

EXHIBIT A
SCOPE OF SERVICES

- Plan review workload will be determined by the City of Ann Arbor at the discretion of the Community Services Area. No advanced notice is required of plan review workload.
- Plans will be assigned by the City using the City's Bluebeam portal or other future network. CWA will participate using the City's Bluebeam sessions with tracked revisions and comments. Alternately, plans may be manually transferred, if necessary, between CWA's office and City Hall (4 blocks apart).
- CWA will perform the requested reviews in any or all categories including building, mechanical, electrical, plumbing, fire protection, accessibility or energy code compliance.
- Plans will be reviewed by state-registered plan reviewers using quality-control documents developed by both the International Code Council and CWA internally.
- Any areas of correction, non-compliance or deficiency will be noted, and the responsible design professional in charge will be notified of the areas of concern or of a rejection/denial recommendation. Specific code sections will be cited and communicated for clarity with each item.
- CWA will utilize the City-developed historically adopted codes matrix as a guide to existing buildings, and the CWA library legacy codes including the BOCA Code series.
- CWA will work with the City's Building Director/Building Official at the beginning of the contract period to determine how best to handle responses to "correction" or denial letters -- either submission directly to CWA, to the City, or to both.
- Initial plan review turnaround time will be 5-7 days, unless corrections are needed, or for such holds as the State of Michigan or Washtenaw County Health Department. Revisions will be completed within 2-3 days.
- All completed/returned plans will be stamped as "reviewed and in compliance" and will not be returned unless approval is recommended (or upon request from the Building Official). Documents will be returned referencing the same logging/tracking information used to submit them to CWA.

- Due to the close proximity of City Hall to CWA's offices (4 blocks), CWA plan reviewers and other relevant personnel will make themselves available to meet in-person with City staff and applicant design professionals on an as-needed basis to resolve code issues in order to maintain productive workflow and keep projects moving forward in a timely manner.
- Inspection workload will be determined by the City of Ann Arbor at the discretion of the Community Services Area. Inspectors will be made available upon a 24-hour notice.
- CWA will receive inspection requests from the City of Ann Arbor and assign to inspectors to perform inspections. CWA will work directly with the City to incorporate the use of technology to increase efficiency in the inspection process.
- CWA will perform inspections in all categories requested including building, mechanical, electrical, plumbing and rental housing.
- Construction inspections will be made by state-registered inspection personnel with experience in their area(s) of code compliance. Code violations that require correction, or other non-compliance or deficiencies noted will be documented and addressed using established City of Ann Arbor procedures.
- CWA will provide inspectors with transportation and safety gear (inclusive with fees).
- CWA management will work cooperatively with the City's Building Official to investigate and resolve any service complaint arising from inspection activity performed by CWA personnel. Complaints will be resolved to the City's satisfaction.
- Administrative and planning needs will be determined by the City of Ann Arbor at the discretion of the Community Services Area. CWA requests, ideally, a 48-hour notice of needed services, however, a request may be made at any time.
- CWA personnel will be provided as appropriate to the role/function of the position to be filled and the agreement of the City.
- CWA personnel will be physically present at City Hall to perform their duties unless the situation requires otherwise. The City will provide adequate workspace and communicate the role/function of the consultant to appropriate City Staff.
- CWA personnel will handle all administrative duties with discretion and due diligence, will utilize the office of the City Attorney as needed, and endeavor to

make all decisions and actions conform to all law, regulations, and City of Ann Arbor policies applicable.

- CWA can provide administration services at any level to the Community Service Area with a full understanding of the policies and procedures in the Community Services Area.
- Carlisle|Wortman Associates has also worked within the City's Planning Department and can provide staffing with full knowledge of the City's policies and procedures.