



DATE: April 12, 2022

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Amendment to Contracts for Outside Plan Checking and Inspection Services**

RECOMMENDATION

1. Increase appropriations in the amount of \$1,175,000 in the Community Development Department, Development Services Fund, for building and fire plan checking and inspection services. (Five votes required)
2. Authorize the City Manager or designee to execute contract amendments to increase maximum compensation for outside building and fire plan checking and inspection services with: CSG Consultants, Inc., from \$300,000 to \$475,000; Fire & Risk Alliance, LLC, from \$150,000 to \$200,000; and Shums Coda Associates, Inc., from \$950,000 to \$1,900,000, for services rendered July 1, 2021 through June 30, 2022, for a total increase of \$1,175,000 resulting in total contract amounts of \$2,575,000.

BACKGROUND

Over the past 28 years, the Building Inspection Division has used consulting firms to provide structural, fire, and building code services. 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 and fire 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.

On June 8, 2021, Council authorized building inspection and fire plan checking and inspection contract services for Fiscal Year 2021-22 with the following companies and amounts totaling \$1,520,000:

- BMI Imaging Systems, Inc.: Digital Imaging Services—\$120,000.
- CSG Consultants, Inc.: Building and Fire Services—\$300,000.

- Fire Risk Alliance, LLC: Fire Services—\$150,000.
- Shums Coda & Associates: Building and Fire Services—\$950,000.

The proposed contract amendments would increase maximum compensation by a total of \$1,175,000 and would result in a total amount of \$2,695,000 across all contracts for Fiscal Year 2021-22, including the \$120,000 contract with BMI Imaging Systems, Inc., which isn't proposed for amendment at this time. This total contract amount remains lower than the total contract amount of \$3,695,000 requested for Fiscal Year 2020-21. The lower contract amount requested for Fiscal Year 2021-22 is due to the reduction in building permit submittals for plan checks because of COVID-19. The term of these service contracts is July 1, 2021 through June 30, 2022. 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 requested contract amounts if development activity increases.

FISCAL IMPACT

Building Services is part of the Development Services Fund, and the services provided are cost-recovered from plan checking and permit fees paid for by the developer. The total of the proposed amendments is \$1,175,000. There is adequate funding in the Development Services Fund to support the requested amount.

ALTERNATIVES

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

PUBLIC NOTICING—Agenda posting.

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Attachment: 1. Council Report—June 8, 2021