

**FOURTH AMENDMENT  
TO PROFESSIONAL SERVICES AGREEMENT NUMBER F002302  
WITH BUREAU VERITAS NORTH AMERICA, INC.**

This Fourth Amendment to Agreement number F002302, dated 05/26/2021 ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Santa Rosa, a municipal corporation ("City"), Bureau Veritas North America, Inc. ("Consultant").

**RECITALS**

- A. City and Consultant entered into the Agreement for Consultant to provide Fire Code plan review services.
- B. City and Consultant now desire to amend the Agreement for the purpose of increasing compensation and extending the time of performance.

**AMENDMENT**

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

- 1. Scope of Services

Exhibit A-3 of the Agreement is supplemented by Exhibit A-4 to this Amendment.

- 2. Section 2. Compensation

Exhibit B-3 of the Agreement is replaced by Exhibit B-4. Section 2(c) is amended to increase the compensation payable to Consultant under the Agreement by \$75,000.00 to read as follows:

"Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all tasks set forth above shall in no event exceed the sum of six hundred thousand forty five dollars and no cents (\$645,000.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 060300-5320."

- 3. Section 12. Time of Performance

The last sentence of Section 12 is amended to read as follows:

"Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than June 30, 2026."

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

**CONSULTANT:**

Name of Firm: Bureau Veritas North America, Inc

TYPE OF BUSINESS ENTITY (*check one*):

☐ Individual/Sole Proprietor  
☐ Partnership

☒ Corporation

☐ Limited Liability Company  
☐ Other (please specify: \_\_\_\_\_)

*Signatures of Authorized Persons:*

By: \_\_\_\_\_

Print Name: Heather Bush

Title: Vice President / Secretary

By: \_\_\_\_\_

Print Name: Craig Baptista

Title: Vice President

**CITY OF SANTA ROSA**  
a Municipal Corporation

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney

City of Santa Rosa Business Tax Cert. No.

9997066752

Attachments:

Exhibit A-4 - Scope of Services

Exhibit B-4 - Compensation

# ATTACHMENT ONE INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES AGREEMENTS

**A. Insurance Policies:** Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

Insurance	Minimum Coverage Limits	Additional Coverage Requirements
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. <b>Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.</b>
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

**B. Endorsements:**

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
  - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
  - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

**C. Verification of Coverage and Certificates of Insurance:** Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

**D. Other Insurance Provisions:**

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

# EXHIBIT A-4 - SCOPE OF SERVICES

## EXHIBIT A -4- SCOPE OF SERVICES

### SCOPE OF SERVICES

- A. On an as-needed basis, perform plan review of planning, development, fire and building permit applications for conformance with state and local fire codes, standards and regulations. Including but not limited to, structural and non-structural fire and life safety provisions, general safety provisions, building and equipment design features, special occupancies and operations, hazardous materials, fire and smoke protection, interior finish, decorative materials and furnishings, fire protection systems, means of egress, and fire safety during construction and demolition as applies to specific submittal's.
- B. Ensure quality control of reviews to insure correctness, consistency and completeness.

### SERVICES UNDERSTANDING

BV understands that the City of Santa Rosa is seeking consultants to provide **as-needed fire plan review services**. We are uniquely qualified to provide these services to the City due to our long standing relationship, intimate knowledge of the City's needs and consistent and successful delivery of services.

BV maintains a robust staff and breadth of resources which allows us to expand or contract our services based on the needs of the City of Santa Rosa.

BV has the ability to provide plan reviews and inspections in the below areas:

- Accessibility (CASP)
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire
- Green Building Standards
- Energy
- Residential
- Civil
- Stormwater
- Flood

### FIRM RESOURCES AND CAPACITY

Bureau Veritas has over 45+ years of building safety experience serving over 100 jurisdictions in Northern California and has provided a wide array of building safety services, from comprehensive building safety administration, to plan review, permitting, and/or inspection to jurisdictions. Projects have involved municipal, commercial, industrial, and residential structures as well as unique facilities, such as renewable projects. We are able to meet the demands of the City by relying on:

- Proven City of Santa Rosa Expertise
- Depth of Resources
- Electronic Plan Review
- Green Building Capabilities

### PROVEN CITY OF SANTA ROSA EXPERTISE

Many of our proposed staff have years of experience working with the City. Working as an extension of your staff has allowed them to gain irreplaceable knowledge of City processes and procedures as well as an in-depth knowledge of the high level of customer service that is expected of them.

### DEPTH OF RESOURCES

Our greatest resource is the capability and expertise of our staff. All of our staff members are experienced building safety experts who are dedicated to the success of our clients and to expanding their own knowledge and experience to better serve these clients. In addition, beyond the individuals listed in the organization chart we have dozens of other building safety experts at our immediate disposal in the event that the City experiences a surge in activity or unique projects that require specialized knowledge.

### PLAN REVIEW COMMENTS LIST (PRCL)

Our experienced Plan Check Engineers have worked extensively on developing our Master Template: an electronic guide book used by our Plan Check Engineers and Examiners to create a job specific Plan Review Comment List ("PRCL"). The Master Template is based on the most universal codes from the current California Building Code (CBC). It consists of several sections, including Commercial, Residential, Structural and Jurisdictional. Each section is further divided into sub-sections, such as Mechanical, Electrical, Plumbing, Energy and Accessibility.

# EXHIBIT A-4 - SCOPE OF SERVICES

The Master Template guides the Plan Check Engineers and Plans Examiners through a comprehensive review, and when they find any area that is not code compliant, they add the appropriate comment to a project-specific PRCL. The plans are then analyzed for code requirements that are not on the template, adding comments to create a project-specific PRCL. Since each project has unique structural components, the Plans Examiner will customize the structural section of the review to the specific project. When the plan review is completed, the PRCL can be electronically transmitted to the City's staff as a MS Word document or a .PDF file.

With a thorough review conducted initially, subsequent reviews will focus on the items on the comment list and the responses from the applicant. After each item is adequately addressed, the plans will be approved. Most plans are approved after an initial review, followed by one to two re-checks. Larger and/or more complex projects, or projects with insufficient responses, may require more re-checks.

BV will work to ensure submittals are properly coordinated and tracked by following an established internal plan check coordination process in which each plan received for review is entered into the firm's Deltek database, processed, and returned on time to the client. BV's plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal. To accomplish the firm:

- Screen and log each application to assure they are routed to all plan reviewers in a timely manner.
- Submittals are reviewed for compliance with all relevant state and City requirements. The log serves as a tracking device to assure turnaround times and completeness of the review.
- Plan reviews will be done in accordance with local, state, and federal regulations with which local jurisdictions.
- Screen and log each application to assure they are routed to all plan reviewers in a timely manner.
- Submittals are reviewed for compliance with all relevant state and City requirements. The log serves as a tracking device to assure turnaround times and completeness of the review.
- Plan reviews will be done in accordance with local, state, and federal regulations with which local jurisdictions are mandated to enforce as well as all codes and ordinances in effect by adoption at the time of plan review. Preliminary consultations will be provided to the applicant upon request, to assist and guide them in the design and plans preparation process.
- Information shown on each permit application is verified. Construction valuation is based on information provided by

the City and compared to estimates provided by the applicant.

- Provide a thorough architectural and structural review of design drawings and details for compliance with the California Building Code architectural provisions, including provisions for safety glazing, building security, and noise insulation performance standards.
- Plan review management.
- BV assures corrections are handled as quickly and as clearly as possible. The firm's goal is to help the applicant through the plan review process. All corrections are identified based on compliance with specified codes and regulations.

Generally, corrections are identified in two ways. Notes are made on plans during electronic review or on hard copy plans, if appropriate, and a correction sheet is generated detailing what items need to be addressed before plans can be approved. The City shall approve the development of any customized correction sheets. Correction sheets for specific projects shall be forwarded to the City along with a cover memo containing at least the following:

- The date(s) plans were received and reviewed by BV
- The date(s) the applicant was notified of completed plan reviews
- The name and telephone number of the applicant

During the plan review process, BV is prepared to meet with the applicant or architect/engineer, City employees, or consultants at any time. Telephone discussions or meetings at project sites are welcomed to assure any plan review issues are handled efficiently. BV's goal is to issue approved plans as quickly as possible but in full compliance with laws, codes, ordinances, and regulations. Upon completion of the plan review, the following information package is prepared and logged as a minimum:

- Completed plan review documents including sign-offs
- Transmittal letter documenting any conditions associated with issuance of a permit, if any
- Marked up plan review documents
- Two sets of approved building plans
- Backup documents and reports
- Documents shall be provided in the City's desired format

## EXHIBIT A-4 - SCOPE OF SERVICES

### Maximum Delivery Timeframes

At the City's request, BV can provide plan review activities on a fast-track basis. Turnaround times for each submittal will relate to the size and nature of the project and its impact on the construction schedule. To reduce turnaround times for plan review, the firm can use electronic submittals, phased submittals, conference calling, and videoconferencing.

BV has established long-term partnerships with numerous agencies. The firm understands accuracy, efficiency, and integrity in all aspects of professional services are required. BV's team will maintain efficient turnaround times on all reviews as a key measurement of its performance for plan review services. The following schedule is representative of the review times associated with the type of construction the City can anticipate. Our turnaround times are negotiable.\*

TYPE OF PROJECT	TURNAROUND TIME FIRST CHECK (WORKING DAYS)	TURNAROUND TIME RECHECK** (WORK- ING DAYS)
<b>RESIDENTIAL</b>		
New Construction	7	5
Addition	5	3
Remodel	5	3
<b>COMMERCIAL/INDUSTRIAL</b>		
New Construction	10	7
Addition	7	5
Remodel/Tenant Improvement	7	5

\*Turnaround times for large or complex project are negotiable.

\*\*In addition to the turnaround times shown above, Bureau Veritas offers a variety of services available by appointment at our office. Services include, but are not limited to, residential rechecks and minor commercial and office tenant improvements/remodels. This additional capability is available when desired by the City.

# EXHIBIT B-4 - COMPENSATION

## SCHEDULE OF FEES

### FIRE PLAN REVIEW SERVICES CITY OF SANTA ROSA

MARCH 20, 2025

**Bureau Veritas' pricing reflects our commitment to the success of your project by helping you maintain significant quality and cost saving benefits moving forward.**

**These include:**

- Reduced plan review and inspection turnaround times
- Implementation of established electronic plan review processes
- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Confidence of working with a well-established consultant in business for 197+ years

Position Title	Hourly Rate
Fire Protection Engineer	\$165.00
Senior Fire Plans Examiner (ICC Fire Plans Certification and 5+ years experience)	\$145.00
Fire Plans Examiner / Fire Inspector (Less than 5 years experience)	\$130.00
Administrative Support	\$80.00

- Fast track / Expedited plan reviews shall be an additional 1.5 times the fees shown above.
- Overtime (OT) will be charged at 1.25 times the standard hourly rate; hours worked on a designated holiday will be charged at the appropriate OT rate. No overtime will be charged without approval.
- Rates and cost estimates shown above exclude per diem, prevailing wage and union rates. Should these be applicable, BV will discuss and negotiate fees to account for increased personnel costs.
- Hourly rates subject to annual adjustment in accordance with CPI from Engineering News Record (ENR) with the City's prior approval.
- Mileage for employee-owned vehicles used in connection with the work will be at the current IRS rate.
- Services to be invoiced monthly; plan review fee to be invoiced after initial review.