

# EXHIBIT A

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## SCOPE OF SERVICES FOR

On-Call Development Plan Review and Support Services for the City of Hermosa Beach

### 1. General On-Call Staff Augmentation

- Provide professional, on-call staff augmentation services including Permit/Counter Support, Inspection Services, Plan Check and Development Plan Review Services, Building Official Services, and other Community Development staff augmentation services.
- Ensure consultant staff possess appropriate experience, education, and certifications to perform at a high level in accordance with City customer service standards.
- Deploy staff on short notice and provide training programs for department staff, if required.
- Provide all staff with the materials, resources, tools, and training required to perform the job effectively.
- Consultant team will function as an extension of City staff, seamlessly integrating with personnel, practices, and regulations.
- Placement, assignment details, and deployment arrangements will be mutually agreed upon by the City and Consultant prior to placement, documented by Letter Proposal.

### 2. Plan Review Services

- Conduct plan reviews for structural, fire/life safety, architectural, mechanical, electrical, plumbing, accessibility (CASp), green building, energy conservation, grading/drainage disciplines, etc.
- Ensure compliance with California Building Standards Code (Title 24), Hermosa Beach Municipal Code, and applicable laws.
- Provide clear, code-referenced correction lists within agreed turnaround times.
- Review deferred submittals, revisions, and Alternate Materials and Methods Requests (AMMR).
- Support expedited plan review requests and provide same-day or 24-hour response as needed.

### **3. Inspection Services**

- Perform building inspections for residential, commercial, mixed-use, industrial, and public facilities.
- Cover inspections for structural, architectural, accessibility, energy, fire/life safety, grading/drainage, and green building requirements.
- Provide inspection documentation, daily logs, and compliance reports.

### **4. Permit Center / Counter Support**

- Provide permit technician support for intake, routing, and customer service.
- Augment City staff with qualified personnel for over-the-counter plan check reviews.
- Assist with electronic plan check intake, submittals, and tracking.

### **5. Specialized Services**

- Accessibility (CASP) reviews and site surveys.
- Fire protection system plan checks (sprinklers, alarms, fire apparatus access).
- Civil engineering support for grading, hydrology, stormwater (MS4, SUSMP, NPDES), and public works improvements.
- Environmental and energy compliance reviews (Title 24, CALGreen, MWEL, LEED).

### **6. Staff Augmentation & Support**

- Provide temporary or ongoing staffing support for plan review, inspections, permit counter operations, planning, administration, and code enforcement.
- Assign a single point of contact (Project Manager) for coordination with the City.
- Offer training, technical guidance, and code updates for City staff as requested.

### **7. Administration & Customer Service**

- Maintain an open line of communication with City staff, applicants, and design professionals.
- Respond to inquiries within 24 hours.
- Ensure timely turnaround consistent with City requirements and project demands.

- Submit monthly invoices with detailed breakdowns by task, classification, and hours worked.