

January 19, 2024

Ms. Irene Borba, Planning and Building Director

Town of Yountville

6550 Yount Street

Yountville, CA 94599

Email: iborba@yville.com



RE: **Building Department Services**
Amended Scope of Work and Estimated Budget
FY 07/01/2024-06/30/2026

Dear Ms. Borba,

Thank you for the opportunity to present this Amended Scope of Work statement (Exhibit A) and estimated budget for two fiscal years, one beginning 07/01/2024 and extending through 06/30/2026.

Our **Scope-of-Services, Exhibit A** (attached) are unchanged from the last fiscal year.

Our **Fee Schedule, Exhibit B** (attached) reflects updates considering inflation and cost-of-living increases. This fee schedule is valid for the two fiscal years.

Mike Zimmer will continue providing building official and building inspection services to the Town two days per week, with **Landon Collins** serving as a back up to Mike when needed.

We would recommend a budget of **\$270,000 for two fiscal years:**

FY 07/01/2024 – 06/30/2025: \$135,000

FY 07/01/2025 – 06/30/2026: \$135,000

The yearly budgets are determined as follows:

Title	Rate per hour	Hours per year	Total per year	Notes
Building Official	\$140	312	\$ 43,680	6 hrs. per week
Code Enforcement	100	104	10,400	2 hrs. per week
Building Inspector	100	416	41,600	8 hrs. per week
WELO Plan Review	140	30	4,200	15 reviews at 2 hrs. ea.
Plan Review (flat fee plus hourly)			20,000	Estimate, based on 2023 calendar year invoicing
PV Reviews, including SolarApp+ implementation			5,000	Estimate
Subtotal <u>per year</u>			\$ 124,880	
Contingency (~8%)			10,120	
Budget <u>per year</u>			\$ 135,000	

Please note that this budget is based on previous invoicing and the level of activity we've traditionally seen from the Town. In the event a large or complicated project were to be brought into the Town we would likely need to revisit this budget to capture the work needed for such a project.

Please let us know if you have any questions. We truly appreciate the opportunity to be of service to the Town,

Sincerely,

BPR CONSULTING GROUP



Bill Rodgers, SE

Principal

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EXHIBIT A

SCOPE OF SERVICES

BRP's proposed scope of services for the Town of Yountville will consist of providing as-needed building official, plans examination and building inspection services as requested to maintain desired performance measures established by the Town of Yountville. Additional services may include code enforcement, information technology and geographic information services. If requested, additional staff can be added to provide services as needed to address periods of peak workload demands, and to provide specific additional services such as fire plan review or permit technician services as needed.

We will also provide building plan review services in our regional offices for larger and more complicated projects. BPR Consulting Group's staff has a history of successfully providing similar building and safety and consulting services to local jurisdictions for the past fifteen years. Our proposed team is comprised of highly experienced, customer-service oriented professionals who have successfully served our client agencies.

We understand our scope of services is to provide as needed Building Official, Plans Review, Building Inspection Code Enforcement, Information Technology, and Geographic Information System services for the Town of Yountville on an as needed basis including the following key elements:

BUILDING OFFICIAL SERVICES

BPR will provide an experienced and appropriately certified, and qualified, Building Official as requested to manage the proposed services and direct available resources toward successfully completing required tasks and ensuring that Building Department services are fully maintained and administered. Building Official services may include the following:

- Provide quality control review of plan reviews, inspections, and all building department services provided for the community.
- Develop and review code updates for Municipal Code adoption.
- Develop and implement processes and procedures for the Building Department as requested by the Town.
- Ensure resident inquiries and complaints are resolved expeditiously.
- Provide Building Official Administration services including processing and resolution of complex Building Code issues, and dispute resolution.
- Review of discretionary entitlement applications for preliminary compliance with applicable Building and Construction Codes.
- Attendance at Planning Commission and Town Council meetings as required.
- Perform plan review of small and simple projects within the Town's offices.

PLAN REVIEW SERVICES

BPR will review submitted design documents to ensure compliance with applicable building codes and referenced standards. We will utilize our building inspectors for plan review of small less complicated projects within the Town offices. Larger and more complicated projects will be sent to our regional office for plan review. Interwest Consulting Group proposes to furnish complete plan review services, defined as a first and second plan review and a quick third review (for approval purposes), if required. We will review submitted design documents to ensure compliance to applicable provisions of the current edition of the following codes:

- California Building Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- California Building Energy Efficiency and Green Building Standards
- State & Local Hazardous Materials Regulations
- Jurisdiction-Adopted Amendments or Ordinances
- MWEL Plan Review Services (estimate 15 reviews, 2 hours each at \$130 per hour)

COMMUNICATION PLAN REVIEW RESULTS

Plan review comments, when necessary, will be type written and refer to specific details, drawing or supporting document, and reference applicable code sections. BPR will provide a clear, concise, and thorough plan review letter itemized by specific discipline such as life safety, accessibility, structural, plumbing, mechanical, etc., that can be utilized by clients, designers, contractors, and owners to understand the noted deficiency and make necessary corrections to the project documents. At the completion of each plan review cycle, BPR Consulting Group will return a copy of the plan review comment list to the designated applicant and project representative. If requested, we will coordinate plan review re-checks directly with the designated project applicant. Upon completion of the plan review process, we will return completed plan review documents, in either hard copy or electronic format as needed, ready for final approval and permit issuance.

ON-SITE CONSULTANT SERVICES & MEETING ATTENDANCE

BPR Consulting Group has a staff of experienced ICC certified plans examiners as well as licensed Structural, Civil, Electrical, Fire Protection and Mechanical Engineers available to perform on-site plan review. In addition, our staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of the plan review services. Plan review staff is available during normal business hours to answer questions or help resolve issues pertaining to our plan reviews.

MAXIMUM SERVICE DELIVERY TIMEFRAMES

BPR is committed to completing all **plan reviews** within the timeframes shown below for both commercial and residential projects as our standard business practice. We will accommodate any turnaround schedule agreed to with our clients. We can provide expedited plan review services when requested. We are always available and willing to discuss projects with clients to resolve any plan review or inspection issues. We commit to the following turnaround times:

Project Type	Maximum Turn Around Time (Business Days)	
	Initial Submittal	Backcheck Reviews
Residential (Single Family)		
New Construction	10	5
Addition	10	5
Remodel	10	5
Non-Residential		
New Construction	10	5
Addition	10	5
Remodel, Tenant Improvement	10	5
Large, Complex Commercial or Residential Multi-Family Projects	15	10
Expedited Plan Reviews	Turn-around times are to be negotiated on a project-by-project basis	
Building Inspection Requests	The following scheduled workday	
Return of Phone Calls	Within 24 hours	

TECHNICAL CAPABILITIES

The BPR staff members selected for this project possess significant technical capabilities in all of the requested areas of building official, plan review and building inspection competence. All proposed Plans Examiners and Building Inspectors are ICC Certified with extensive experience providing plan review and inspection services. All plans examination activities for major projects will be performed under the direction of a California licensed professional engineer and/or licensed architect. Our staff will conduct accelerated plan review on as as-needed basis as requested by the Town.

ELECTRONIC PLAN REVIEW AND PROCESS

BPR Consulting Group maintains an efficient cloud-based, electronic-document, submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **ShareFile** system to allow permit applicants and client staff the ability to upload construction documents for our plan review services. We are also able to use **Dropbox** to share and collaborate with the Town. BPR Consulting Group has provided electronic plan review services, serving building departments and other public agencies with efficient electronic plan review services. We are prepared to provide electronic plan check services Town of Yountville utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by the Town of Yountville.

We will continue working with the Town in its implementation of OpenGov and transition to electronic plan review.

We further understand the Town may wish to implement use of SolarApp+ (or equivalent) pursuant to SB379 for PV reviews. The provisions for the streamlined permitting are effective Sept 30, 2023 for cities and towns with populations of 50,000 or more; and effective Sept 30, 2024 for cities and towns with populations of 5,000 for more. We will assist the Town in its implementation of this program, if desired by the Town.

BUILDING INSPECTION SERVICES

When requested, an inspector, or inspectors, will be provided per the Town's requirements. BPR Consulting Group tailors inspection services to the particular needs of each client with special attention to providing appropriately certified and experienced inspectors to provide competent and consistent inspection services.

BPR Consulting Group's inspectors are ICC certified building inspectors with the appropriate experience and knowledge to provide the requested services. BPR's staff has performed inspection services on a wide variety of construction projects including custom homes, large residential developments, and commercial, institutional, and essential service buildings. We provide valuable experience gained through successfully working with city, county and state agencies throughout California. This clear understanding of the construction process enables our staff to identify and resolve problems both in the office and in the field.

Inspection personnel assigned will be able to read, understand and interpret construction documents, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing, and to work collaboratively with contractors, building owners, and the Town's staff. Inspectors will possess knowledge of approved and current methods of construction, materials, tools and safety used in building inspection and the most current building standards.

In general, inspection services to be provided may include, but are not limited to:

- Providing inspection services as needed to verify work is performed in accordance with approved plans and applicable codes and ordinances.
- Responding to applicants inquiries and to resolve complaints.
- Provide staff that is available to respond to emergency situations that may require Building and Safety services at times when Town Hall is closed for business.

- Maintain a high level of customer service to the community.
- Inspect for compliance with conditions of approval set by the Town.
- Coordinate inspection services with other Town or County departments.
- Oversee special inspections by qualified special inspectors and conduct investigations as directed by the Town, including field and office research.
- Input daily inspection information in the Town's permit tracking system.

CODE ENFORCEMENT

Code enforcement issues and violations can add up quickly and become very costly if not resolved in a timely manner. Violations can come in many forms including substandard housing conditions, unsafe buildings, zoning/illegal land use, and many other issues. We have specialists who are trained to identifying and correcting code violations to the exact specifications needed to satisfy the Town, County, State or any other governmental body authorized to impose a notice of violation. We have staff experienced in residential commercial, municipal violation repairs.

Typical services include preparing abatement cases for and testifying in public hearings and court proceedings on behalf of the jurisdiction and serving as a resource and providing information on applicable regulations to property owners, residents, business owners, the constituents and other jurisdiction departments and divisions. Our staff can perform a variety of technical duties in support of the Town's code enforcement programs – monitoring and enforcing a variety of codes and ordinances including:

- | | |
|--------------------|-------------------------------|
| ▪ Zoning Codes | ▪ Municipal Codes |
| ▪ Building Codes | ▪ State Health & Safety Codes |
| ▪ Public Nuisances | ▪ Housing |

EXHIBIT B

FEE SCHEDULE

BUILDING PLAN REVIEW

For complete plan review services for residential projects reviewed in our office we propose a fee equal to 80% of the plan review fee charged by the Town of Yountville utilizing the duly adopted Master Fee Schedule. For non-residential projects reviewed in our office we propose a fee equal to 75% of the plan review fee charged by the Town of Yountville utilizing the duly adopted Master Fee Schedule. The above noted plan review fee covers a first, second and quick third review (for approval purposes only). We propose that additional reviews beyond that point shall be billed hourly, in accordance with our hourly rates listed below in the Schedule of Hourly Billing Rates, with advance approval from the Town.

For partial reviews such as geotechnical, structural, electrical, mechanical only, preliminary reviews, or other specialty reviews, we propose to negotiate a mutually agreeable fee based on the specific project at hand.

For plan review services for small and minor projects where the review is performed by our building inspection staff within the Town's office and for all other plan reviews performed within the Town's office we propose that these services be paid on an hourly basis at the hourly rates listed below in the Schedule of Hourly Billing Rates.

There is no charge for courier or shipping services.

EXPEDITED PLAN REVIEW FEES

For expedited or fast-track projects where the review is performed at our office, we propose a fee of 150% of the above noted plan review fees, contingent upon the availability of staff to perform the requested plan review.

INSPECTION SERVICES

Inspection services will be provided at the hourly rates listed below in the Schedule of Hourly Billing Rates. Mileage accrued within the jurisdiction while performing inspection services will be charged at the current IRS mileage rate.

FIRE PLAN REVIEW AND INSPECTION SERVICES

Fire plan review and fire inspection services will be provided as requested on an hourly basis per our Schedule of Hourly Billing Rates or as negotiated on a case-by-case basis.

PERMIT TECHNICIAN SERVICES

Permit technician services will be provided as requested on an hourly basis per our Schedule of Hourly Billing Rates or as negotiated on a case-by-case basis.

SCHEDULE OF HOURLY BILLING RATES

CLASSIFICATION

HOURLY BILLING RATE

Building Official	\$140
Licensed Engineer Building Plans Examiner.....	\$140
ICC Certified Plans Examiner	\$100
ICC Fire Plans Examiner / Inspector	\$100
Certified Access Specialist, CASp	\$110
ICC Certified Building Inspector	\$100
Permit Technician.....	\$70

Mileage: Mileage for building inspection and fire inspection services is to be charged the current IRS mileage rate while inspections are being performed.

Overtime: Inspection services provided in excess of eight hours per day, nights and weekends will be charged at 125% of the noted rate.