



## Agenda Report

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**File #:** 19-0692

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### **AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION**

**DATE:** August 21, 2019

**TO:** Honorable Mayor and City Council Members

**FROM:** Community Development Department

**SUBJECT:**

City Council consideration of a professional services agreement with Bureau Veritas North America, Interwest Consulting Group, VCA The Code Group, TRB and Associates, and Advanced Applied for plan check, inspection, code enforcement services and officers, and on-site staffing services pursuant to request for proposal RFP 19-032AO.

**RECOMMENDED ACTION:**

That the City Council:

1. Approve Professional Services Agreements issued to Bureau Veritas North America, Inc. of Costa Mesa, to Interwest Consulting Group, Inc. of Huntington Beach CA, to VCA The Code Group, of Orange CA, to TRB and Associates, of Long Beach and Advanced Applied Engineering, of Brea CA, for Plan Check Consulting, Inspection, Code Enforcement Services and Officers, and On-Site Staffing Services in the amount of \$500,000 per fiscal year with initial award period of July 1, 2019 through June 30, 2022.
2. Authorize the City Manager or the Community Development Director to execute the agreements with Bureau Veritas North America, Inc. of Costa Mesa, to Interwest Consulting Group, Inc. of Huntington Beach CA, to VCA The Code Group, of Orange CA, to TRB and Associates, of Long Beach and Advanced Applied Engineering, DBA Infrastructure Engineers of Brea CA, and authorize the City Manager or Community Development Director to extend the agreements for an additional three year period as per CMC 3.08.070(l).
3. Authorize the Purchasing Manager to issue an annual purchase order to Bureau Veritas North America, Inc. of Costa Mesa, to Interwest Consulting Group, Inc. of Huntington Beach CA, to VCA The Code Group, of Orange CA, to TRB and Associates, of Long Beach and Advanced Applied Engineering, of Brea CA, in the amount of \$500,000, per fiscal year.

4. Authorize the City Manager or the Community Development Director to negotiate and execute any amendments to these agreements which are either non-substantive or are otherwise in compliance with the City Council actions hereunder.

**ANALYSIS:**

The City of Corona Community Development Department uses qualified consultants to provide supplemental staffing to the Building Division. The supplemental staffing assists in providing building inspection and supervision services, permit technician services at the public counter, as needed code enforcement officers, and plan check services for the review of architectural, plumbing, mechanical, electrical and structural drawings (plan checks), including fire plan review for minimum compliance, energy and structural calculations, and disabled access regulations prescribed by Title 24 of the California Code of Regulations. The department currently has contracts with Interwest Consulting Group, Inc. of Huntington Beach CA and Bureau Veritas North America of Costa Mesa CA, to provide off-site and on-site staff for plan checks and on-site staff for building inspection and permit technician services. The current contracts with both companies have been in place for three years and recently expired on June 30, 2019.

On May 2, 2019, the City circulated a Request for Proposal (RFP) for Plan Check Consulting, Code Enforcement, Inspection and On-Site Staffing Services, officially RFP 19-032AO. The RFP was formally advertised both on the Sentinel Weekly Newspaper and PlanetBids/City of Corona website and distributed to 33 consulting firms that specialize in providing plan check review services for the building industry, including structural engineering review, and building inspection. At the close of the RFP period on June 4, 2019, the City received thirteen proposals. Proposals were received from Bureau Veritas North America in Costa Mesa, Interwest Consulting Group in Huntington Beach, VCA The Code Group in Orange, CSG Consultants in Santa Ana, Willdan Engineering in San Bernardino, TRB and Associates in Long Beach, 4-Leaf Inc of Pleasanton, CA, HR Green Pacific Inc. in Corona, JAS Pacific in Upland, JLee Engineering in Alhambra, Transtech Engineers in Chino, West Coast Code in Irvine and Advanced Applied Engineering in Brea.

The department's staff evaluation team assigned weighted scores to each proposal according to the RFP evaluation criteria: Qualification of the Firm (30%); Qualifications of Personnel (25%); Related Experience (30%); Completeness of Response (10%); and Reasonableness of Cost and Price (5%). Based on the proposals that were submitted, the five highest scoring firms are being recommended for professional service agreements with the City to provide plan check, building inspection, permit technician and code enforcement services to the Community Development Department. The five firms being recommended are Bureau Veritas North America, Interwest Consulting Group, VCA The Code Group INC, TRB and Associates and Advanced Applied Engineering.

All firms have agreed to execute the City's Professional Services Agreement without modifications to the terms and conditions contained therein. The selected firms have also agreed to provide plan check services at a cost that is 55 percent of the City's collected plan check fee. That means 55 percent of the fee collected from project proponents will be paid to the consultant with the remaining 45 percent going into the City's General Fund to cover review by City staff, including plan check reviews from other City departments. This fee includes first plan check review and two subsequent reviews. Plan checks requiring a fourth review and beyond will be performed at an hourly rate not to exceed \$100.00 per hour until plan approval.

Consultants	City	Services - Vendor	Services - City
Bureau Veritas N.A., Inc.	Costa Mesa, CA	55% of fee	45% of fee
Interwest Consulting, Inc.	Huntington Beach, CA	55% of fee	45% of fee
VCA The Code Group	Orange, CA	55% of fee	45% of fee
TRB and Associates	Long Beach, CA	55% of fee	45% of fee
Advanced Applied Engineering	Brea, CA	55% of fee	45% of fee

Building inspection services, code enforcement and permit technician services will be paid on an hourly basis based on the rates established in the agreements. The City will select from the companies offering the best rates to a maximum of \$80.00/hour for building inspection, \$75.00/hour for permit technician and \$75.00 for code enforcement officer services.

The Professional Services Agreements are for three years, July 1, 2019 through June 30, 2022, and each agreement shall not exceed \$500,000 per fiscal year without written approval by the designated City representative. After the third year, the agreements have the option of being extended for another three years as authorized by the City Manager or the Community Development Director.

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

Not applicable.

**FISCAL IMPACT:**

The consulting services will not negatively impact the General Fund as the City collects plan check fees and building permit fees from project proponents based on the City's adopted fee schedule to cover the costs associated with the review of plan checks and inspection and permit technician services. The contract costs for Fiscal Year 2019-20 are included in the Community Development Department's operating budget.

**ENVIRONMENTAL ANALYSIS:**

No environmental review is required because the proposed action is not a project governed by the California Environmental Quality Act.

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**PREPARED BY:** OSCAR DAVALOS, DEPUTY BUILDING OFFICIAL/PLAN CHECK MANAGER

**REVIEWED BY:** CHRIS MILOSEVIC, BUILDING OFFICIAL/INSPECTION MANAGER

**REVIEWED BY:** JOANNE COLETTA, COMMUNITY DEVELOPMENT DIRECTOR

**REVIEWED BY:** CITA LONGSWORTH, PURCHASING MANAGER

**REVIEWED BY:** KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

**REVIEWED BY:** MICHELE NISSEN, ASSISTANT CITY MANAGER

**SUBMITTED BY:** MITCHELL LANSDELL, ACTING CITY MANAGER

**Attachments:**

1. Professional Services Agreement - Bureau Veritas North America, Inc.
2. Professional Services Agreement - Interwest Consulting Group, Inc.
3. Professional Services Agreement - VCA The Code Group
4. Professional Services Agreement - TRB and Associates
5. Professional Services Agreement - Advanced Applied, DBA Infrastructure Engineers