



**DATE:** June 4, 2019

**CATEGORY:** Consent

**DEPT.:** Community Development

**TITLE:** **Contracts for Outside Plan Checking, Inspection, and Digital Imaging Services**

### **RECOMMENDATION**

Authorize the City Manager to execute contracts for outside plan checking, inspection, and digital imaging services with: BMI Imaging, Inc. (\$120,000); CSG Consultants, Inc. (\$200,000); ESH Consultants (\$100,000); Fire Risk Alliance, LLC (\$100,000); O'Brien Code Consulting, Inc. (\$150,000); Shums Coda Associates (\$650,000); and Telecommunications Engineering Associates (\$100,000), for services to be rendered July 1, 2019 through June 30, 2020.

### **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.

### **ANALYSIS**

Development activity continues to be high. Staff evaluated the anticipated workload for the new fiscal year and is proposing the following contract amounts:

- BMI Imaging Systems, Inc. – Digital Imaging Services – \$120,000;
- CSG Consultants, Inc. – Building Services – \$200,000;
- ESH Consultants – Fire Services – \$100,000;
- Fire Risk Alliance, LLC – Fire Services – \$100,000;

- O'Brien Code Consulting, Inc. – Building Services – \$150,000;
- Shums Coda Associates – Building and Fire Services – \$650,000; and
- Telecommunications Engineering Associates – Fire Services – \$100,000.

The term of these contracts is July 1, 2019 through June 30, 2020, with a 30-day notice prior to termination. The total amount of \$1,420,000 recommended for these consultant contracts is less than last year's initial total contracts of \$1,735,000; the modification between these two years is due to the creation of two new staff positions. 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 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 2019-20 Budget, Building Services, Other Professional Contract Services – \$1,510,000 is currently appropriated for building and fire protection inspection, plan checking, and digital imaging services. The proposed contracts are for a total of \$1,420,000.

### **ALTERNATIVES**

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

**PUBLIC NOTICING** – Agenda posting.

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