

City of Tenino

PROJECT NAME

SCOPE OF SERVICES

Attachment "A"

1. Plan Review

The City of Tenino (Client) will determine which plans and building permit applications will be reviewed by BHC (also called "Consultant"). BHC will review such plans submitted with building permit applications for structural and non-structural code compliance in accordance with the currently adopted construction codes as adopted and amended by the state of Washington and the City of Tenino (Client), except that BHC will confer with the City Building Official and/or his/her agent on any portion of the review that specifically requires the approval of the Building Official as specified in the code(s).

- A. The specified services to be performed by BHC shall be specified in a letter of Authorization issued by the City of Tenino for each set of plans and permit application.
- B. BHC will not design for the applicant, make any structural changes on the plans, or make any changes that directly contradict other information on the plans. Significant changes must be made by or under the direction of the applicant or design professional in responsible charge.
- C. Reviews shall be conducted by BHC and under direction of BHC staff and consultants.
- D. If corrections or additions are required, BHC will write a review letter addressed to the applicant. The review letter will be sent to the City agent or at the direction of the City the design professional in responsible charge or applicant for the project. The City or BHC at the direction of the City will provide the review letter, along with any additional City requirements to the applicant. The correction letter will indicate to the applicant that they are required to submit the revisions/additions once addressed to BHC per the submittal requirements for the permit type under review.
- E. When the plans and applications are consistent with the City's codes and standards, BHC will indicate that the drawings 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 digital submittal documents. In the event digital submittal documents are not available up to two 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 reviews will include structural, non-structural, accessibility, energy, and ventilation requirements as applicable. Partial reviews will be indicated as either structural or non-structural or as mutually agreed upon. Initial reviews shall be within the timelines identified in section 2 of this document.

2. Process

- A. The City will determine which plans are to be reviewed by the Consultant.
- B. The City will intake, track, and process the permit applications and all revisions per current building and permit administration procedures.
- C. Electronic applications coordinated by the City from the applicant shall be a digital PDF. BHC will perform the reviews and coordination in the same manner using Bluebeam Revu PDFs and Word documents.
- D. For transportation of non-electronic documents, BHC will be responsible for the transportation and cost of returning permit review documents back to the City. The City will be responsible for the transportation and cost of delivering permit review documents to BHC.
- E. The Consultant will conduct the initial review, revisions or additional information and will either indicate compliance with the code(s) against which it was checked and notify the City of compliance, or if the drawings are still not as required, contact the applicant and the City with additional revision requests within the time frames specified below unless negotiated otherwise:

Project Type	Initial Review	Re-Review
Single-Family	10 working days (2 weeks)	10 working days (1 – 2 weeks)
Multi-Family	15 - 20 working days (3 - 4 weeks)	10 working days (2 weeks)
Commercial	20 - 30 working days (4 - 5 weeks)	15 working days (3 weeks)

- F. Review timelines are subject to negotiation for all projects, including but not limited to number of projects and other types of permit applications, large multi-unit, multi-story or complex projects.
- G. The Consultant will not be held responsible for delays beyond the Consultant's control. During heavy workloads or schedule delays, the Consultant shall notify the City of revisions to estimated target dates.

LABOR RATE SCHEDULE

Attachment "B"

<u>Classification</u>	<u>Hourly Rate</u>
Building Official	\$110
Combination Building Inspector	\$90
Plans Examiner – non-structural	\$150
Structural P.E.	\$190
Fire code and sprinkler (FPE)	\$140
Fire code and sprinkler (non-FPE)	\$120
Civil / site plan review (P.E.)	\$150
Administration Assistance	\$75

3. Plan Review Fee

The following fee determination criteria is intended to include the review of plans sent to BHC 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 BHC 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.

At the request of the City and in concurrence by the Consultant, 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.

Residential: (Single Family Dwelling)

A. Full Plan Review:

Includes structural, non-structural Fire & Life Safety, mechanical, plumbing, State Energy, and applicable items in the City's Municipal Code.

70% of the City's collected Building Plan Review fee. (\$250 minimum)

Non-Residential:

B. Full Plan Review:

Includes structural, non-structural Fire & Life Safety, Barrier Free ADA accessibility and/or State Energy Code, *Mechanical (IMC) and/or Plumbing (UPC)*.

70% of the City's collected Building Plan Review fee. (\$250 minimum)

C. Partial Plan Review:

Will consist of one of the following:

- IBC non-structural Fire & Life Safety including mechanical/plumbing when issued as a part

of a combination building permit, State Energy and Barrier Free ADA accessibility review.

-OR-

- IBC Structural ONLY

40% of the City's collected Building Plan Review fee. (\$250 minimum)

D. Mechanical/Plumbing: (issued as a separate permit)

When permit for such work is issued separately from a building combination permit and the permit fee is based on valuation of such work separate from the building permit, the fee will be assessed at the partial review percentage noted above. If the permit fee is based on a unit fee per the IMC or UPC, the fee will be charged at the hourly rate as identified in the Labor Rate Schedule.

E. Civil/Site Plan Review:

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

These fees include 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.

- F. Attachment "B" Labor Rate Schedule will be utilized for all hourly fees unless negotiated otherwise between BHC and the City.
- G. All "fixed fee" and/or "hourly" projects shall have a minimum fee of \$250 to cover set up, tracking, coordination, and initial review.
- H. 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 is to 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.
- I. A joint BHC plan review and City split review option may be negotiated prior to the start of the project.

4. Building Inspection Services

BHC will provide a certified building inspector to perform the following services on an as-needed, on-call basis:

- 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 or more of the following inspection tasks:
- a. Non-structural fire and life safety inspections
 - b. Structural inspections
 - c. Energy code inspections
 - d. Barrier free ADA inspections
 - e. Mechanical & plumbing inspections

- C. Inspector will provide building inspections in accordance with the currently adopted International Codes, Washington State Building 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 his/her 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 done in accordance with all 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 office copy of the permit. Inspections can be negotiated to be in person or virtual remote inspection, or as requested otherwise by the City. *Note: Plan review approvals are not inspections.*

The City shall guarantee a minimum of two (2) hours of inspection work each day inspection services are provided. Inspection time is calculated portal to portal further explained below.

5. Additional Services Required

- A. Building Official services can be provided for code interpretation and administrative needs such as ordinance review and update, staffing needs, department budget development and review at the hourly rates identified in the Labor Rate Schedule.
- B. Civil/Site plan reviews will be charged at the hourly rates identified in the Labor Rate Schedule.
- C. 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.
- D. 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.
- E. Revisions to plans that require additional plan review will be charged at the hourly rates identified in the Labor Rate Schedule.
- F. Addendums to approved plans that require additional plan review will be charged at the hourly rates identified in the Labor Rate Schedule.
- G. 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.
- H. 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.

6. Additional

- A. All other review services and reviews in excess of two (the initial review plus one re-check) shall be paid on a time-and-expense 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 the Consultant on a time-and-expense 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. The plan review fee will be determined by the City and the proposed plan review fee amount shall be submitted to the Consultant for each project 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 Consultant. Each statement will include the permit application number and owner or project name of the plans reviewed with the fee.
- E. The City shall have the right to withhold payment to the Consultant for any work not completed in a satisfactory manner until such time that the Consultant modifies such work to the satisfaction of the City.
- F. **Hourly rates shown are portal to portal** from inspector's residence or the Tacoma office, whichever is less for on-call services.
- G. All mileage included by BHC inspector will be reimbursed at the most current IRS rate, currently .565 cents per mile. Mileage will not be assessed on travel using client supplied vehicle.
- H. Consultant 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.
- I. This Labor Rate Schedule is effective as of February 1, 2022 and shall be effective for the duration of this Agreement.