

**OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM**

CONDITIONS AND SCOPE OF SERVICES

SECTION I. PLAN REVIEW

1. BASIC SCOPE OF SERVICES:

Upon receipt of a Plan Review Authorization (SBP-017) as initiated by the Principal Representative for a specific project, the Code Review Consultant (Consultant) shall review the document for accuracy, attach his/her proposal, sign and return the required number of originals to the Principal Representative. Therein the Code Review Consultant shall commence to review the accompanying project drawings, specifications and analysis as prepared by a licensed architect/engineer to ensure conformity of physical planning with approved state building codes.

- A. The Code Review Consultant will review the above-mentioned project documents during each phase of the project and prepare a written list of comments addressing issues noted in the review to the Principal Representative. The procedures to be followed during the plan review are listed in Code Compliance Plan Review Procedures, Exhibit B of Building Code Compliance: Coordination of Approved Building Codes, Plan Reviews and Building Inspections.
- B. The plan review will be conducted on the basis of the International Building Code (IBC) structured analysis and will conform to the checklists as detailed in Code Compliance Plan Review Procedures. Checklists are provided to determine the minimum information required at each drawing phase from the architect/engineer.
- C. The approved state building codes are listed in Exhibit A of Building Code Compliance: Coordination of Approved Building Codes, Plan Reviews and Building Inspections.
- D. Once all code issues have been satisfactorily addressed, the Code Review Consultant will issue a Compliance Notice to the Principal Representative indicating that the documents appear to comply with code requirements and are appropriate for bidding.
 - (1) Construction Document plan review includes one (1) subsequent review of architect/engineer (A/E) responses received within thirty calendar days of issuance of Code Review Consultant review comments. If subsequent Code Review Consultant reviews are necessary or if A/E responses are not received within thirty (30) days, additional services compensation as describe herein will be warranted before a Compliance Notice may be issued.
- E. In addition to the issuance of the Compliance Notice, the Code Review Consultant will prepare and issue Inspection Recommendations that mirrors the Building Inspection Record (SBP-BIR), checking off the appropriate boxes reflecting the minimum required inspections.

2. SEPARATION OF INTERESTS:

The Code Review Consultant shall conduct project reviews for code compliance with independent objectivity. This tenet shall be based, in fact, through maintenance of complete separation by the Code Review Consultant from direct participation on the architect/engineer's design team. This precludes acceptance of professional fees, or assignment to any portion of the development team for projects subject to review by the

EXHIBIT A (of Base Consultants Agreement)

Code Review Consultant. This does not intend to limit or prohibit responses, opinions, advice, or any other form of information offered in performance of review functions assigned by this Agreement.

3. PLAN REVIEW FEE TABLE:

CONSTRUCTION VALUE		FEE AMOUNT				
From Base Value	Up to & Including Base Value	Base Fee	For First	Fee Amount	Min (Base Fee)	Proposed Max Fee at this Threshold
\$0	100,000	\$800	\$0	\$ 4.00	\$800	\$1,200
100,001	1,000,000	1,200	100,000	4.00	1,200	4,800
1,000,001	5,000,000	4,800	1,000,000	2.55	4,800	15,000
5,000,001	10,000,000	15,000	5,000,000	2.00	15,000	25,000
10,000,001	15,000,000	25,000	10,000,000	1.90	25,000	34,500
15,000,001	20,000,000	34,500	15,000,000	1.70	34,500	43,000
20,000,001	25,000,000	43,000	20,000,000	1.65	43,000	51,250
25,000,001	30,000,000	51,250	25,000,000	1.60	51,250	59,250
30,000,000	50,000,000	59,250	30,000,000	1.50	59,250	89,250
50,000,000	or greater	89,250	50,000,000	1.40	89,250	No Max

Compensation shall be divided among the phases of development of the project according to the following:

- (1) Schematic Design Phase (45%)
- (2) Design Development Phase (20%)
- (3) Construction Documents Phase (35%)

For projects with a total construction valuation of less than \$100,001: a single detailed review shall be performed at the conclusion of the Contract Documents Phase.

For projects with a total construction valuation between \$100,001 and \$500,000: two detailed reviews will be required; one during either the Schematic Design Phase or the Design Development Phase or the Design/Design Development Combined Phase and one at the conclusion of the Contract Documents Phase. If the Principal Representative desires to engage the Code Review Consultant for a third detailed review, the fee from the Plan Review Fee Table shall be increased by thirty percent (30%), but shall not exceed the base amount for projects with a total valuation between \$500,001 and \$1,000,000.

For Projects over \$1,000,000: If the Principal Representative desires to engage the Code Review Consultant for an additional detailed review for any portion of work, the fee from the Plan Review Table shall be increased by forty percent (40%).

4. PROJECT VALUATION:

The project construction valuation shall be the basis for compensation in determining the plan review fee for basic services. The value of the project shall be taken from the amount listed for the total of items C.1. through C.4. on the state of Colorado Construction Project Application (SC4.1) prepared by the Principal Representative. Should a Construction Project Application not be available for the project, the Principal Representative shall provide an estimate of construction cost based on infrastructure within five-feet of the building, site improvements and structure/systems/components as described in the Instructions for Construction Project Application (SC4.1) Once the project valuation has been established, the Plan Review Fee Table in Section I.3.A. of this Exhibit A shall be utilized to determine the fee for basic services.

SECTION II. BUILDING INSPECTION

Building inspection fee: Upon request of a Building Inspection Authorization (SBP-018) as initiated by the Principal Representative for a specific project, the Code Review Consultant (Consultant) shall determine the hours required based on the scope and complexity of the project and the requested inspections per review of the prior compliance documentation and Building Inspection Record (SBP-BIR). Fees will be determined based on the Code Review Consultant's hourly rates and mileage reimbursement per Exhibit D of the Base Consultant Agreement.

SECTION III. COMPENSATION

- A. Periodically, the Code Review Consultant shall submit to the Principal Representative an itemized invoice, which shall specify the work performed for payment. Invoices shall show the charge for each phase of review in the performance of basic services.
- B. Compensation of the basic scope of services shall not exceed the amount noted on the Plan Review Authorization (SBP-017), the Building Inspection Authorization (SBP-018) or such additional amount as specifically approved in writing by the Principal Representative for work over and above the basic scope of services as defined herein.
- C. Additional services requested, or assigned, by the Principal Representative, may be conducted with the Principal Representative's written approval. Compensation for these services will also be assessed according to the hourly rates established in Exhibit D. These services may include, but shall not be limited to the following activities:
 - (1) Attend meetings with the architect/engineer, which are not related to the basic scope of services and provide preliminary consultation as required by the architect/engineer or the Principal Representative.
 - (2) Provide written or verbal responses to inquiries from the architect/engineer regarding code applications or interpretations.
 - (3) Research on specific materials or product tests prior to specification by the architect/engineer.
 - (4) Review of Addenda, Change Orders, Alternatives, Substitutions and Deferred Submittals.
 - (5) Follow-up review of revised drawings or meetings with the architect/engineer to resolve code conflicts or deficiencies that have emerged from reviews.
 - (6) Review of requests to alter certain provisions of the code such as amendments, alternate methods, modifications, appeals and variances. Refer to Building Code Compliance: Coordination of Approved Building Codes, Plan Reviews and Building Inspections, Section I.B.

EXHIBIT A (of Base Consultants Agreement)

- (7) Coordination with jurisdictional authorities or parties other than the State designated by the Principal Representative to require participation in the development of the project.
- (8) Provide the State or the architect/engineer technical and detailed responses to code questions when requested, or when complex issues develop which may require identification of more than one alternative for consideration by the Principal Representative.
- (9) Examination and code analysis of existing buildings to determine code deficiencies or identification of areas that have become outdated or life-safety or fire hazards under the present code.

End of Conditions and Scope of Services