

EXHIBIT A

SCOPE OF SERVICES

City of McCleary Building Code Compliance On-Call Full Services

I. Plan Review

The City of McCleary (City) will determine which plans and building permit applications will be reviewed by PCDC PNW Community Development Consultants LLC (PCDC). PCDC will review such plans submitted with building permit applications for structural and non-structural code compliance in accordance with the currently adopted construction codes and as amended by the State of Washington and the City, except that PCDC will confer with the City Building Official and/or their agent on any portion of the review that specifically requires the approval of the Building Official as specified in the code(s).

- A. The services to be performed by PCDC shall be specified in a Letter of Authorization issued by the City for each set of plans and permit application.
- B. PCDC will not design for applicants, make any structural changes on the plans, or make any changes that directly contradict other information on the plans.
- C. Reviews shall be conducted by PCDC and under direction of PCDC staff and subconsultants.
- D. If corrections, revisions, or additions are required, PCDC will write a comment letter addressed to the applicant. The City, or PCDC at the direction of the City, will provide the comment letter, along with any additional City requirements to the applicant. The comment letter will indicate to the applicant that they are required to submit the corrections, revisions, or additions once addressed to the City per the submittal requirements and/or guideline checklists for the permit type under review.
- E. When the plans and applications are consistent with the City codes and standards, PCDC will indicate that the plans and applications have been reviewed and found to be in substantial compliance with applicable construction codes and ordinances. The reviewer's name and date of compliance will be affixed to each sheet of the required electronic submittal documents. In the event electronic submittal documents are not available, up to two (2) sets of drawings (as provided by the applicant), including the cover sheet, will be stamped in the same manner and provided back to the City.
- F. Full plan reviews will include structural, non-structural, accessibility, energy, and ventilation requirements as applicable. Partial plan reviews will be indicated herein as either structural or non-structural or as mutually agreed upon. Initial reviews shall be within the timelines identified in Section 2 below.

II. Process

- A. The City reserves the right to determine the process and method of work by PCDC. At its sole discretion, the City will determine if it wishes to contract with PCDC on a time and materials basis or a percentage basis and as mutually agreed upon by the City and PCDC. Labor rates for time and materials basis are shown in Exhibit B.
- B. Work will not be initiated until a signed contract, task order, or work order has been received by PCDC.
- C. The City will notify PCDC in writing which plans and applications are to be reviewed by PCDC.

- D. The City will intake, track, and process the permit applications and all revisions per current building and permit administration procedures through in-house platforms. PCDC will conduct its services on electronic plans and applications, unless otherwise specified by the City.
- E. Electronic application submittal, review, and approval will be coordinated by the City through the City platform. PCDC will identify its staff who will have user access to and participate in the city platform. All submittal materials from applicants shall be PDF or other compatible file type to perform electronic review.
- F. For transmission of application materials received through the City's in-house platform, electronic files between the City and PCDC will be via a file transfer method such as a SharePoint file link, FTP link, cloud-based file link or similar. PCDC utilizes a SharePoint system and can provide the means of file transfer. The City application materials will generally be available within the City's in-house platform and will not require file transfer from PCDC back to the City. PCDC will perform reviews and coordination using Bluebeam Revu, PDFs, and Microsoft Word documents. Email file transmission may be used at the discretion of PCDC and City staff.
- G. For transportation of non-electronic documents (paper copies), the City will be responsible for the transportation and costs associated with providing PCDC the documents and the return of the permit review documents back to the City.
- H. PCDC will conduct the initial review, request revisions or additional information, and will either indicate compliance or non-compliance with the code(s) against which it was checked and notify the City. If the plans are still not as required, the City, or PCDC at the direction of the City, will contact the applicant with additional revision requests within the time frames specified below unless negotiated otherwise.

Project Type	Initial Review	Re-Review
Single-Family	10 working days	7 working days
Multi-Family	15 - 20 working days	10 working days
Commercial	15 - 30 working days	15 working days

*Timelines are subject to change related to applicable City rules, regulations and RCWs as amended and as mutually agreed upon.

- I. The review timelines set forth above may be revised for any given project, upon written consent of both the City and PCDC. Land use permit applications have an initial review time frame of 4-6 weeks following submittal of a complete application.

III. Plan Review Fees

The following fee determination criteria is intended to include the review of plans sent to PCDC for review and approval. The reviews will typically be for new construction, substantial remodel, and alterations of both residential and commercial structures. Incidental over-the-counter plan review performed by PCDC staff while on-site at the City will be included as part of the daily tasks performed at the hourly rate identified in the Labor Rate Schedule.

LUMP SUM: The City shall pay PCDC a lump-sum fee for performing an initial review and one (1) recheck for each project. The fee shall be based on a percentage of the plan review fee as tabulated below or as mutually agreed upon between the City and PCDC. The plan review fee shall be based on the fees charged by City resolution. At the request of the City and in concurrence by PCDC, plan review fees may be determined to be charged at the hourly rates as identified in the Labor Rate Schedule as opposed to the following "fixed fee" rates:

<u>Commercial and Multi-Family Projects</u>	Lump Sum/Fixed Fee Percentage of Plan Review Fee Collected by the City	
	Valuation < \$2,000,000	Valuation \$2,000,000 To \$5,000,000
Full or Partial Plan Review (structural only or non-structural only)	60%	75%
<u>New Single-Family Projects</u>		
Full or Partial Plan Review (structural only or non-structural only)	60% of Plan Review Fee	

A Non-Residential: (Commercial and Multi-Family Projects)

i Full Plan Review:

Includes structural, non-structural Fire and Life Safety, Mechanical (IMC), Plumbing (UPC), Barrier Free ADA accessibility, State Energy Code, and applicable items in the City's Municipal Code when issued as a part of a combination building permit.

ii Partial Plan Review:

Will consist of one (1) of the following:

- International Building Code (IBC) non-structural Fire and Life Safety including Mechanical/Plumbing, Barrier Free ADA accessibility, and State Energy Code, when issued as a part of a combination building permit.

-OR-

- IBC Structural ONLY.

iii Mechanical/Plumbing: (issued as a separate permit or deferred submittal)

Will be charged hourly at the Plan Review rate as identified in the Labor Rate Schedule.

iv Electrical Plan Review:

Will be charged hourly at the Electrical Plan Review rate as identified in the Labor Rate Schedule.

v Small Works Projects:

Will be charged hourly at the Plan Review rate as identified in the Labor Rate Schedule.

(i.e., signage, pole sign, billboard, cell tower, retaining wall, dock, garbage enclosure, envelope change, bridge, small interior remodel / TI, mezzanine add or alteration, fire damage, misc. repairs, re-roof, etc.) PCDC will coordinate at the time of intake of the project if the project falls within this category.

vi Civil/Site Plan Review:

Will be charged hourly at the Civil/Site Plan Review rate as identified in the Labor Rate Schedule. When substantial revisions occur to previously reviewed and /or approved plans, additional fees shall be charged at the hourly rates shown in Labor Rate Schedule.

vii Fire Code, Fire Sprinkler, Fire Alarm:

Will be charged hourly at the Fire Code and Sprinkler (FPE) Review rate as identified in the Labor Rate Schedule.

B Residential: (New Single-Family Projects)

i Full Plan Review:

Includes structural, non-structural Fire and Life Safety, Mechanical, Plumbing, State Energy Code, and applicable items in the City's Municipal Code, when issued as a part of a combination building permit.

ii Partial Plan Review:

Will consist of one (1) of the following:

- International Residential Code (IRC) non-structural Fire and Life Safety including Mechanical/Plumbing, and State Energy code when issued as a part of a combination building permit

-OR-

- IRC / IBC Structural ONLY.

iii Small Works Projects:

Will be charged hourly at the Plan Review rate as identified in the Labor Rate Schedule.

(i.e., remodel, addition, deck, porch, small garage, accessory buildings (non-ADU), car port, retaining walls, dock, envelope change, kitchen or bath remodel, garage conversion, fire damage, misc. repairs, re-roof, etc.) PCDC will coordinate at the time of intake of the project if the project falls within this category.

C Exhibit B Labor Rate Schedule will be utilized for all hourly fees unless negotiated otherwise between PCDC and the City.

D Lump Sum/Fixed Fee plan review includes the initial plan review plus one (1) recheck. When substantial revisions occur to previously reviewed and /or approved plans, additional fees shall be charged at the hourly rates identified in the Labor Rate Schedule.

E All reviews beyond the initial plan review fee and recheck as identified above due to non-responded items or otherwise, shall have additional fees charged at the hourly rates identified in the Labor Rate Schedule

F Expedited plan review services are available upon request. Fee is negotiated based on timeline requested at a rate of 150% to 200% of the hourly rates identified in the Labor Rate Schedule or as negotiated otherwise. Once the fee is negotiated, the City shall inform the applicant of the fee ahead of the notice to proceed. Billing for authorized expedited services will be identified in the statement further described below.

G A joint PCDC plan review and City split review option may be negotiated prior to the start of the plan review.

IV. Building Inspection Services

PCDC will provide a certified building inspector, certified building official, or certified electrical inspector (for electrical inspections only) to perform the following services on an as-needed, on-call basis for Residential and Commercial buildings:

A Upon authorization by the City, the inspector will perform building inspection services for the City.

B At the request of the City, the inspector shall be asked to perform one (1) or more of the following inspection tasks:

- 1 Non-structural fire and life safety inspections
- 2 Structural inspections
- 3 Energy code inspections
- 4 Barrier Free ADA inspections
- 5 Mechanical and Plumbing inspections
- 6 Electrical inspections (if applicable)

Additional service may be provided when requested:

- 1 Fire protection, sprinkler, and alarm review
- 2 Site civil and drainage review

C Inspector will provide building inspections in accordance with the currently adopted International Codes, Washington State Building Code (Washington Administrative Code [WAC] 51-50 and 51-51), and Energy Code (WAC 51-11), and the applicable City Building Codes, except that inspector will confer with the City Building Official or their agent on any portion of the review that specifically requires an approval of the Building Official under the applicable code(s), or that involves an unusual interpretation.

D Inspections will be carried out in accordance with codes, ordinances and regulations in effect and will be performed in a courteous and professional manner. Up-to-date records of inspection status will be maintained in the manner required for the specific project and on the City office copy of the permit. Inspections can be negotiated to be in-person or virtual/remote inspections, or as requested otherwise by the City.

Note: Plan review approvals are not inspections.

E Exhibit B Labor Rate Schedule will be utilized for all hourly fees unless negotiated otherwise between PCDC and the City. The City shall guarantee a minimum of two (2) hours of inspection work each day inspection services are provided. Inspection time is calculated from portal to portal as further explained below.

V. Additional Services Required

A PCDC will act as the City's Building Official on an as-needed basis for services including code interpretation and administrative needs such as ordinance review at the hourly rates identified in the Labor Rate Schedule.

B Pre-permit plan review meetings to review code requirements and City permit coordination will be charged at the hourly rates identified in the Labor Rate Schedule.

C Review of supplemental plans or deferred submittals (information not provided at time of initial review but required for plan approval, i.e., truss specification/plans, fire protection/alarm details, etc.) will be charged at the hourly rates identified in the Labor Rate Schedule.

D Revisions to plans that require additional plan review will be charged at the hourly rates identified in the Labor Rate Schedule.

E Addendums to approved plans that require additional plan review will be charged at the hourly rates identified in the Labor Rate Schedule.

F Attendance of meetings in person or remotely when requested by the City will be charged at the hourly rates identified in the Labor Rate Schedule.

G Separate Fire Code, Fire Sprinkler, Fire Alarm, and when not part of the full plan review, mechanical and plumbing reviews when requested by the City, will be charged at the hourly rates identified in the Labor Rate Schedule.

H PCDC will provide professional planning services when requested by the City. PCDC's availability to provide such services is approximately 20-30 hours per month. Such services will be subject to the provisions of this agreement and will be charged on a time-and-expense basis using the hourly rate identified in Exhibit B Labor Rate Schedule. Professional planning services may include but are not limited to:

- 1 Process project permit applications.
- 2 Communicate and coordinate with project permit applicants and City staff.
- 3 Conduct land use and site plan reviews.
- 4 Provide general planning and permit application guidance to citizens, potential applicants, and staff.
- 5 Facilitate other permit processes in accordance with Title 14, Title 16, or Title 17.
- 6 Other work as mutually agreed upon by PCDC and the City, conducted on a task order basis, including but not limited to development of code and policy updates, preparation of map exhibits, etc.

I Processing and reviewing land use permits, project permits and site plan review applications, and other professional planning services when requested by the City, will be charged on a time-and expense basis using the hourly rate identified in Exhibit B Labor Rate Schedule.

VI. Additional Terms

A All other review services and plan reviews more than two (2) (the initial review plus one (1) re-check) shall be paid on a time-and-materials basis using the applicable hourly rate identified in the Labor Rate Schedule.

B In-house plan review and other services will be provided as desired by the City and agreed upon by PCDC on a time-and-materials basis using an hourly rate identified in the Labor Rate Schedule.

C Valuation figures used to determine the plan review fees will be calculated based on the City's Fee Resolution or most current ICC publication and 1997 UBC standards of practice. The plan review fee will be determined by the City and the proposed plan review fee amount shall be submitted to PCDC with each plan review submitted for review and approval.

D Billing statements will be issued for reviews that receive a full initial review in the preceding month or other acceptable time period. A full initial review shall constitute an earned fee for both the City and PCDC. Each statement will include the permit application number and applicant name or permit name of the plans reviewed with the fee.

E The City shall have the right to withhold payment to PCDC for any work not completed in a satisfactory manner until such time that PCDC modifies such work to the satisfaction of the City.

F The City may elect to review the contract with PCDC on an annual basis, which may include but not limited to negotiation of services, renewal of services, contract cancelation, or contract renewal. The Labor Rate Schedule will be adjusted annually.

G Hours charged will be portal to portal from inspector's, examiner's, planners or building official's residence or the Tumwater office, whichever is less, to the site.

H All mileage included by PCDC will be reimbursed at the most current IRS rate at the time of service.

I PCDC staff's normal workdays are Monday through Friday (8am~5pm, PST). Office work on Saturdays, Sundays or City Holidays will be performed only at specific request of the City. Billing for work performed outside normal work hours or on Saturdays, Sundays, or City Holidays shall be at 150% of the rates shown above.

J This Labor Rate Schedule is effective as of January 1, 2026. PCDC will adjust rates annually at the start of each new year.

EXHIBIT B

LABOR RATE SCHEDULE

Classification	Hourly Rate
Building Inspector, Combination	\$135
Building Official / Inspections (Director/Assistant Manager)	\$205
Plans Examiner – non-structural	\$185
Fire Code and Sprinkler (FPE) Review	\$165
Structural Plan Review (QA/QC)	\$270
Senior Structural Plan Review (Senior Engineer)	\$260
Structural Plan Review (Staff Engineer)	\$185
Electrical Plan Review (QA/QC)	\$270
Electrical Plan Review (Senior Engineer)	\$255
Electrical Plan Review (Staff Engineer)	\$180
Electrical Plans Examiner (not Engineer)	\$165
Electrical Inspector	\$135
Civil/Site Plan Review (QA/QC)	\$270
Civil/Site Plan Review (Senior Engineer)	\$245
Civil/Site Plan Review (Staff Engineer)	\$190
Civil/Site Inspector (Professional Engineer)	\$175
Civil/Site Inspector	\$165
Senior Planner	\$210
Planner	\$180
Administration Assistance	\$140

Labor rates will be adjusted annually on January 1