



CITY COUNCIL STAFF REPORT



December 6, 2022

ITEM TITLE

Consultant Agreements: Approve Agreements with Three Consultant Firms for Permit Processing, Building Plan Check, and Building Inspection Services

Report Number: 22-0284

Location: No specific geographic location

Environmental Notice:

The activity is not a "Project" as defined under Section 15378 of the California Environmental Quality Act ("CEQA") State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

Recommended Action

Adopt a resolution approving three-year agreements, with the option of three one-year extensions, for a total period of six years, with Interwest Consulting Group, Bureau Veritas North America, Inc., and True North Compliance Services, Inc. for permit processing, building plan check, and building inspection services.

SUMMARY

The Development Services Department utilizes contractual services to assist staff with building permit processing, building plan checks and building inspections during periods of high construction activity and spikes in workload. Currently, the City has agreements with three consultants that will expire on January 31, 2023. In order to establish new agreements, City staff prepared a Request for Proposal ("RFP") for building permit processing, building plan check and building inspection services. Seven (7) consultant firms submitted proposals which were evaluated by a Selection Committee. After a thorough evaluation, the Committee recommended that the City contract with three consultants: Interwest Consulting Group, Bureau Veritas North America, Inc. and True North Compliance Services, Inc., to provide the services on an as-needed basis.

ENVIRONMENTAL REVIEW

The Director of Development Services has reviewed the proposed activity for compliance with CEQA and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

Not applicable.

DISCUSSION

The City has been using the services of consultants since 1987 to support the processing, review and inspections related to building permits. Having consultants available on an as-needed basis helps the City manage the increase in workload during periods of high building permit activity and maintain established customer service standards. Consultants offer flexibility and the ability to respond quickly with no impact to City staff workloads, especially given fluctuating demands for such services. Additionally, consultants can be used in the following situations: staff requires specialized expertise that is unavailable in-house; outside assistance is needed to expedite projects; or when a third party is needed to perform a project review.

The City currently has three contracts with EsGil Corporation, Bureau Veritas North America, Inc. and CSG Consultants, Inc. These contracts will expire on January 31, 2023, and staff is proposing to establish new contracts for these services. City staff prepared an RFP for building permit processing, building plan check and building inspection services. A selection committee (“committee”) reviewed the responses to the RFP. The committee evaluated seven responses using a pre-established list of evaluation criteria based on professional qualifications of consultant’s employees, consultant’s experience in performing the services, consultant’s procedures and their impact on City procedures, quality control programs, familiarity with local and regional code interpretations and cost of services. The committee recommended that the City contract with three consultants: Interwest Consulting Group, Bureau Veritas North America, Inc., and True North Compliance Services, Inc.

These three as-needed consultants provide the City access to a larger pool of resources and ensures that more than one provider is in place for the various workload demands. Should one consultant not have capacity for requested work, then the City can select one of the other consultants available. Having three consultants compete for the placement of consultant staff in the City increases the possibility that the City is being presented with the best and most qualified resources. The City reviews resumés and interviews consultant staff and select those that are most qualified to provide the required services.

The agreements are structured to allow the City, at its sole discretion, to terminate an agreement at any time, after having given the consultant a 30-day notice. The decision to use the services of any of the consultants rests solely with the City and will be made on a case-by-case basis by the Director of Development Services or his/her designee.

DECISION-MAKER CONFLICT

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the real property holdings of the City Council members do not create a disqualifying real property-related financial conflict of interest under the Political Reform Act (Cal. Gov’t Code § 87100, et seq.).

Staff is not independently aware and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

CURRENT-YEAR FISCAL IMPACT

There is no current year fiscal impact to the General Fund or Development Services Fund as a result of this

action. All costs of building permit processing, building plan check and building inspection services, whether performed by the City or the City's consultant, are borne by the applicant in the form of plan check and permit fees.

ONGOING FISCAL IMPACT

There are no ongoing fiscal impacts to the General Fund or Development Services Fund as a result of this action. All costs of building permit processing, building plan check and building inspection services, whether performed by the City or the City's consultant, are borne by the applicant in the form of plan check and permit fees.

ATTACHMENTS

1. Interwest Consultant Group Agreement
2. Bureau Veritas North America, Inc. Agreement
3. True North Compliance, Inc. Agreement

*Staff Contact: Lou El-Khazen, Building Official/Code Enforcement Manager
Laura C. Black, AICP, Director of Development Services*