



DATE: June 23, 2020

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Contracts for Outside Building and Fire Plan Checking, Inspection, and Digital Imaging Services; Planning Consultant and Administrative Professional Services**

RECOMMENDATION

Authorize the City Manager to execute contracts for outside building and fire plan checking, inspection, and digital imaging services; planning services and professional support services with: BMI Imaging, Inc. (\$120,000); CSG Consultants, Inc. (\$200,000); Fire Risk Alliance, LLC (\$150,000); O'Brien Code Consulting, Inc. (\$150,000); Shums Coda Associates (\$850,000); and Telecommunications Engineering Associates (\$125,000), for services to be rendered July 1, 2020 through June 30, 2021.

BACKGROUND

The Building Inspection Division has utilized Structural, Fire, and Building Code services through contracts with consulting firms that specialize in these areas. Contracting with these firms allows the Building Inspection Division the flexibility to respond and manage the development workload as it fluctuates by providing temporary professional plan check and inspection services managed independently from the City.

The Planning Division has utilized consultant services for different planning services as needed to augment staff capacity and expertise. The Division is experiencing difficulty in recruiting for the Planning Secretary as this position requires specialized skills in order to keep planning projects on time and meet the State-mandated timelines for noticing and meetings. The occurrence of COVID-19 has made it more challenging to fulfill these critical tasks.

ANALYSIS

Over the past several years, the Community Development Department has experienced extremely high levels of development activity. For the Planning Division, meeting this service demand has been challenging due to staff vacancies and retirements and the

difficulty in finding experienced planning and administrative professionals to assist the Department.

Using salary savings from vacant positions, the Planning Division will utilize the consultant Assistant Planner and Planning Secretary to help with the Department workload. The Planning Secretary consultant will be responsible for ensuring all planning notices are prepared in a timely manner according to legal requirements; will respond to daily general public inquiries and public records requests; and provide general administrative support for the Planning Division. The Assistant Planning consultant will manage smaller development projects and assist Planning staff with general research and analysis.

While development activity was affected for building and fire plan check and inspection during the COVID-19 crisis, it has largely resumed in the last few weeks with a minor reduction in activity. The request for the upcoming fiscal year reflects staff's assessment of projects anticipated to go through the building permit process and the consultant resources necessary based on current staffing. The amount requested for the upcoming fiscal year retains one less fire protection firm due to the filling of two vacant Fire Protection Engineer positions. The following contract amounts are proposed for each firm:

- BMI Imaging Systems, Inc. – Digital Imaging Services – \$120,000;
- CSG Consultants, Inc. – Building Services – \$200,000;
- Fire Risk Alliance, LLC – Fire Services – \$150,000;
- O'Brien Code Consulting, Inc. – Building Services – \$150,000;
- Shums Coda Associates – Building and Fire Services (\$600,000) and Planning Services (\$250,000) – \$850,000; and
- Telecommunications Engineering Associates – Fire Services – \$125,000.

The total building services contract amount of \$1,345,000 is lower than last year's amount of \$1,420,000. The term of these service contracts is July 1, 2020 through June 30, 2021. 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 if development activity increases.

The total planning services contract amount of \$250,000 is being funded through salary savings; this amount will likely not be used in its entirety as recruitments are forthcoming and contract services will not be required once permanent staff is on board.

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 2020-21 Budget, Building Services, Other Professional Contract Services, \$1,420,000 is currently proposed for building and fire protection inspection and plan checking and digital imaging services. The proposed contracts are for a total of \$1,345,000.

There will be no additional fiscal impact to Planning. Planning services will be paid using salary savings.

ALTERNATIVES

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

PUBLIC NOTICING – Agenda posting.

Prepared by:

Nena Bizjak
Development Services Coordinator

Shellie Woodworth
Chief Building Official

Martin Alkire
Advanced Planning Manager

Approved by:

Aarti Shrivastava
Assistant City Manager/
Community Development Director

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

NB-SW-MA/5/CAM/806-06-23-20CR/200307