



DATE: June 27, 2017

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Contracts for Outside Plan Checking, Inspection, and Digital Imaging Services**

RECOMMENDATION

Authorize the City Manager to execute contracts for outside plan checking, inspection, and digital imaging services with: BMI Imaging, Inc. (\$150,000); CSG Consultants, Inc. (\$300,000); ESH Consultants (\$200,000); Fire Risk Alliance, LLC (\$150,000); O'Brien Code Consulting, Inc. (\$300,000); Shums Coda Associates (\$800,000); and Telecommunications Engineering Associates (\$125,000), and for digital imaging services for July 1, 2017 through June 30, 2018.

BACKGROUND

Over the past 19 years, the Building Inspection Division has outsourced its Structural, Fire, and Building Code services to consulting firms that specialize in these areas. Contracting with these professional firms allows the Building Inspection Division the flexibility to respond and manage the development workload as it fluctuates. These firms have been necessary to maintain quick turnaround times for plan checking and inspection services that are required under State law and maintaining a customer service level that is expected by the City's businesses and developers. The Building Inspection Division has continued to use staff from these firms because they are familiar with the City's processes and procedures and have been very efficient in turnaround times.

ANALYSIS

Development activity continues to be high. Staff evaluated the anticipated workload for the new fiscal year and is proposing the following contract amounts:

- BMI Imaging Systems, Inc. – Digital Imaging Services – \$150,000;
- CSG Consultants, Inc. – Building Services – \$300,000;

- ESH Consultants – Fire Services – \$200,000;
- Fire Risk Alliance, LLC – Fire Services – \$150,000;
- O’Brien Code Consulting, Inc. – Building Services – \$300,000;
- Shums Coda Associates – Building and Fire Services – \$800,000; and
- Telecommunications Engineering Associates – Fire Services – \$125,000.

The term of these contracts is July 1, 2017 through June 30, 2018, with a 30-day notice prior to termination. The total amount of \$2,025,000 recommended for these consultant contracts is more than last year’s initial total contracts of \$1,700,000. These are estimated contract amounts. Staff may need to return to the City Council to request an amendment/increase to these contracts if development activity increases during this coming fiscal year.

FISCAL IMPACT

Building Services is part of the Development Services Fund and the services provided are fully cost-recovered from plan checking and permit fees paid for by the developer. Reflected in the Fiscal Year 2017-18 Budget, Building Services, Other Professional Contract Services – \$2,155,000 is currently appropriated for building and fire protection inspection, plan checking, and digital imaging services. The proposed contracts are for a total of \$2,025,000.

ALTERNATIVES

1. Do not approve contract amounts.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

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SW/7/CAM
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