

**FIRST AMENDMENT TO AGREEMENT WITH
MELAD & ASSOCIATES, INC. TO PROVIDE
AS-NEEDED SERVICES**

THIS FIRST AMENDMENT to the above-referenced agreement is effective July 1, 2026, by and between Melad & Associates, Inc., 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. 2025-0069 effective July 1, 2025 ("Original Agreement") to provide as needed building plan checking, inspection, and staff augmentation for the City. The Original Agreement approved total compensation not-to-exceed \$100,000.
- B. The parties now desire to execute a First Amendment to increase the contract amount by an additional \$100,000 and exercising the option 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
FEE SCHEDULE



April 1, 2026

City of Westminster
8200 Westminster Blvd.
Westminster, CA 92683

Melad & Associates, Inc.

SUBJECT: BUILDING PLAN CHECK AND INSPECTIONS SERVICES

Company Information:

Legal Name: Melad and Associates Inc. (S-Corp)
EIN: 27-1641048
Address: 8907 Warner Avenue Suite 161,
Huntington Beach
CA, 92647
Hours of operation: 8:00am-5:00pm Monday-Friday
Company website: www.meladandassociates.com
Westminster Business License #: 05120197

Primary Contacts: **James Melad** *President*
8907 Warner Avenue Suite 161,
Huntington Beach CA, 92647
(714) 848-0487
jmelad@meladinc.com

Elvie Bernal *General Manger*
8907 Warner Avenue Suite 161,
Huntington Beach CA, 92647
(714) 848-0487
ebernal@meladinc.com



Plan Check Process

Melad & Associates will provide qualified reviews and plan check for completeness and conformance with all City Ordinances, State and Federal Regulations, and all adopted Building, Electrical, Mechanical, Plumbing, Energy, Green Building, and Disabled Access/ADA codes. All reviews will be performed by our staff of professionally registered engineers and shall meet all timetable expectations. At the City's request an in-house plan checker can be provided.

The Melad & Associates Staff is qualified, well versed, and certified to provide the following types of reviews.

- Architectural
- Structural
- Mechanical
- Electrical
- Plumbing
- Title 24/Energy
- Disabled Access (Casp)
- LEED
- Green Building
- Fire Prevention/Fire & Life Safety
- Grading
- Solar Panel Systems



Fee Proposal

Please see table below regarding Plan Check and other Building & Safety services rates.

Plan Check Fee Schedule

TYPE OF REVIEW	FEES
Complete Plan Review	75% of the fee established by the City, or an hourly rate of \$90.
Accelerated Plan Review	Will be charged only when requested by the City, at the regular fee plus an additional 50% of the plan check fee.
<i>*In lieu of complete building plan checking, requests may be approved for separate model code checks, and fees may be applied accordingly.</i>	
Electrical/Title 24	25% of the building permit fee or \$90 per hour.
Mechanical/Title 24	25% of the building permit fee or \$90 per hour.
Plumbing	15% of the building permit fee or \$90 per hour.
Grading Plan Review	Fees to be established by the City or \$90 per hour with a minimum fee of \$360.

Staffing Fee Schedule

*Charges are based on a minimum four hours upon each request of service.

*Mileage for Building Inspection Positions is \$0.725 per mile if the City does not provide transportation for performance of this duty.

*Overtime hourly rates are based on a minimum of four hours upon each request of service. The hourly overtime rate is an additional 50% per hour.

POSITION	HOURLY RATE
Certified Building Official	\$120 per hour
In-House Plan Check Engineer	\$100 per hour
Combination Building Inspector	\$100 per hour
Senior Building Inspector	\$120 per hour
Permit/Plan Technician	\$75 per hour
CASp	\$120 per hour

**Melad & Associates does not charge for travel time for commuting to and from the City.*



Plan Check Review Times

TYPE OF PROJECT	STANDARD REVIEW	STANDARD RECHECK	ACCELERATED REVIEW	ACCELERATED RECHECK
New/Addition Multi-Family Dwellings	15 working days	10 working days	10 working days	5 working days
New Single-Family Dwellings	12 working days	7 working days	7 working days	4 working days
Single Family Dwelling Addition/Remodel	10 working days	7 working days	5 working days	3 working days
Commercial New Construction	15 to 20 working days	10 to 15 working days	10 working days	5 working days
Commercial Addition	10 working days	7 working days	5 working days	3 working days
Commercial Tenant Improvement	10 working days	7 working days	7 working days	5 working days