

Exhibit A – Scope of Work

Plan Review Services

Plan Review: Bureau Veritas North America, Inc. will perform plan reviews to check plans for compliance with the California Building Codes as generally found in Title 24 Parts 2, 2.5, 3, 4, 5, 6, 8 and 12 including structural, fire/life safety, disabled access, and energy conservation requirements – as amended by City.

Comment Lists and Plans Delivery: Plan reviews result in typed lists of comments, which refer to specific details and drawings, and reference applicable code sections. Bureau Veritas North America, Inc. will transport plans comments to City contact person, via FAX, and/or reliable overland carrier. Overnight delivery is available at no extra cost. Depending on the City's preferred process, Bureau Veritas North America, Inc. will provide plan check comments and perform rechecks directly with (1) the City, or (2) the applicant/designer, returning approved documents to the City after the plan review process is completed.

Turn-Around Schedules: Plan reviews will generally be completed/returned to City within approximately ten (10) working days of the date the plans are received by Bureau Veritas North America, Inc.. Other turnaround schedules will be accommodated at request of City. Large, unusually complex plan reviews may require up to a fifteen (15) day turnaround.

Technical Support: When mutually agreed between the City and Bureau Veritas North America, Inc. as vital to project success, Bureau Veritas North America, Inc. staff will attend pre-construction or pre-design meetings, field visits upon request, and provide support for field inspection personnel **on an as-needed basis**.

Inspection Services

Bureau Veritas North America, Inc. will provide building inspector(s) as requested by the City. The scope of inspection services to be provided will be defined below or as defined uniquely for each project or as determined by Bureau Veritas North America, Inc. and the City. Inspector(s) will report directly to the City Building Official or other person designated by the City for all project-related work.

In general, the inspection services to be provided may include, but are not limited to, field observation of all construction activity, preparation of daily reports, review of submittals and other duties as assigned.

Permit Issuance Services

Bureau Veritas North America, Inc. believes strongly in providing the highest possible customer service to each of our clients and to the general public we serve. Bureau Veritas North America, Inc. personnel are skilled and trained in assisting permit applicants in all facets of building department policies and procedures. Our staff will calculate and collect permit and inspection fees and issue permits on City forms. All permits will be issued in compliance with the City's adopted Building Codes in the time frame required by the City. Bureau Veritas North America, Inc. staff will be available to assist permit applications on all appropriate codes and regulations including flood zone requirements, hazardous materials disclosure reporting, contractor's licensing verification, worker's compensation insurance verification, etc. as needed by the City.

Bureau Veritas North America, Inc. staff will become familiar with the City's permit tracking software and any recordkeeping necessary for the permit process.

Staff Support Services

True North Compliance Services, Inc. will provide, when available, contract staffing support as needed to supplement staffing needs, on a temporary basis when vacancies arise. The staffing support can be for, but is not limited to, permit technicians, building inspectors, plans examiners and Chief Building Official.

