

**FIRST AMENDMENT TO AGREEMENT WITH
TRUE NORTH COMPLIANCE SERVICES TO PROVIDE
AS-NEEDED SERVICES**

THIS FIRST AMENDMENT to the above-referenced agreement is effective July 1, 2026, by and between True North Compliance Services, a California Corporation ("Consultant"), and the City of Westminster, a municipal corporation organized and existing under the Constitution and laws of the State of California ("City"). City and Consultant are sometimes hereinafter referred to as "party" or collectively as "parties."

RECITALS

- A. The parties entered into Agreement No. 2025-063 effective July 1, 2025 ("Original Agreement") to provide as needed building services for the City. The Original Agreement approved total compensation not-to-exceed \$100,000 and provided for a one-year term.
- B. The parties now desire to execute a First Amendment to increase the contract amount by an additional \$100,000 and to extend the term of the Agreement for an additional year ending on June 30, 2027.

The Parties therefore agree:

- 1. Section 2.1 of the Original Agreement is revised to instead state:

"Compensation: Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "A". Consultant's total compensation shall not exceed Two Hundred Thousand Dollars (\$200,000)."

- 2. Section 4.1 of the Original Agreement is revised to instead state:

Term. This Agreement shall commence on the Effective Date and continue through the end of the day on June 30, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by one (1) additional one (1) year period upon mutual written agreement of the parties."

- 3. The professional services to be performed pursuant to the "Original Agreement" shall remain unchanged.
- 4. Except as modified by this First Amendment, all terms and conditions of the Original Agreement and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Original Agreement on the dates stated below:

[signatures on next page]

CONSULTANT

Signature: _____
By: _____
Title: _____

Date: _____

Signature: _____
By: _____
Title: _____

Date: _____

CITY OF WESTMINSTER

Christine Cordon, City Manager

Date: _____

ATTEST

Sandra Medina, Interim City Clerk

Date: _____

APPROVED AS TO FORM

Scott Porter, City Attorney

Date: _____

APPROVED AS TO INSURANCE:

Jodie Griner, Risk Manager

Date: _____

DEPARTMENT APPROVAL:

Steven A. Mendoza
Interim Community Development Director

Date: _____

EXHIBIT A
SCOPE AND FEE SCHEDULE



*Your Trusted Partner for
Comprehensive
Municipal Services*

**Scope and Fees
Building & Safety Services**

**City of Westminster
Building Safety Division**

PRIMARY CONTACT:

ISAM HASENIN, MSCE, PE, CBO

EMAIL: ISAM@TNC SERVICES.COM

Phone: 858-260-0495



Scope of Services

We offer the full range of Building & Safety services ranging from plan review to inspection and permit technician services and other related services. We have the depth and breadth of resources to perform any and all of the following services:

- a. **Building Plan Review Services:** True North Compliance will provide plan review in compliance with the City of Westminster Municipal Code, all applicable federal and state laws and regulations and the City's Building Safety Division plan review standards and policies. Our plan review covers the following:
 - i. California Building Code
 - ii. California Residential Code
 - iii. Structural Engineering Plan Review will be performed by licensed or graduate Civil or Structural Engineers
 - iv. Title 24 Energy
 - v. California Mechanical Code
 - vi. California Plumbing Code
 - vii. California Electrical Code
 - viii. Disabled Access- CASp plan review and/or site surveys, inspections and reports.
 - ix. Green Building and Energy Conservation
 - x. OSHPD-3 reviews and certification
 - xi. California Fire Code
 - xii. California Title 25
 - xiii. Preliminary review of discretionary applications (Conditional-Use Permits and conditions of Approval) for significant code compliance issues that may impact the overall design and planning approval of the project.
 - xiv. Review of Floodplain provisions where required.
 - xv. Review of soils conditions and other geotechnical hazards such as fault zones, liquefactions, etc.
 - xvi. Civil Engineering (grading, drainage, National Pollutant Discharge Elimination System (NPDES), MWELo, and Low Impact Development (Hydromodification); Sustainable Use Standard Mitigation Program (SUSMP), permit requirements related to the Management Stormwater System (MS4 permit).
 - xvii. Review/recommendations for Alternate Materials and Methods Requests (AMMR).
 - xviii. Code adoption, Local Amendments and Ordinances.
- b. **Inspection Services:** True North Compliance has the capabilities to provide inspection and reinspection for compliance with all applicable codes, standards and regulations including: California Building Code; California Residential Code; California Plumbing Code; California Mechanical Code; California Electrical Code; California Fire Code; California Energy Code; California Green Building Standards Code; California Disabled Access Regulations; California Title 25, Mobile Home Parks, as locally adopted and amended. Our inspection staff is certified by the International Code

Council or other appropriate entities in accordance with AB717 and possess many years of building code inspection experience with a municipality or a private municipal consultant. Our inspectors have extensive construction and trade experience in addition to their Code knowledge, allowing for a practical approach to applying Code provisions during the inspection process.

- c. **Building Official Services:** When requested, True North Compliance will provide a qualified certified and experienced Building Official. The individual will report to the Community Development Director and provide supervision and direction to the Building & Safety Division staff, code administration and interpretations, develop policies and ordinances, interface with customers, City staff and elected officials, and perform related administrative functions as assigned.
- d. **Counter & Administrative Services:** True North Compliance has the capabilities to provide counter and administrative services as needed by the City. Our staff will provide technical support and application of City policies, methods and practices to support professional engineering, plan review, planning, and building and safety staff. Our Counter Technician has knowledge of construction terms and operations, development and building codes required to process plans and permits along with government functions and processes. Review permit application for completeness, perform fee calculations, route plans, verify approvals and conditions and issue permits. Use the City's permitting system to file permit applications, calculate fees, research zoning and planning requirements, enter approvals and route plans to appropriate divisions and departments. Maintain communications with applicants, interested parties, property owners, homeowner associations, various governmental agencies, and other City departments. Respond to inquiries about projects from residents and applicants.
- e. **Code Enforcement Services:** True North Compliance has the capabilities to provide Code Enforcement and Housing services and assist the City of Westminster in the enforcement of applicable Zoning codes, Building codes, Housing codes, public nuisance codes and State health & safety codes. Our Code Enforcement Officers have extensive experience and capabilities in the following areas: Code enforcement program review and analysis; Code enforcement inspections; Preparing administrative remedies including administrative citations; Conducting administrative hearings; Preparing program documentation and staff reports as well as committee or Council presentations; Testifying on behalf of clients in criminal court; License and permit application review and processing; Coordination of activities with multiple departments including Building, Planning, Community Development, Police and City Attorney; Providing information on municipal regulations to property owners, residents, businesses, the general public, as well as to other departments and divisions.
- f. **Fire Plan Review & Inspection Services:** True North Compliance has the capabilities to provide plan review and/or inspection for the State regulated occupancies such as private schools and clinics (OSHDP 3), to determine compliance with City and State codes and regulations including but not limited to locally adopted fire related ordinances and amendments of the local Municipal Code; California Fire Code; California Building Code; California Residential Code; California Title 19, California Wild Land Urban Interface

regulations, review for fire apparatus access, water supply requirements, fire flow requirements, etc. Typically, fire review will include review of building plans for code compliance, as well as review of fire plans (fire sprinkler systems, fire alarm systems, NFPA standards, etc.)

- g. **City Engineering Services:** True North Compliance has the capabilities to provide plan review and inspection of Civil/public improvements projects from one small lot to large subdivisions. Our experts bring an extensive history of review of a broad range of projects in all engineering/civil disciplines such as review of grading, subdivision and topographic maps; examining existing and proposed contour lines, spot elevations, pad and finish floor elevations; review of hydrology reports and maps; review of low impact development measures to comply with the requirements of NPDES; review of erosion and sediment control plans for proposed BMPs. Our licensed land surveyors have extensive experience in reviewing tentative and final maps, lot line mergers, lot line adjustments, certificate of compliance, dedications, vacations, and easements. Our map reviewers have the expertise to review applications, maps, legal descriptions, deeds, and related documents as well as provide redline documents and corrections. We can also write conditions of approval to be imposed on tentative maps.
- h. **Planning Services:** True North Compliance has the capabilities to provide Planning, Zoning and Environmental services. Our staff serve as an extension of City staff and function as the project manager on assigned planning projects while protecting the interests of the City and its residents throughout the life of each assigned development project. This could include managing projects from the planning entitlement phase through construction; Perform technical review and evaluation of a wide variety of land development, subdivision, building permit and use permit applications; Process development applications in accordance with local policies and ordinances, make recommendations, and enforce mitigation monitoring and compliance with City ordinances; Prepare written project analyses and reports including identifying appropriate land use policy, design, fiscal issues and environmental requirements; Conduct site inspections to determine if projects are in compliance with laws, regulations, conditions of approval, ordinances, and make recommendations regarding changes; Prepare and update various planning documents such as the City's General Plan, Specific Plans, ordinances, resolutions, codes, and related planning studies and reports; Provide technical advice and make clear, well organized presentations.
- i. **Special Projects-** Our management team and staff can participate in a variety of special projects, as needed. These projects may include, but not limited to, analysis of processes and procedures; Business process re-engineering, fee studies; Review and recommendations of permitting software; Preparation of engineered plan details; Conducting training on a variety of code-related topics; Interim or permanent Building Official duties; Preparation of documents/handouts; Public presentation to community groups, City Committees or Council.

Cost Proposal

True North Compliance Services is pleased to propose the following competitive fees for the services listed. Additional services not listed below may be negotiated.

Our pricing reflects our commitment to delivering the highest quality responsive and timely service to the City of Westminster. These include:

- Reduced plan review turnaround times.
- Ability to expedite plan review at the request of the City Building Official.
- Implementation of established electronic plan review process.
- Highly qualified staff compensated commensurate with their duties and responsibilities.

PLAN REVIEW SERVICES

True North proposes to charge the following fees for Plan Review services:

- Full Plan Review: 70% of the full Building Plan Check Fees collected by the City of Westminster.
- Structural-only Plan Review: 50% of the full Building Plan Check Fees collected by the City of Westminster.
- MEP Plan Review: 35% of the full Building Plan Check Fees collected by the City of Westminster.

Our fee covers the initial review, and all rechecks, as well as all shipping and delivery of plans to/from City Hall.

Expedited Plan Services: 1.5 times the plan check fees above.

Revisions/Deferred Submittals/RFIs: Hourly per the Table below.

Additional Services: The following hourly rate table applies to additional services included in our Scope of Services that may be required by the City of Westminster.

Hourly Rates for Additional Services

Position	Hourly Rate
Interim Certified Building Official	\$165.00
Plan Review Engineer	\$135.00
Senior Plan Review Engineer	\$145.00
Senior Structural Engineer	\$150.00

Engineering Geologist/Geotechnical Engineer	\$150.00
Licensed Fire Protection Engineer	\$145.00
Certified Plans Examiner I	\$115.00
Certified Plans Examiner II	\$125.00
Building/Housing Inspector Trainee	\$70.00
Building/Housing Inspector I	\$95.00
Building/Housing Inspector II	\$110.00
Senior Building/Housing Inspector	\$120.00
Code Enforcement Officer	\$95.00
CASp Plan Reviewer/Inspector	\$125.00
Fire Plan Reviewer/Inspector I	\$115.00
Fire Plan Reviewer/Inspector II	\$130.00
Planner	\$140.00
Senior Planner	\$155.00
Permit Technician I	\$75.00
Permit Technician II	\$85.00
Administrative Assistant	\$60.00

Mileage for tasks related to requested scope such as inspections or site visits will be charged at the current IRS mileage rate measured from City Hall. Incidental expenses will be charged at cost. Inspections outside of regular business hours will be charged at 140% of the rates above with a minimum of 3 hours.