

AMENDMENT NUMBER ONE
TO PROFESSIONAL SERVICES AGREEMENT
WITH
JEANELLE HEASTON DBA PERMIT MANAGEMENT SOLUTIONS

This Amendment Number One ("Amendment") is made and entered into this 17th day of April, 2018 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and JEANELLE HEASTON, an individual DBA PERMIT MANAGEMENT SOLUTIONS ("Consultant").

WHEREAS, City and Consultant entered into an agreement on September 5, 2017 for Consultant to provide plan check and permit processing services on an as-needed basis (the "Agreement"); and

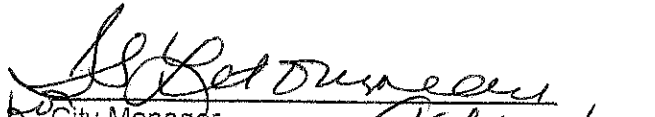
WHEREAS, City and Consultant desire to amend the Scope of Services relating to plan check services provided to the Fire Department as set forth in Exhibit "A," attached hereto and incorporated herein by this reference.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Scope of Services relating to plan check services provided to the Fire Department shall be amended as set forth in Exhibit A.
2. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
3. All other terms, conditions, and provisions of the Agreement not in conflict with this Amendment shall remain in full force and effect.

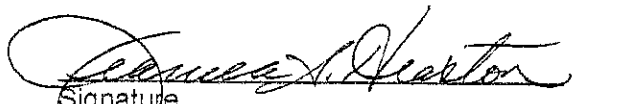
IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by and through their respective authorized officers, as of the date first written above.

CITY OF COSTA MESA


City Manager *Acting*
CM

Date: 5/10/18

CONSULTANT


Signature
Jeanelle S. Heaston, owner
Name and Title

Date: 4-26-18

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CITY OF COSTA MESA

City Manager

Date: _____

CONSULTANT


Signature

Date: 5-23-18

Jeanelle S. Heaston owner
Name and Title

ATTEST:

Brenda Green 5-24-18
City Clerk



APPROVED AS TO FORM:

[Signature]
City Attorney

Date: 5/10/18

APPROVED AS TO INSURANCE:

[Signature]
Risk Management

Date: 5/8/18

APPROVED AS TO CONTENT:

[Signature]
Project Manager

Date: 5.7.18

DEPARTMENTAL APPROVAL

[Signature]
Economic and Development Services
Director

Date: 5/9/18

[Signature]
Fire Chief

Date: 5/8/18

APPROVED AS TO PURCHASING:

Christine Tjar for
Interim Finance Director Colleen O'Donoghue

Date: 5/8/18

EXHIBIT A
AMENDED SCOPE OF SERVICES
FOR
PLAN CHECK SERVICES FOR THE FIRE DEPARTMENT

Plan Check Services for the Fire Department

Plans may be assigned to consultants for review in one of two categories:

- **Fire Protection System Plan Review:**

Standard review shall be completed in a maximum of ten calendar days from the date the City assigns the plan for review. For all standard plan reviews, the City charges the customer 40% of the Building Permit Fee. The Building Permit Fee is based on the Fire Prevention Fee Schedule.

- **Fire and Life Safety Plan Review:**

Standard review shall be completed in a maximum of ten calendar days from the date the City assigns the plan for review.

Expedited Plan Check

This process shall be employed when an applicant wishes to expedite the review of plans. The City shall accept the plans from the customer and the customer shall pay a surcharge as specified in the City's fee resolution for expedited service. The city shall assign plans to a consultant, which shall receive its specified percentage of the surcharged fee imposed by the City. The consultant shall complete its initial review in half the time specified by the City's standard for review. Time for rechecks shall not be reduced.

General Criteria

The following general criteria apply to all plan check services provided to the Fire Department:

1. Assign regular office hours to plan review positions to perform in-house plan check services if so requested by the City.
2. Review construction plans and calculations thoroughly for compliance with the latest or applicable editions of California Fire Code, California Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, Costa Mesa Amendments to these codes, and other applicable governmental codes and regulations.
3. Write clear and concise plan check corrections, and work with property owners, designers, architects, engineers and contractors to ensure the plan check corrections are addressed and reflected on construction documents.
4. E-mail plan check corrections to the designated Fire Department staff and provide pertinent building information required on permit to the City when plans are approved. Such information shall be provided on the transmittal form and shall include, but not limited to, work description, type of construction, occupancy, floor area, number of stories, and sprinkler requirements.

5. Review deferred submittal items and any revisions before or during construction. Notify designated Fire Department staff via e-mail on the number of hours spent reviewing the deferred submittals/revisions.
6. Return plans to the City for the first check and resubmittals no later than City standards.
7. When requested by the City, meet with developers and design professionals to address their questions on large and/or unique projects prior to plan check submittal.
8. Consolidate comments from various City departments; resolve internal inconsistencies; and present recommendations and revisions to the applicant.
9. Maintain communications with applicants and staff from the Fire Department and other City departments. Respond to inquiries about projects from applicants.
10. Conduct site inspections to determine if the project has been completed in accordance with the final plans and specifications.
11. Manage the project schedule in accordance with City's adopted timeframes.
12. Utilize City electronic and paper files to research previous and/or related permits.
13. Be available during an emergency or natural disaster to assist the City with inspection services.
14. Provide other duties as approved by the Fire Chief.
15. All documentation shall become the property of the City of Costa Mesa. All textual materials must be consistent with the word processing program in use by the City at the time the electronic version is submitted; currently the City utilizes Microsoft® Windows, Microsoft® Office 2000 format (Microsoft standard fonts must be used for documents). All graphics produced must be editable in Adobe® Photoshop® version 6 or higher and saved in a multi-layer graphics file format (a format that preserves multiple layers of clipart, images, and/or text in a single file). All map-based exhibits shall be provided in ESRI ArcGIS version 9.0 or higher format. All GIS data shall be provided in ArcGIS geodatabase or shapefile format.

The City reserves the right to handle certain types of cases in the following manner, at the City's sole discretion:

- **Large Public Projects:** The City reserves the right to ask consultants to bid to check documents for large public improvements such as libraries and fire stations. In such cases, the City will solicit bids from its approved consultants and award the plan review to the lowest bidder.