



COUNCIL REPORT

DATE: June 28, 2022

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Contracts for Outside Building Plan Checking, Inspection, and Consultant and Administrative Professional Services**

RECOMMENDATION

Authorize the City Manager or designee to execute contracts for outside building plan checking, inspection, and professional support services with CSG Consultants, Inc. (\$200,000), and Shums Coda Associates (\$910,000) for services to be rendered July 1, 2022 through June 30, 2023.

BACKGROUND

Over the past 28 years, the Building Inspection Division has used consulting firms to provide administrative professional and Building Code services augmenting staff capacity and expertise. Contracting with these professional firms allows the Building Inspection Division the flexibility to respond and manage the development workload as it fluctuates. Consultants have been necessary to maintain quick turnaround times for building plan checking and inspection services, thus maintaining a customer service level that is expected by the City's businesses and developers as well as meeting requirements under State law.

ANALYSIS

Over the past several years, the City has experienced high levels of development activity. For the Building Inspection Division, the ability to meet this service demand has been impacted by staff vacancies due to retirements and difficulties in finding experienced Building Inspectors. While the level of development activity was lower for building plan check and inspection at the beginning of Fiscal Year 2021-22, activity during the remainder has largely resumed to prepandemic levels. The request for the upcoming fiscal year reflects staff's assessment of projects that are anticipated to go through the building permit process and the consultant resources necessary based on current staffing levels.

City Council Policy A-10 requires City Council authorization for compensation in excess of \$100,000. Staff, therefore, requests Council authorization for the following two contracts:

- CSG Consultants, Inc.—Building Services—\$200,000; and
- Shums Coda Associates—Building Services—\$910,000.

Additional contracts anticipated as part of the Fiscal Year 2022-23 budget that fall below the \$100,000 amount include the following:

- David L. Chen—City Databases and Permit Software Applications—\$75,000;
- Fire Risk Alliance, LLC—Fire Services—\$75,000;
- Telecommunications Engineering Associates—Fire Services—\$75,000; and
- BMI Imaging Systems, Inc.—Digital Imaging Services—\$75,000.

The total proposed building services contract amounts to \$1,410,000 for Fiscal Year 2022-23 and is lower than last year's amount of \$1,510,000. The term of these service contracts is July 1, 2022 through June 30, 2023. Since these are estimated contract amounts, if contract service needs are less than expected, the full contract amount would not be expended. Conversely, staff may need to return to the City Council to request an amendment to the contract amounts and/or the budget if development activity increases.

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. The proposed contracts are for a total of \$1,410,000. The proposed Fiscal Year 2022-23 budget includes \$1,510,000 in consultant costs, which is adequate to cover the total cost of the contracts.

ALTERNATIVES

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

PUBLIC NOTICING—Agenda posting.

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