



## 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

**Kim Bernice Nguyen**  
Mayor Pro Tem - District 6

**George S. Brietigam**  
Council Member - District 1

**John R. O'Neill**  
Council Member - District 2

**Diedre Thu-Ha Nguyen**  
Council Member - District 3

**Patrick Phat Bui**  
Council Member - District 4

**Stephanie Klopfenstein**  
Council Member - District 5

November 9, 2021

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 the Agreement by and between the City of Garden Grove and VCA Code, to provide on-call plan review services as needed.

The agreement was approved by the City Council on September 28, 2021.

Sincerely,

Teresa Pomeroy, CMC  
City Clerk

By: Liz Vasquez  
Deputy City Clerk

Enclosures

c: Finance Department  
Finance Department/Purchasing  
Community and Economic Development

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of 11/4/2021, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **THE CODE GROUP, INC. dba VCA CODE**, herein after referred to as ("CONTRACTOR").

### RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove Council Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to Provide **On-Call Building PLAN REVIEW SERVICES, as needed.**
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

### AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination** The term of the agreement shall be for period of one (1) year from full execution of the agreement, with an option to extend said agreement additional four (4) years, for a total performance period of five (5) years. Option years shall be exercised one (1) year at a time, at the sole option of the CITY. This agreement may be terminated by the CITY without cause. In such event, the CITY will compensate CONTRACTOR for work performed to date in accordance with Rate and Service Structure which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of a compensation structure set forth in the Rate and Service Structure. The Structure is attached as Attachment "A", and is incorporated herein by reference. The Attachment and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
  - 3.1 **AMOUNT.** Total Compensation under this agreement shall not exceed (NTE) amount of **Two Hundred and Fifty Thousand Dollars (\$250,000.00)**, payable in arrears and in accordance with proposal in Attachment "A".

- 3.2 Payment. For work under this Agreement, payment shall be made per invoice for work completed. Within 45 day of delivery of goods or completion of performance of services, CONTRACTOR must promptly render an invoice to CITY or payment may be significantly delayed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on schedule included in Attachment "A".
- 3.3 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.4 Termination. CITY and CONTRACTOR shall have the right to terminate this agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

#### 4. Insurance requirements.

- 4.1 COMMENCEMENT OF WORK. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance and provide a Waiver of Subrogation in favor of the City.
- 4.2 WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
- (a) Commercial general liability in an amount of \$2,000,000.00 per occurrence (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
  - (b) Automobile liability in an amount of \$2,000,000.00 combined single limit (**claims made and modified occurrence policies are not acceptable**); Insurance

companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.

- (c) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed In California and have a Best's Guide Rating of A-, Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, it's officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, it's officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

*If CONTRACTOR maintains higher insurance limits than the minimums shown above, CONTRACTOR shall provide coverage for the higher insurance limits otherwise maintained by the CONTRACTOR.*

5. **Non-Liability of Officials and Employees of the CITY.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.
6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.
7. **Independent Contractor.** It is agreed to that CONTRACTOR shall act and be an independent contractor and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government. CONTRACTOR shall comply with, and shall be responsible for causing all contractors and subcontractors performing any of the work pursuant to this Agreement to comply with, all applicable federal and state labor standards, including, to the extent applicable, the prevailing wage requirements promulgated by the Director of Industrial Relations of the State of California Department of Labor. The City makes no warranty or representation concerning whether any of the work performed pursuant to this Agreement constitutes public works subject to the prevailing wage requirements.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
  - a. (Contractor)  
**VCA CODE**  
**Attention: Bob Heinrich & Janet Boydell**  
**1845 W. Orangewood Street, Suite 210**  
**Orange, CA 92868**
  - b. (Address of CITY)  
**City of Garden Grove**  
**Attention: Alana Cheng**  
**Community and Economic Development Department**  
**11222 Acacia Parkway**  
**Garden Grove, CA 92840**
10. **CONTRACTOR'S PROPOSAL.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event

of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.
12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from CITY.
13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.
15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Indemnification.** To the fullest extent permitted by law, CONTRACTOR shall defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damages of any nature, including interference with use of property, arising out of, or in any way connected with the negligence, recklessness and/or intentional wrongful conduct of CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'S responsibility to protect, defend, and

hold harmless CITY, is due to the sole negligence, recklessness and/or wrongful conduct of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

17. **Appropriations.** This Agreement is subject to and contingent upon funds being appropriated therefor by the Garden Grove City Council for each fiscal year covered by the term of this Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the CITY.
18. **Modification.** This Agreement constitutes the entire agreement between the parties and supersedes any previous agreements, oral or written. This Agreement may be modified only by subsequent mutual written agreement executed by CITY and CONSULTANT.
19. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
20. **California Law.** This Agreement shall be construed in accordance with the laws of the State of California. Any action commenced about this Agreement shall be filed in the central branch of the Orange County Superior Court.
21. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties
22. **Preservation of Agreement.** Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

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(Agreement Signature Block on Next Page)

**IN WITNESS THEREOF**, these parties have executed this Agreement on the day and year shown below.

Date: 11/4/2021

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

DocuSigned by:  
*[Signature]*  
By: \_\_\_\_\_  
**City Manager**

**ATTESTED:**

DocuSigned by:  
*Teresa Pomeroy*  
\_\_\_\_\_  
**City Clerk**

Date: 11/8/2021

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

DocuSigned by:  
Tom VanDorpe  
By: \_\_\_\_\_

Name: Tom VanDorpe

Title: CEO

Date: 11/3/2021

Tax ID No. 02-0697917

Contractor's License: N/A

Expiration Date: N/A

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

**APPROVED AS TO FORM:**

DocuSigned by:  
*[Signature]*  
\_\_\_\_\_  
**City Attorney**

11/1/2021  
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
Fire Code-related Building Plan review	10 days	5 days	5 days
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)	7days	5 days	5 days
<b>Notes:</b>			
1. VCA will arrange pick-up and delivery of plans at no additional fee to the City.			
2. Turnaround times indicated are based on general experience with similar scopes.			
3. Projects with unique or unusual characteristics may be individually negotiated.			
4. All plan checks are included in the initial percentage fee rate.			
5. The minimum charge for any plan check is \$220.00.			



**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

