

**EXHIBIT A**  
**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 agent (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 agent 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 agent 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 described in detail 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 agent will issue a Compliance Notice to the Principal Representative and send a copy to State Buildings Programs indicating that the documents appear to be in compliance with code requirements and are appropriate for bidding.
- E. In addition to the issuance of the Compliance Notice the code review agent will prepare and issue a copy of the Building Inspection Record (SBP-BIR) by checking off the appropriate boxes the minimum required inspections needed.

**2. SEPARATION OF INTERESTS:**

The code review agent 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 agent 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 code review agent. 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. COMPENSATION:**

- A. Compensation, on account of the basic scope of services, to the code review agent shall not exceed the amount derived from the following Plan Review Fee Table and 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.



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, and Substitutions.
- (5) Follow-up review of revised drawings or meetings with the architect/engineer to resolve code conflicts or deficiencies which 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.
- (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 which have become out-dated or life-safety or fire hazards under the present code.

#### 4. PROJECT VALUATION:

The project 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. 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.