

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.



EXHIBIT B – FEE SCHEDULE

SCHEDULE OF FEES

BUILDING SAFETY AND INSPECTION SERVICES, CITY OF BURLINGAME

MAY 28, 2021

Plan Review

Basic Fees: For complete plan review projects performed at Bureau Veritas North America, Inc. offices, fees are as shown below, based on the City-collected plan review fees. Basic fees include first and second plan reviews and simple, quick third reviews.

Full Plan Review Completed in BVNA Offices	70% of City's plan review fee
Miscellaneous and Structural Only Review	50% of City's plan review fee
Full Plan Review for projects valued over \$10,000,000	50% of City's plan review fee

*Plumbing/mechanical/electrical-only and unreinforced masonry

The fee for expedited plan review will be an additional 25%.

Other Fees: In addition to the Basic Fees described above, time-and materials methods using the current Bureau Veritas North America, Inc. hourly rate schedule will be used for determining fees for the following types of services:

1. Fees for plan review revisions to permitted plans will be based on the current Bureau Veritas North America, Inc. hourly rate schedule.
2. Fees for problem plan checks that require more than a quick third check to approve the project, when mutually agreed between the Chief Building Official and Bureau Veritas North America, Inc., will be based on the current Bureau Veritas North America, Inc. hourly rate schedule.
3. For rechecks of projects that were reviewed by others.

Inspection Services

Building Inspection Services will be provided at \$90.00 per hour per inspector, including miscellaneous charges as specified by the current Bureau Veritas North America, Inc. Schedule of Charges (below) or other fixed fee method as mutually agreeable between the City and Bureau Veritas North America, Inc. .

Permit Issuance Services

Permit Issuance Services will be provided at \$65.00 per hour in accordance with the current Fee Schedule.

FEE SCHEDULE

Our pricing reflects our commitment to the success of your City by helping you maintain significant quality and cost saving benefits moving forward. These include:

- Reduced plan review turnaround times
- Implementation of established electronic plan review processes
- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Highly qualified staff compensated commensurate with their duties and responsibilities
- Confidence of working with a well-established consultant in business for 193+ years

Hourly rates for project personnel are outlined below:

Staff Level Classifications	Hourly Billing Rate*
Senior Plans Examiner	\$135.00
Senior Engineer	\$145.00
Plan Review Engineer	\$115.00
Senior Combination Building Inspector	\$95.00
Building Inspector	\$90.00
Permit Technician	\$65.00
Accessibility Plans Examiner (CASp)	\$115.00

*Overtime, weekend or holiday rates will be an additional 30% of the hourly rates shown above

*Rates are valid from July 1, 2021 to June 30, 2026. Bureau Veritas North America, Inc.; Hourly rates are subject to annual adjustment in accordance with CPI and with City of Burlingame approval.

Miscellaneous Charges

Description	Billing Rate*
Personal Vehicle, per mile	\$.55 or current IRS rate

Exhibit C
INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance *Coverage shall be at least as broad as:*

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 04 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be **\$2,000,000**.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability** (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

If the contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the contractor.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officers, officials, employees, and volunteers are to be covered as insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor and on the general liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the **Contractor's insurance coverage shall be primary** insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that **coverage shall not be canceled, except after thirty (30) days' prior written notice** (10 days for non-payment) has been given to the City.

Waiver of Subrogation

Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies (note – should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of ***five (5) years*** after completion of work.

Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.