable to**

CONTRACTOR for its overhead, payroll, profit, and all costs of whatever nature, including without limitation all costs for subcontracts, materials, equipment, supplies, and costs arising from or due to termination of this Agreement (the "Total Compensation").

3.2 Changes in Work.

If CONTRACTOR estimates that any proposed change within the general scope of services set forth in Exhibit "A" causes an increase or decrease in the cost and/or the time required for performance of this Agreement, CONTRACTOR shall so notify CITY of that fact in advance of commencing performance of such work. Any such change, and the cost for such change, shall be agreed upon by CITY and CONTRACTOR, and reduced to a writing that, once signed by both CITY and CONTRACTOR, shall modify this Agreement accordingly. In determining the amount of any cost increase for such change, the value of the incomplete portions of the original tasks and services affected by the change shall be credited back to CITY.

3.3 Additional Work.

CITY may request CONTRACTOR to perform additional services not covered by the specific scope of services set forth in Exhibit "A", and CONTRACTOR shall perform such extra services and will be paid for such extra services when the extra services and the cost thereof are reduced to writing, signed by both CITY and CONTRACTOR, and made a part of this Agreement. CITY shall not be liable for payment of any extra services nor shall CONTRACTOR be obligated to perform any extra services except upon such written amendment. To the extent that the extra services render all or a portion of the original tasks and services unnecessary, the value of the unnecessary and incomplete portions of original tasks and services shall be credited back to CITY.

ARTICLE 4 INDEPENDENT CONTRACTOR

4.1 Independent Contractor Status

CONTRACTOR is an independent contractor and not an employee of the CITY. Neither the CITY nor any of its employees shall have any control over the conduct of the CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth, and CONTRACTOR expressly warrants not to, at any time or in any manner, represent that CONTRACTOR, or any of CONTRACTOR's agents, servants or employees, are in any manner agents, servants or employees of the CITY, it being distinctly understood that CONTRACTOR is and shall at all times remain as to the CITY a wholly independent contractor and that CONTRACTOR's obligations to the CITY are solely such as are prescribed by this Agreement.

ARTICLE 5
INDEMNITY AND INSURANCE

5.1 Indemnification

FOLLOWING PARAGRAPH APPLICABLE TO AGREEMENTS WHERE CONTRACTOR IS A "LICENSED DESIGN PROFESSIONAL" AND IS PROVIDING DESIGN PROFESSIONAL SERVICES:

To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.6), CONTRACTOR shall defend (with legal counsel reasonably acceptable to the CITY), indemnify, and hold free and harmless CITY and CITY's agents, officers, and employees (collectively, the "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of CONTRACTOR or any officers, agents, employees, representatives, or subcontractors of CONTRACTOR [collectively, the "CONTRACTOR ENTITIES"]), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorney's fees, litigation expenses and fees of expert Contractors or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of CONTRACTOR, any of the CONTRACTOR ENTITIES, anyone directly or indirectly employed by any of them, or anyone that they control (collectively, the "Liabilities"). Such obligation to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in part by the sole negligence, active negligence, or willful misconduct of such Indemnitee.

FOLLOWING PARAGRAPH APPLICABLE TO AGREEMENTS WHERE CONTRACTOR IS NOT A "LICENSED DESIGN PROFESSIONAL":

CONTRACTOR shall defend (with legal counsel reasonably acceptable to the CITY), indemnify, and hold free and harmless CITY and CITY's agents, officers, and employees, from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of CONTRACTOR or CONTRACTOR's officers, agents, employees, representatives, or subcontractors [collectively, the "CONTRACTOR ENTITIES"]), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorney's fees, litigation expenses and fees of expert Contractors or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the actions or failure to act of CONTRACTOR, any of the CONTRACTOR ENTITIES, anyone directly or indirectly employed by any of them, or anyone that they control, under this Agreement.

For purposes of this Agreement, a "Licensed Design Professional" shall be limited to licensed architects, registered professional engineers, licensed professional land

surveyors and landscape architects, all as defined under current law, and as may be amended from time to time by California Civil Code § 2782.8.

5.2 Insurance.

Prior to the City's execution of this Agreement, and as a condition to the effectiveness hereof, CONTRACTOR shall submit certificates and endorsements to CITY indicating compliance with the following minimum insurance requirements, and CONTRACTOR shall maintain such insurance in effect during the entire term of this Agreement:

- A. Workers' Compensation insurance to cover CONTRACTOR's employees as required by the California Labor Code with employer's liability limits not less than One Million Dollars (\$1,000,000) per accident or disease. Before execution of this Agreement by CITY, CONTRACTOR shall file with CITY the attached signed Worker's Compensation Insurance Certification. CONTRACTOR shall require all subcontractors similarly to provide such compensation insurance for the respective employees.

None of the CITY, or any of their respective officers, employees, and agents will be responsible for any claims in law or equity occasioned by failure of CONTRACTOR to comply with this paragraph.

- B. Commercial General Liability, personal injury and property damage liability, contractual liability, independent contractor's liability, and automobile liability insurance, with minimum combined liability limits of One Million Dollars (\$1,000,000) per occurrence for all covered losses, and Two Million Dollars (\$2,000,000) in the aggregate. Any deductible or self-insured retention in excess of Five Thousand Dollars (\$5,000) shall be declared to the City and requires the prior approval of the City's Risk Manager. Each such policy of insurance shall:

- (1) Be issued by companies that hold a current policy holder's alphabetic and financial size category rating of not less than A-VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the CITY's Risk Manager for all coverages except surety;
- (2) Name and list as additional insureds CITY, CITY's officers, employees, and agents and, if the CITY's Risk Manager so requires. An endorsement shall accompany the insurance certificate naming such additional insureds;
- (3) Specify it acts as primary insurance and that no insurance held or owned by CITY shall be called upon to cover a loss under said policy;

- (4) Contain a clause substantially in the following words: "it is hereby understood and agreed that this policy may not be canceled or materially changed except upon thirty (30) days prior written notice to CITY of such cancellation or material change as evidenced by a return receipt for a registered letter;"
- (5) Cover the operations of CONTRACTOR pursuant to the terms of this Agreement; and
- (6) Be written on an occurrence and not a claims made basis.

C. Professional Liability or Errors and Omissions insurance specifically designed to protect against acts, errors or omissions of the CONTRACTOR and "covered professional services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be not less than One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$1,000,000) in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

If this box is checked and CITY has initialed below, the requirement for Professional Liability or Errors and Omissions insurance set forth in paragraph C above is hereby waived.

CITY's Initials: _____

Notwithstanding anything herein to the contrary, in the event any of CONTRACTOR's insurance as required pursuant to this Section 5.2 expires during the term of this Agreement, CITY shall withhold any payment due to CONTRACTOR hereunder until such time as CONTRACTOR obtains replacement insurance that meets all of the applicable requirements hereunder and submits certificates and endorsements evidencing such insurance to CITY.

CONTRACTOR shall require all of its subcontractors to procure and maintain during the course of their subcontract work with CONTRACTOR insurance that complies with the foregoing minimum insurance requirements. CONTRACTOR shall obtain from such subcontractors and retain in its files certificates evidencing such compliance.

ARTICLE 6 TERMINATION

6.1 Termination of Agreement

This Agreement may be terminated by CITY for any reason, with or without cause, upon written notice to CONTRACTOR. In such event, CONTRACTOR shall be compensated

for all services performed and costs incurred up to the date of notification for which CONTRACTOR has not been previously compensated, plus termination expenses reasonably incurred and properly accounted for (but in no event to exceed the amount which, when combined with other amounts paid, exceeds the amount for any uncompleted task set forth in Exhibit "A", as applicable). Upon receipt of notice of termination from CITY, CONTRACTOR shall immediately stop its services, unless otherwise directed, and deliver to CITY all data, drawings, reports, estimates, summaries and such other information and materials as may have been accumulated by CONTRACTOR in the performance of this Agreement, whether completed or in process.

ARTICLE 7 MISCELLANEOUS

7.1 Ownership of Documents.

All reports, software programs, as well as original data collected, original reproducible drawings, plans, studies, memoranda, computation sheets and other documents assembled or prepared by CONTRACTOR or furnished to CONTRACTOR in connection with this Agreement shall be the property of CITY and delivered to CITY at completion of the project or termination of this Agreement, whichever occurs first. Copies of said documents may be retained by CONTRACTOR, but shall not be made available by CONTRACTOR to any individual or organization without the prior written approval of CITY.

Any use of completed documents for projects other than that covered by this Agreement and/or any use of uncompleted documents without specific written authorization from CONTRACTOR will be at CITY's sole risk and without liability or legal exposure to CONTRACTOR.

7.2 Notices.

Any notices to be given under this Agreement shall be given by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States mail, addressed to CONTRACTOR at 2400 Camino Ramon, Suite 240, San Ramon, California 94583, and to the City of San Clemente, **910 Calle Negocio, Suite 100, San Clemente, California 92673**, Attention: **Jack Holden, Building Official**.

7.3 Covenant Against Contingent Fees.

CONTRACTOR warrants that it has not employed or retained any company or person to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee or commission from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee or commission.

7.4 Liquidated Damages.

APPLICABLE ONLY IF THIS BOX HAS BEEN CHECKED AND BOTH PARTIES HAVE INITIALED BELOW.

If CITY seeks monetary damages for CONTRACTOR'S failure to complete all of the services required hereunder by the completion date set forth in Exhibit "B" (the "Completion Date"), CONTRACTOR shall be required to pay to CITY _____ Dollars (\$_____) per day for each day beyond the Completion Date that any of such services remain uncompleted; provided, however, that nothing herein shall be deemed to limit CITY's remedy for CONTRACTOR's failure to complete all services required hereunder by the Completion Date to seeking monetary damages, and CITY shall be entitled to pursue any other equitable remedy permitted by law, including, without limitation, specific performance.

THE PARTIES HERETO AGREE THAT THE AMOUNT SET FORTH IN THIS SECTION 7.4 (THE "DAMAGE AMOUNT") CONSTITUTES A REASONABLE APPROXIMATION OF THE ACTUAL DAMAGES THAT CITY WOULD SUFFER DUE TO CONTRACTOR'S FAILURE TO COMPLETE ALL OF THE SERVICES REQUIRED HEREUNDER BY THE COMPLETION DATE, CONSIDERING ALL OF THE CIRCUMSTANCES EXISTING ON THE EFFECTIVE DATE OF THIS AGREEMENT, INCLUDING THE RELATIONSHIP OF THE DAMAGE AMOUNTS TO THE RANGE OF HARM TO CITY, THAT REASONABLY COULD BE ANTICIPATED AND THE ANTICIPATION THAT PROOF OF ACTUAL DAMAGES WOULD BE COSTLY OR INCONVENIENT. THE DAMAGE AMOUNT SET FORTH IN THIS SECTION 7.4 SHALL BE THE SOLE DAMAGES REMEDY FOR CONTRACTOR'S FAILURE TO COMPLETE ALL OF THE SERVICES REQUIRED HEREUNDER BY THE COMPLETION DATE, BUT NOTHING IN THIS SECTION 7.4 SHALL BE INTERPRETED TO LIMIT CITY'S REMEDY FOR CONTRACTOR'S FAILURE TO COMPLETE ALL OF THE SERVICES REQUIRED HEREUNDER BY THE COMPLETION DATE TO SUCH A DAMAGES REMEDY. IN PLACING ITS INITIALS AT THE PLACES PROVIDED HEREINBELOW, EACH PARTY SPECIFICALLY CONFIRMS THE ACCURACY OF THE STATEMENTS MADE ABOVE AND THE FACT THAT EACH PARTY HAS BEEN REPRESENTED BY COUNSEL OR HAS HAD THE OPPORTUNITY TO BE REPRESENTED BY COUNSEL TO EXPLAIN THE CONSEQUENCES OF THE LIQUIDATED DAMAGES PROVISION AT OR PRIOR TO THE TIME EACH EXECUTED THIS AGREEMENT.

CONTRACTOR'S INITIALS: _____ CITY'S INITIALS: _____

Notwithstanding any of the above, nothing herein is intended to preclude the CITY's recovery of its attorney's fees and costs incurred to enforce this Section 7.4, as provided in Section 7.10 below.

7.5 Interpretation and Enforcement of Agreement.

This Agreement shall be construed and interpreted both as to validity and performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted and maintained in the Superior Court of the County of Orange, State of California, or in any other appropriate court with jurisdiction in such county, and CONTRACTOR agrees to submit to the personal jurisdiction of such court.

7.6 Disputes.

In the event of any dispute arising under this Agreement, the injured party shall notify the defaulting party in writing of its contentions by submitting a claim therefor. The injured party shall continue performance of its obligations hereunder so long as the defaulting party immediately commences to cure such default and completes the cure of such default with reasonable diligence and in no event to exceed 30 days after service of the notice, or such longer period as may be permitted by the injured party; provided, that if the default results in an immediate danger to the health, safety, and general welfare, CITY may take such immediate action as CITY deems warranted.

7.7 Retention of Funds.

CITY may withhold from any monies payable to CONTRACTOR sufficient funds to compensate CITY for any losses, costs, liabilities or damages suffered by CITY due to default of CONTRACTOR in the performance of the services required by this Agreement.

7.8 Waiver.

No delay or omission in the exercise of any right or remedy by a nondefaulting party shall impair such right or remedy or be construed as a waiver. CITY's consent or waiver of one act or omission by CONTRACTOR shall not be deemed to constitute a consent or waiver of CITY's rights with respect to any subsequent act or omission by CONTRACTOR. Any waiver by either party of any default must be in writing.

7.9 Rights and Remedies are Cumulative.

Except as may be expressly set forth in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such party, at the same or different times, of any other rights or remedies to which such party may be entitled.

7.10 Attorneys' Fees.

In the event either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable costs and expenses, including without limitation reasonable attorneys' fees and costs. Attorneys' fees shall include attorneys' fees on any appeal, and in addition, a party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, including the taking of depositions and discovery, expert witness fees, and all other necessary costs incurred in the litigation, suit, or other action requiring attorney time. All such fees shall be enforceable whether or not such action is prosecuted to final judgment.

7.11 Integrated Agreement.

This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in this Agreement.

7.12 Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties.

[APPLICABLE TO INDIVIDUAL CONTRACTORS ONLY]

7.13 Compliance with California Unemployment Insurance Code Section 1088.8:

Prior to signing the Contract, CONTRACTOR shall provide to CITY a completed and signed Form W-9, Request for Taxpayer Identification Number and Certification. CONTRACTOR understands that pursuant to California Unemployment Insurance Code Section 1088.8, the CITY will report the information from Form W-9 to the State of California Unemployment Development Department, and that the information may be used for the purposes of establishing, modifying, or enforcing child support obligations, including collections, or reported to the Franchise Tax Board for tax enforcement purposes.

[End – Signature page follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: [Signature]

Its: City Manager

Dated: 5/14, 2019

ATTEST:

[Signature]
CITY CLERK of the City of
San Clemente, California

APPROVED AS TO FORM:
BEST BEST & KRIEGER

By: [Signature]
City Attorney

APPROVED AS TO AVAILABILITY
OF FUNDING

By: [Signature]
Finance Authorization

("CONTRACTOR")

By: [Signature]

Its: PRESIDENT / CEO

Dated: APRIL 17th, 2019

EXHIBIT "A"
SCOPE OF SERVICES

Consultant shall perform the following tasks:

SCOPE OF WORK

The CONSULTANT shall perform building code inspection and plan review services on a variety of single family residential, multifamily residential, commercial and industrial buildings. The consultant may be requested to perform complete or partial reviews of projects for compliance with fire and life safety, structural, energy, disabled access, electrical, mechanical and plumbing requirements with current applicable state and local codes including:

California Building Code
California Residential Code
California Energy Code
California Mechanical Code
California Plumbing Code
California Electrical Code
California Green Code
California Fire Code
San Clemente Municipal Code – local amendments

Plan reviews shall be performed by certified plans examiners. Additionally, structural reviews shall be performed by and/or under the supervision of a licensed engineer. Disabled access reviews shall be performed by (or under the supervision of) a CASp certified individual.

DELIVERABLES

The consultant is responsible for the following deliverables:

1. Perform building plan reviews as needed
2. Provide certified building inspection services as needed
3. Submit clear and concise correction list to the Building Division for distribution to project applicant/designer. (General format of consultant correction list shall be reviewed and approved by the City)
4. Respond to telephone inquiries from City staff and permit applicants regarding review comments
5. Perform recheck reviews on projects to ensure plan corrections have been resolved satisfactorily.
6. Stamp plans "approved" for compliance with applicable codes
7. Return approved plans to City Building Division office



8. COST DATA

WC³ proposes the following contract amounts for plan review services. Any additional services not listed below may be negotiated:

BUILDING SERVICES	CONTRACT AMOUNT
Building Plan Review	65% of Plan Check Fees
Expedited Plan Review	150% of Regular Plan Review Fees
Fourth & Subsequent Plan Reviews.....	\$110.00/Hour
Revisions/Deferred Submittals/RFIs/ASIs	\$110.00/Hour

POSITION	HOURLY RATE
Interim Certified Building Official	\$140.00
Structural Engineer	\$135.00
Plan Review Engineer	\$125.00
Certified Plans Examiner	\$110.00
Building Inspector I	\$85.00
Building Inspector II	\$90.00
Building Inspector III.....	\$95.00
Senior Building Inspector	\$105.00
CASp Plans Examiner/Inspector.....	\$150.00
Permit Technician	\$135.00
Administrative Staff.....	\$95.00

- These hourly fees are non-prevailing rates, billed at a 4-hour minimum.

EXHIBIT "B"

SCHEDULE OF PERFORMANCE

The City requires the following minimum review turnaround timeframes (or better) in order to maintain the desired customer service level:

Required Minimum Level of Service

New Single Family Dwellings - 1st review = 15 working days
2nd review = 10 working days
3rd or more = 5 working days

New Multi Family Dwellings - 1st review = 15 working days
2nd review = 10 working days
3rd or more = 5 working days

New Commercial/Industrial - 1st review = 15 working days
2nd review = 10 working days
3rd or more = 5 working days

Tenant Improvements - 1st review = 10 working days
Subsequent rechecks = 5 working days

Residential Addition/Alterations - 1st review = 10 working days
Subsequent rechecks = 5 working days

WORKER'S COMPENSATION INSURANCE CERTIFICATION

Project No. _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

(ONE OF THE BOXES BELOW MUST BE CHECKED)

- I have and will maintain a certificate of consent from the California Labor Commission to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work to be performed under this contract.
- X I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work to be performed under this contract. My workers' compensation insurance carrier and policy number are:

Carrier: Travelers Property Casualty Co

Policy Number: UB7K838122

- I certify that, in the performance of the work under this Agreement, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I hereby agree to indemnify, defend, and hold harmless the City of San Clemente and all of its officials, employees, and agents from and against any and all claims, liabilities, and losses relating to personal injury or death, economic losses, and property damage arising out of my failure to provide such worker's compensation insurance. I further agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Dated: APRIL 17th, 2019.

West Coast Code Consultants, Inc.
Contracting Firm

By: Giyani Senaratne 

Principal/CEO
Title

2400 Camino Ramon, Suite 240
Address

San Ramon, California 94583