



**DATE:** June 24, 2014

**CATEGORY:** Consent

**DEPT.:** Community Development

**TITLE:** **Contracts for Outside Plan Checking and Inspection Consultant Services**

### **RECOMMENDATION**

Authorize the City Manager to execute contracts for outside plan checking and inspection services with Shums Coda Associates (\$650,000); CSG Consultants, Inc. (\$150,000); Hughes Associates, Inc. (\$125,000); Aon Fire Protection Engineering Corporation (\$125,000); and O'Brien Code Consulting, Inc. (\$400,000) for July 1, 2014 through June 30, 2015.

### **BACKGROUND**

Over the past 16 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 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 increase from previous years. Staff evaluated the anticipated workload for the new fiscal year and is proposing the following contract amounts:

- Shums Coda Associates – Building and Fire Services – \$650,000;
- CSG Consultants, Inc. – Building Services – \$150,000;

- Hughes Associates, Inc. – Fire Services – \$125,000;
- O’Brien Code Consulting, Inc. – Building Services – \$400,000; and
- Aon Fire Protection Engineering Corporation – Fire Services – \$125,000.

The term of these contracts is July 1, 2014 through June 30, 2015 with a 30-day notice prior to termination. The amount encumbered for these consultant contracts is in line with last year’s contract amounts. 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 will be part of the Development Services Fund and are fully cost-recovered from plan checking and permit fees paid for by the developer. Reflected in the Fiscal Year 2014-15 Adopted Budget, Building Services, Other Professional Contract Services – \$2,000,000 was appropriated for building and fire protection inspection and plan checking services. The proposed contracts are for a total of \$1,450,000, leaving a remaining unencumbered balance of \$550,000 for future adjustments. These contracts are being submitted to the City Council for approval as they exceed the \$100,000 contract limit established by the City Council.

### **ALTERNATIVES**

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

### **PUBLIC NOTICING** – Agenda posting.

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