



Agenda Report

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File #: 20-0173

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**AGENDA REPORT  
REQUEST FOR CITY COUNCIL ACTION**

DATE: 03/18/2020

TO: Honorable Mayor and City Council Members

FROM: Community Development Department

**SUBJECT:**

City Council consideration to approve a First Amendment to the Professional Services Agreement with Bureau Veritas North America and Interwest Consulting Group for Plan Check Consulting and Inspection Services pursuant to Request for Proposal (RFP) 19-032AO.

**RECOMMENDED ACTION:**

That the City Council:

- a. Approve a First Amendment to the Professional Services Agreement issued to Bureau Veritas North America, Santa Ana, California for Plan Check Consulting and Inspection Services in the amount of \$500,000 for a total contract amount of \$1,000,000 for Fiscal Years 2019/2020, 2020/2021, 2021/2022.
- b. Approve a First Amendment to the Professional Services Agreement issued to Interwest Consulting Group, Ontario, California for Plan Check Consulting and Inspection Services in the amount of \$100,000 for a total contract amount of \$600,000 for Fiscal Years 2019/2020, 2020/2021, 2021/2022.
- c. Authorize the City Manager to execute the First Amendment to the Agreements with Bureau Veritas North America and Interwest Consulting Group, Inc. in the combined amount of \$1,600,000.
- d. Authorize the Purchasing Agent to increase Purchase Order B200659 to Bureau Veritas North America, Inc. and Purchase Order B200660 to Interwest Consulting Group, Inc.
- e. 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 Community Development Department uses qualified consultants to provide supplemental staffing to the Building Division. The supplemental staffing assists in providing plan check services for the review of architectural, plumbing, mechanical, electrical and structural drawings, including fire plan review for minimum compliance, energy and structural calculations and disabled access regulations described by Title 24 of the California Code of Regulations. Field inspection and permit technician services are also included in the City's service contract. The City issued RFP 19-031AO on May 2, 2019 and eventually awarded contracts to five (5) consulting firms: 1) Bureau Veritas North America, 2) Interwest Consulting Group, 3) VCA The Code Group, 4) TRB and Associates and 5) Advanced Applied Engineering (DBA Infrastructure Engineers). Each consulting firm was awarded a contract in the amount of \$500,000 to provide the above services upon request by the City. The term of each agreement is from July 1, 2019 through June 30, 2022.

Bureau Veritas North America has been heavily utilized by the department due to their ability to provide experienced structural engineers in reviewing building plans. Additionally, Bureau Veritas exercises flexibility in their schedule to meet with customers regarding plan check corrections and provide over-the-counter services for smaller projects. Due to the large volume of plan checks currently being submitted to the City for new construction and tenant improvements, the department has increased the use of this firm. The department has reached the spending limit allowed on the current purchase order for this contract. In order to provide the continued and ongoing service to the public an additional \$500,000 is being requested which would increase the total amount of the contract to \$1,000,000.

Interwest Consulting Group has also been more heavily utilized by the department due to their ability to provide qualified field inspection staff. Due to the large volume of inspections associated with new residential construction, industrial construction, tenant improvements, photovoltaic systems and other miscellaneous inspections, the department is requesting an additional \$100,000 to the current contract. This would increase the total amount of the contract to \$600,000.

**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 services. The contract costs for Fiscal Year 2019-2020 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.

**PREPARED BY:** CHRIS MILOSEVIC, BUILDING OFFICIAL

**REVIEWED BY:** SCOTT BRIGGS, PURCHASING SPECIALIST 5

**REVIEWED BY:** KIM SITTON, ACTING ADMINISTRATIVE SERVICES DIRECTOR

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

**SUBMITTED BY:** JACOB ELLIS, CITY MANAGER

**Attachments:**

1. Exhibit 1 - Amendment No.1 Bureau Veritas North America
2. Exhibit 2 - Amendment No.1 Interwest Consulting Group