

EXHIBIT A

SCOPE OF WORK

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APPROACH TO WORK

CSG's proposed team has been selected to best support the specific needs of the City of San Leandro and will deliver exceptional service through its application of technical expertise, knowledge of municipal processes and procedures, efficient and effective customer care, and application of code compliance combined with innovative and helpful alternatives. Our extensive experience in furnishing comprehensive building and fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects. From providing leading-edge digital plan review and online plan check status reporting to delivering faster-than-scheduled turnaround times and code interpretations, CSG will deliver the highest quality services to the City. CSG's approach to work includes the following methodologies and key benefits:

- ***A wealth of fully committed and qualified personnel.*** We maintain staff that is fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's leading edge, many serve as instructors and lecturers and sit on boards and committees for organizations developing and implementing important code regulations. We also keep current with the latest in procedures and use of products by attending regional, state and national training opportunities and industry provided product/materials training.
- ***Customized, responsive services.*** We are skilled at assessing time commitments, developing accurate work plans and applying dedicated, professional personnel with the skills and experience best-suited for the project. We can quickly fine-tune staffing levels to match or adjust to changes in plan review, inspection, and front counter activity and ensure responsiveness to customers. With our digital plan review capabilities, we are able to utilize plan review resources from any of our regional offices. In addition, we excel at coordinating with all agency departments as well as outside agencies.
- ***Rapid turnarounds and expedited services.*** With extensive experience in both code application and the digital plan review process, our staff excels at performing expeditious turnarounds while delivering thorough and accurate reviews. We easily match and more often beat any required review turnaround deadlines.
- ***Leading-edge, cost-saving technology and methods.*** CSG delivers a suite of digital options— speedy digital plan reviews and electronic versions of plan comments; an easy-to-use online application for plan submittal, tracking and approval of digital plans; and available full scanning and archiving services. In addition, through knowledge gained from service to over 200 public agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services.
- ***Environmentally friendly practices.*** Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint and promotes environmental stewardship through environmentally preferable purchasing and other actions including use of a digital plan review system that bypasses paper consumption, and use of duplexing and recycled, post-consumer content paper when printing is necessary.

ON-CALL / AS-NEEDED TECHNICAL ASSISTANCE

CSG's team members are available, as-needed, to provide technical assistance, such as FEMA Floodplain Management consultation, to the City's Chief Building Official and other Community Development staff.

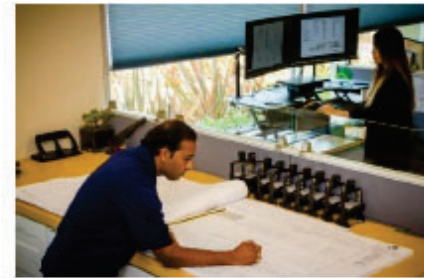
BUILDING PLAN REVIEW SERVICES

Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We pledge thorough and accurate reviews and prompt turnaround times, and offer proven digital plan review services and comprehensive online status reports. CSG serves as an active partner, working as a seamless extension of our public agency clients in performing the requested services and working closely with the development community and public as directed.

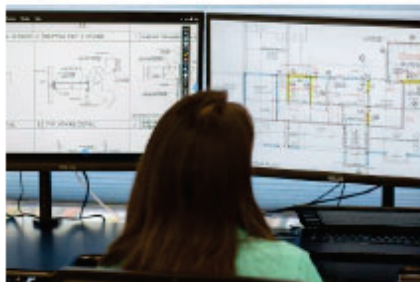
Compliance Standards

Our engineers and plan reviewers carefully review all plans and documents for compliance with building codes, fire codes, energy conservation standards, and accessibility regulations adopted by the State of California, and all local policies and ordinances including but not limited to:

- ▶ *California Building Code, Volumes 1 and 2*
- ▶ *California Residential Code*
- ▶ *California Electrical Code*
- ▶ *California Plumbing Code*
- ▶ *California Mechanical Code*
- ▶ *California Fire Code*
- ▶ *California Energy Code*
- ▶ *California Green Building Standards Code (CALGreen)*
- ▶ *California Existing Building Code*
- ▶ *California Health and Safety Code*
- ▶ *National Fire Protection Association (NFPA) Standards as adopted and referenced by the State of California (California Code of Regulations, Title-19)*
- ▶ *State Historical Building Code*
- ▶ *NPDES/WQMP/SWPPP Compliance*
- ▶ *Local adopted ordinances and amendments relative to building, fire and municipal codes, including project Conditions of Approval from other agency departments, divisions, and regulating agencies*



Digital Plan Review



CSG has been providing digital plan review services for over 20 years, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG for building and fire plan review are immediately scanned into digital files and stored on CSG's servers for quick and easy access by both our clients and our plan reviewers.

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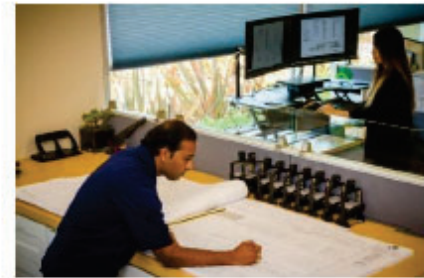
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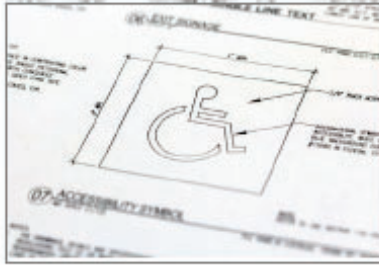
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CASp Review Services



We understand California Building Departments are required to have CASp certified staff in place and available for technical questions and interpretations. Our CASp certified team members are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with current regulations, CSG can provide CASp certified professionals to review plans for accessibility and to facilitate compliance with regulations when requested.

OSHPD 3 Reviews

Our professional engineers and certified plans examiners are well-versed in performing reviews of OSHPD 3 facilities and have successfully completed OSHPD 3 plan reviews for multiple client agencies.

PLAN CHECK TURNAROUND TIMES

CSG strives to provide the highest quality and most timely service in the industry. We take pride in maintaining the requested plan review times for all our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to move work quickly and successfully through jurisdictional processes. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner.

The following are CSG's proposed plan check turnaround times:

TYPE OF REVIEW	INITIAL REVIEW (BUSINESS DAYS) ²	RE-CHECK (BUSINESS DAYS) ²
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction & Large/Complex Projects ¹	10	5
Commercial Additions	10	5
Small Commercial Remodels/Tenant Improvements	10	5
Expedited	5	5

¹Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround time, CSG will notify the City's representative and negotiate additional time required to ensure an appropriate level of review.

² The number of working days associated with the plan check turnaround time is based on time of project submittal. The first working day will be the day the project is received by CSG if submitted by 3:00 PM. For a project that is received by CSG after 3:00 PM, the first working day will be the next business day.

Expedited Plan Check Services

At the City's request, we can perform plan check services on an accelerated schedule based on the fees indicated in our fee schedule.

BUILDING INSPECTION SERVICES



CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects. Our inspection personnel have an outstanding mixture of technical expertise and experience in all construction types. We provide experienced, ICC certified inspectors who work with a team

CSG offers virtual inspections utilizing Google Duo, FaceTime, Skype, MS Teams or other City-preferred platform.

approach to ensure compliance with applicable codes and requirements and provide solutions to mitigate potential risks and safety hazards. Using well-honed customer service and communication skills our inspectors excel at educating stakeholders to keep projects moving forward. Our inspectors also utilize current technologies and equipment to view plans and documents, research related code requirements, document field conditions and progress, and share that information with stakeholders while in the field. Key services include but are not limited to the following:

- ▶ *Providing inspection services to ensure project compliance with State adopted codes and local amendments including building, electrical, mechanical and plumbing codes*
- ▶ *Offering code interpretation and education*
- ▶ *Seamlessly integrating into client organizations and consistently enforcing policies and procedures*
- ▶ *Addressing and resolving inquiries*
- ▶ *Maintaining records and files*
- ▶ *Providing all vehicles, fuel, maintenance and other equipment necessary for inspectors to carry out duties.*

CSG provides all vehicles, fuel, maintenance, and other equipment necessary for inspectors to carry out duties, with no additional charges.

CASp Inspection Services

To facilitate the City's compliance with current rules and regulations, CSG will provide a CASp certified professional for technical questions and interpretations and to perform accessibility compliance inspections upon request.

AVAILABILITY AND CUSTOMER SERVICES

We clearly understand the importance of our role in the success of the City and commit to providing project stakeholders and City staff with the highest level of service while functioning as a seamless extension of the City. We believe effective communication, responsiveness and an intense focus on customer service are essential to developing and continuing a successful working relationship between City staff, project stakeholders and CSG's team members.

Office Hours and Meeting Availability Plan Review

CSG plan checkers are available for inquiries anytime during normal business hours via phone or email, Monday through Friday. Our plan checkers can typically respond to the City for all questions or requests generated during any plan review on the same day, but no later than the following day a request is received. To assist the City, we can also meet in-person with City staff and project stakeholders or can utilize video conferencing with all parties involved. Additionally, we recognize the value of pre-design consultation with prospective applicants and are available to provide this service at no additional cost. Our designated Project Manager and/or technical staff will be available in-person for consultation and meetings with a reasonable lead time.

Inspection

CSG inspectors can be ready to provide services upon request to CSG's designated project manager. We are flexible and can alter our hours to meet the City's needs. Evening and weekend inspections for special construction needs can be accommodated with sufficient notice. CSG staff can typically respond to the City for all questions or requests generated during field inspections on the same day, but no later than the following day a request is received.

CERTIFIED FLOODPLAIN MANAGER (CFM)

CSG's Babak Kaderi is a Certified Floodplain Manager with extensive experience promoting the wise use of floodplains in order to minimize flood risks, reducing losses related to floods, protecting health and safety, and improving the overall quality of life for communities in these regions.

Prior to joining CSG, Mr. Kaderi spent 25 years with the City of Milpitas, serving as the Floodplain Manager and performing plan checks of developments as needed. Mr. Kaderi also reviewed and approved pre-construction Storm Water Pollution Prevention Plan (SWPPP) and post-construction Storm Water Control Plans (C.3), as well as issued water service agreements, sewer and water treatment plan agreements, and calculated development fees (water, sewer, storm, traffic impact). He was responsible for reviewing engineer's estimates, water/sewer/storm/recycled water studies and reports, FEMA elevation certificates and LOMA/CLOMA applications, and flood studies.

EXHIBIT B COMPENSATION SCHEDULE

Compensation Schedule for FY 25-26 & FY 26-27

CSG's fee schedule for proposed work is provided below. Per the City, the not-to-exceed amount per year is \$200,000.

SERVICE / REVIEW TYPE	(FY 25-26)	(FY 26-27)
BUILDING PLAN REVIEW SERVICES - ALL INCLUSIVE FEE / HOURLY RATE		
Residential and Non-Residential Building Plan Review	65% of City's Building Plan Check Fees	65% of City's Building Plan Check Fees
Structural Only Plan Review	50% of City's Building Plan Check Fees	50% of City's Building Plan Check Fees
Expedited Plan Review by Percentage	95% of City's Building Plan Check Fees	95% of City's Building Plan Check Fees
Building Plan Review	\$155	\$159
Structural-Only Plan Review	\$181	\$186
CASp Consultation	\$170	\$175
Certified Floodplain Manager	\$267	\$274
Certified Floodplain Manager - Assistant	\$207	\$213
Expedited Plan Review (Hourly)	1.5 x Hourly Rate	1.5 x Hourly Rate
INSPECTION SERVICES – HOURLY RATE		
Certified Building Inspector	\$139	\$142
CASp Inspection	\$170	\$175

TERMS & CONDITIONS:

- ▶ Plan reviews based on a percentage of the agency's plan check fees include the initial plan review and two subsequent reviews. Additional reviews, deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate.
- ▶ RFIs for large developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the agency.
- ▶ Depending on project size and scope, CSG's percentage-based expedited plan review rate may be adjusted if mutually agreed upon between the agency and CSG.
- ▶ All hourly rates include overhead costs including but not limited to salaries, benefits, workers' compensation insurance, local travel, and miscellaneous office expenses.
- ▶ Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the agency prior to proceeding.
- ▶ Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.
- ▶ Hourly rates for publicly funded projects will be based on current prevailing wage rates.
- ▶ CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.
- ▶ This fee proposal is valid for a period of 90 days from date of submittal.
- ▶ If plans are not submitted electronically, CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service.
- ▶ For hourly projects only, performance of plan review services utilizing the agency's adopted plan review software (e.g., ProjectDox or Bluebeam Studios) to, for example, markup plans with corrections and redlines and/or coordinate with other internal agencies, may involve additional time being added to the plan review time at the associated plan review rate.