

ATTACHMENT D

DUTIES AND PERFORMANCE PLAN REVIEW CONSULTANT

1. **Purpose.** To provide clarification of the duties, role, and expectations of the Judicial Council contracted plan review services consultants.
2. **Duties and Performance of the Plan Review Consultant**
 - 2.1. The Plan Review Consultant's Principal in Charge will in consultation and with the approval of the Judicial Council, designate one or more qualified individuals to perform specific duties in accordance with this procedure.
 - 2.2. The Plan Review Consultant acts under the direction of the Manager of Quality Compliance, or his or her designee, within the Judicial Council Facilities Services Quality Compliance Unit.
 - 2.3. Consultant shall perform plan reviews for conformance to Title 19 and Title 24 as adopted by the OSFM, California Building Standards Code, including Building, Plumbing, Electrical, Mechanical, Fire, Accessibility, Cal Green Energy, CA Historical Building Code, and other codes as adopted by the State of California for state-owned, leased, or state-occupied buildings.
 - 2.4. Documents the Consultant will be asked to review may include designs, specifications, reference material, calculations, geotechnical reports, geologic hazards reports, test and material identification requirements, revisions, addenda, deferred submittals, and construction change documents. Consultant will be expected to utilize knowledge of applicable codes and engineering principles to identify errors and omissions and ensure compliance with applicable codes and standards.
 - 2.5. Turn-around time for Consultant's work shall be consistent with the following timelines:

Type of Document	Initial Review	Backcheck Review
Capital Project Drawings and Specifications	30 business days	15 business days
Capital Project Deferred Submittals	10 business days	5 business days
Capital Project Requests for Information	5 business days	3 business days
Facility Modification Drawings, Specifications and Submittals	10 business days	5 business days

- 2.6. The Plan Review Consultant's responsibilities may also include:
 - 2.6.1. Attend required meetings.
 - 2.6.2. Prepare written plan review correspondence and update information into various computer software programs.

- 2.6.3. Explain and answer questions regarding generated plan review letters.
- 2.6.4. Work with Judicial Council to resolve issues.
- 2.6.5. Review and provide comments for the mechanical, plumbing, electrical, structural, accessibility, fire & life safety portions of the submitted design documents as applicable.
- 2.6.6. Provide references to applicable codes where corrections are noted.
- 2.6.7. Provide a tracking list including all plan check comments for each submittal and re-submittal of plans.
- 2.6.8. Provide backchecks where required.
- ~~2.6.9. Perform over the counter reviews with the OSFM, as needed.
[Removed 11/24/2021]~~
- 2.6.10. Place stamp of identification on the OSFM and DSA stamped and approved set of drawings and master cover sheet of the specifications bearing the signature of the lead plan reviewer. The approved documents shall be accompanied by a written approval of drawings and specifications consisting of a letter issued by the Plan Reviewer.
- 2.7. The Plan Review Consultant is prohibited from performing functions associated with actual design work such as:
 - 2.7.1. Allowing or authorizing deviations from the Judicial Council Trial Court Facility Standards or code requirements.
 - 2.7.2. Interfering in contractor/designer/Owner relationships.

3. Communications Required of the Plan Review Consultant

- 3.1. The channel of communication between the Consultant and the Judicial Council runs through Quality Compliance. The Consultant is not to communicate directly with the Judicial Council PM, the designers, or the contractor.
- 3.2. Plan Review will be performed through electronic-plan (e-plan) review of electronic drawings and specifications. Correction comments will be notated on project documents utilizing computer pdf markup tools in Bluebeam. Judicial Council requires the Consultant to provide electronic plan review unless otherwise specified.
- 3.3. The Plan Review Consultant is required to notify the Quality Manager when review of project documents is complete.