



## CITY OF GARDEN GROVE OFFICE OF THE CITY CLERK

*Safeguard all official records of the City.  
Conduct municipal elections and oversee legislative administration.  
Provide reliable, accurate, and timely information to the  
City Council, staff, and the general public.*

**Steve Jones**

Mayor

**Diedre Thu-Ha Nguyen**

Mayor Pro Tem - District 3

**George S. Brietigam**

Council Member - District 1

**John R. O'Neill**

Council Member - District 2

**Patrick Phat Bui**

Council Member - District 4

**Stephanie Klopfenstein**

Council Member - District 5

**Kim Bernice Nguyen**

Council Member - District 6

May 26, 2022

The Code Group, Inc.  
dba VCA Code  
1845 W. Orangewood Avenue, Suite 210  
Orange, CA 92868

Attention: Bob Heinrich & Janet Boydell

Enclosed is a copy of Amendment No. 1 to the Agreement by and between the City of Garden Grove and VCA Code, to provide to provide on-call building plan review, and/or contractual services as needed.

The agreement was approved by the City Council on April 26, 2022.

Sincerely,

Teresa Pomeroy, CMC  
City Clerk

By: Liz Vasquez  
Deputy City Clerk

Enclosures

c: Finance Department/Purchasing  
Community and Economic Development

## CITY OF GARDEN GROVE

### AMENDMENT NO. 1

This Amendment No. **1** is made and entered into this 26<sup>TH</sup> day of April, 2022, by and between the **CITY OF GARDEN GROVE**, hereinafter referred to as "CITY", and **THE CODE GROUP, INC. dba VCA CODE**, herein after referred to as "CONTRACTOR".

WHEREAS, CONTRACTOR and CITY entered into Contract No. B220209, dated **September 28, 2021** for On-Call Building Plan Review and/or Contractual Services, as needed (the "Existing Contract").

WHEREAS, CONTRACTOR and CITY desire to amend the Existing Contract as provided herein.

Now, therefore, it is mutually agreed, by and between the parties as follows:

Section 3.1., COMPENSATION - shall be amended as follows:

Contractor shall be compensated in accordance with the Rate and Services Structure set forth in Attachment "A" of the Existing Contract. The contract price is hereby increased by **\$250,000.00** for a total not to exceed compensation amount of \$500,000.00 to cover increased services requested by CITY.

Except as expressly amended hereby, all of the terms and conditions in the Existing Contract remain in full force and effect as originally executed.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have caused this Amendment No. **1** to the Existing Contract to be executed by their respective officers duly authorized on the date first written above.

Date: 5/25/22

**"CITY"**  
**CITY OF GARDEN GROVE**

By: [Signature]  
**City Manager**

**ATTESTED:**

[Signature]  
**Deputy City Clerk**

Date: 5/25/22

**"CONTRACTOR"**  
**THE CODE GROUP, INC. dba VCA CODE**

By: (see next page)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal are required. If a partnership, Statement of Partnership must be submitted to CITY.

**APPROVED AS TO FORM:**

[Signature]  
**Garden Grove City Attorney**

4-20-2022  
Date


IN WITNESS WHEREOF, the parties have caused this Amendment No. **1** to the Existing Contract to be executed by their respective officers duly authorized on the date first written above.

Date: 5/25/22

**"CITY"**  
**CITY OF GARDEN GROVE**

By:   
City Manager

**ATTESTED:**

  
Deputy City Clerk

Date: 5/25/22

**"CONTRACTOR"**  
**THE CODE GROUP, INC. dba VCA CODE**

By: 

Name: Tom VanDorpe, SE

Title: Chief Executive Officer

Date: May 23, 2022

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal are required. If a partnership, Statement of Partnership must be submitted to CITY.

**APPROVED AS TO FORM:**

see previous page  
Garden Grove City Attorney

\_\_\_\_\_  
Date



**Attachment "A"**  
**RATE AND SERVICES STRUCTURE**



Leadership. Service. Commitment.

City of Garden Grove  
RFP Plan Check, Inspection, and Building Contractual Services

## VCA Rate and Service Structure

VCA proposes a compensation structure that is *mutually beneficial* to the City and VCA Code. It is our intent to provide a high level of service to the City by providing the plan check and staff augmentation services in a timely manner and at sufficient levels to serve the community.

Below is a table of plan check fees and proposed turn-around times, as well as an Hourly Fee Schedule for various staff functions. We are flexible and open to discussing this fee structure with the City.

Valuation	VCA % of Plan Check
Up to \$1 Million	70%
\$1 Million to \$10 Million	60%
\$10+ Million to \$50 Million	50%
\$50+ Million to \$200 Million	40%
\$200+ Million +	35%

**Turn-around times = in Working Days. All plan reviews include three plan checks**

Type of Job	Initial Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review
<b>Residential</b>			
• New Single Family dwelling	10 days	7 days	5 days
• Residential Addition, remodel, and/or accessory building	10 days	7 days	5 days
• New duplex dwelling (>9 units)	15 days	10 days	5 days
• 2 to 8 Unit dwelling	10 days	7 days	5 days
<b>Non-Residential</b>			
• New commercial/industrial buildings (Depends on valuation/size)	15 days	10 days	5 days
• Tenant Improvements	10 days	7 days	5 days
• Major Tenant Improvements >\$500K valuation	15 days	10 days	5 days
<b>Revisions – Hourly rate \$110.00</b>	7 days	5 days	5 days
<b>Fire Code-related Building Plan review</b>	10 days	5 days	5 days
<b>Expedited Plans (1/2 time, and depends on project) ** (VCA offers a new Program that allows the City to keep a majority of the PC fee – call us for details)</b>	7 days	5 days	5 days
<b>Notes:</b> <ol style="list-style-type: none"> <li>VCA will arrange pick-up and delivery of plans at no additional fee to the City.</li> <li>Turnaround times indicated are based on general experience with similar scopes.</li> <li>Projects with unique or unusual characteristics may be individually negotiated.</li> <li>All plan checks are included in the initial percentage fee rate.</li> <li>The minimum charge for any plan check is \$220.00.</li> </ol>			



Leadership. Service. Commitment.

City of Garden Grove  
RFP Plan Check, Inspection, and Building Contractual Services

## VCA Fee Structure – Hourly Rates

Contract Staffing Functions (DOE/Certs)	Hourly Rate
Plan Check Engineer assigned to work at the City	\$125.00 to \$135.00
ICC Certified Plans assigned to work Examiner at City	\$115.00 to \$125.00
ICC Sr. Building Inspector	\$85.00 to \$95.00
ICC Combination Inspector	\$85.00 to \$95.00
ICC Electrical Inspector	\$90.00 to \$105.00
ICC Building Inspector I / Mechanical / Plumbing Insp.	\$80.00 to \$85.00
Grading Inspector / Soils Inspector	\$85.00 to \$105.00
CASp Services (Inspection and plan review)	\$140.00 to \$150.00
ICC Certified Permit Technician	\$65.00 to \$75.00
CALGreen Inspector / Manager Services	\$105.00 / \$135.00
Code Enforcement Officer / Code Enforcement Supr.	\$70.00 to \$95.00
City Planner / Project Manager / Planning Manager	\$175.00 to \$195.00
Senior Planner / Principal Planner	\$145.00 to \$165.00
Zoning Administrator	\$125.00 to \$145.00
Associate Planner	\$95.00 to \$125.00
Assistant Planner/Counter Services	\$85.00 to \$95.00
Planning Technician/Assistant	\$70.00 to \$85.00
Administrative Personnel	\$55.00 to \$65.00
Meetings / Client Consultation at City Hall (Principal/CBO/Sr. Management)	\$145.00
Building Official	\$145.00 to \$175.00
VCA charges current IRS mileage rates for VCA staff driving to / from job sites.	
Overtime rates are 1.5x the hourly rate	



## City of Garden Grove Compliance Summary Report

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage
V02748	VCA CONSULTANTS, INC.	Compliant					
		A++g , XV	Travelers Property Casualty Company of America	ba1r294222	7/1/2021	7/1/2022	Auto Liability
		A++g , XV	Travelers Property Casualty Company of America	CUP1R295206	7/1/2021	7/1/2022	Excess Liability
		A++g , XV	Travelers Property Casualty Company of America	6801r291569	7/1/2021	7/1/2022	General Liability
		A+g , XV	Interstate Fire & Casualty Company	USF00847421	7/1/2021	7/1/2022	Professional Liability
		A+g , XV	Interstate Fire & Casualty Company	72wegam3jxv	7/1/2021	7/1/2022	Workers Comp

**Risk Profile :** Professional Services/Consulting Medium Risk

**Required Additional Insured :** City of Garden Grove, its officers, officials, agents, employees and volunteers