



MEMORANDUM

TO: CITY COUNCIL

**FROM: BRIAN PEDROTTI, COMMUNITY DEVELOPMENT DIRECTOR
BILL ROBESON, ASSISTANT CITY MANAGER/PUBLIC WORKS
DIRECTOR**

**SUBJECT: SUPPLEMENTAL INFORMATION
AGENDA ITEM 8.1 – SEPTEMBER 14, 2021 CITY COUNCIL MEETING
CONSIDERATION OF APPROVAL OF CONSULTANT SERVICES
AGREEMENT FOR BUILDING DIVISION STAFF, PLAN REVIEW AND
INSPECTION SERVICES**

DATE: SEPTEMBER 14, 2021

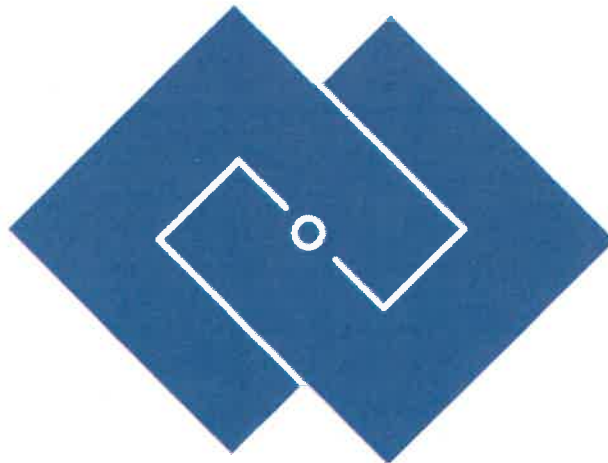
As part of the proposal for the consultant services agreement for Building Division staff, plan review, and inspection services, the fee schedule and billing rates were provided to the City in a separate sealed envelope, but were inadvertently missing from original Attachment 1: Proposed Consultant Services Agreement. This document is now attached for your consideration.

Attachments:

1. Fee Schedule and Billing Rates for BPR Consulting Group

cc: City Manager
City Attorney
City Clerk
City Website (or public review binder)

**FEE SCHEDULE TO PROVIDE
BUILDING DIVISION STAFF AND PLAN REVIEW
SERVICES**



BPR

CONSULTING GROUP

August 5, 2021

FEE SCHEDULE



Plan Review Services

For complete plan review services for projects reviewed in our offices we propose a fee of 68% of the plan review fee charged by the City as per the City’s adopted fee schedule. Plan review services will include an initial review and up to two back-check reviews as needed. We propose that additional reviews beyond the third review be billed utilizing the billing rates included in the Schedule of Hourly Billing Rates included below. BPR will notify the City of Arroyo Grande and request approval to bill for additional review cycles prior to providing additional reviews.

Other Services

For fire plan review services, partial plan reviews such as structural only, Permit Technician, Building Inspection, and Building Official services, and services provided within the City’s office, we propose utilizing the hourly billing rates included in the Schedule of Hourly Billing Rates included below for the specific labor classification utilized. There will be a minimum 4-hour daily charge for all on-call inspection services and other services provided within the City’s office.

In addition to the fees noted above, we propose the following terms and conditions:

- For the review of deferred submittal items such as truss calculations, stairs, etc., submitted after the project has been approved, we propose that these reviews be charged hourly utilizing the Schedule of Hourly Billing Rates included below.
- For the review of revisions to previously approved drawings, we propose that these reviews be charged hourly utilizing the Schedule of Hourly Billing Rates included below.

SCHEDULE OF HOURLY BILLING RATES

The rates displayed in the schedule below reflect BPR’s current hourly billing rates.

CLASSIFICATION	HOURLY BILLING RATE
Certified Building Official	\$135
Licensed Plan Review Engineer (structural, civil, electrical, mechanical)	135
ICC Certified Plans Examiner	95
CASp Plans Examiner or Inspector	110
ICC Certified Inspector	90
Fire Protection Engineer	135
ICC Fire Plans Examiner	110
ICC Fire Inspector	100
Permit Technician	65

- **Shipping:** There is no charge for courier or shipping services for plan reviews conducted off site.
- **Overtime:** Inspection services and other hourly services provided in excess of eight hours per day, nights, and weekends will be charged at 140% of the billing rates indicated above.

- **Expedited Plan Reviews:** Expedited plan reviews can be provided upon request. Fees for expedited plan review services will be 150% of the above noted hourly rates.
- **Mileage:** Mileage utilized while providing inspection services will be charged at the current IRS vehicle mileage rate.

