



DATE: June 14, 2016

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: CSG Consultants, Inc. (\$200,000); ESH Consultants (\$200,000); Fire Risk Alliance, LLC (\$150,000); Jensen Hughes, Inc. (\$125,000); O'Brien Code Consulting, Inc. (\$300,000); Shums Coda Associates (\$600,000); and Telecommunications Engineering Associates (\$125,000) for July 1, 2016 through June 30, 2017.

BACKGROUND

Over the past 18 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 staff from 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 be high. Staff evaluated the anticipated workload for the new fiscal year and is proposing the following contract amounts:

- CSG Consultants, Inc. – Building Services – \$200,000;
- ESH Consultants – Fire Services – \$200,000;

- Fire Risk Alliance, LLC – Fire Services – \$150,000;
- Jensen Hughes, Inc. – Fire Services – \$125,000;
- O’Brien Code Consulting, Inc. – Building Services – \$300,000;
- Shums Coda Associates – Building and Fire Services – \$600,000; and
- Telecommunications Engineering Associates – Fire Services – \$125,000.

The term of these contracts is July 1, 2016 through June 30, 2017, with a 30-day notice prior to termination. The total amount of \$1,700,000 recommended for these consultant contracts is less than last year’s initial total contracts of \$2,000,000. 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 are fully cost-recovered from plan checking and permit fees paid for by the developer. Reflected in the Fiscal Year 2016-17 Adopted Budget, Building Services, Other Professional Contract Services—\$2,105,000 is proposed to be appropriated for building and fire protection inspection and plan checking services. The proposed contracts are for a total of \$1,700,000, leaving a remaining unencumbered balance of \$405,000 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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SW/3/CAM
806-06-14-16CR-E