



**DATE:** June 8, 2021

**CATEGORY:** Consent

**DEPT.:** Community Development

**TITLE:** **Contracts for Outside Building and Fire Plan Checking, Inspection, Digital Imaging Services, and 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. (\$300,000); Fire Risk Alliance, LLC (\$150,000); and Shums Coda Associates (\$950,000), for services to be rendered July 1, 2021 through June 30, 2022.

### **BACKGROUND**

Over the past 28 years, the Building Inspection Division has used consulting firms to provide structural, Fire, 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. The use of consultants has 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.

### **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, retirements, and difficulties in finding experienced Building Inspectors. While the level of development activity was lower for building and fire plan check and inspection during the COVID-19 crisis, it has largely resumed in the last few months 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 levels. The following contract amounts are proposed for each firm:

- BMI Imaging Systems, Inc.: Digital Imaging Services – \$120,000;
- CSG Consultants, Inc.: Building Services – \$300,000;
- Fire Risk Alliance, LLC: Fire Services – \$150,000; and
- Shums Coda Associates: Building and Fire Services – \$950,000.

The total proposed building services contract amount of \$1,520,000 for Fiscal Year 2021-22 is lower than the current amount in the Fiscal Year 2020-21 budget. The term of these service contracts is July 1, 2021 through June 30, 2022. 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.

### **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 total of the proposed contracts for next fiscal year are estimated to be \$1,520,000.

### **ALTERNATIVES**

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

**PUBLIC NOTICING** – Agenda posting.

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