



Administrative Report

H.12., File # 25-0955

Meeting Date: 7/15/2025

To: MAYOR AND CITY COUNCIL

From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE FOUR-YEAR ON-CALL CONSULTING SERVICES AGREEMENTS FOR BUILDING PLAN CHECK SERVICES WITH BOWMAN INFRASTRUCTURE ENGINEERING, BUREAU VERITAS, TRUE NORTH, BPR, AND 4 LEAF FOR AN ANNUAL AMOUNT OF \$100,000 FOR EACH VENDOR, AND WITH MELAD AND ASSOCIATES INC. FOR AN ANNUAL AMOUNT OF \$200,000, FOR THE TERM JULY 16, 2025 TO JUNE 30, 2029

EXECUTIVE SUMMARY

The Community Development Department submitted a Budget Decision Package for the Fiscal Year 2025-26 Budget proposing to outsource up to 70% of building plan checks to reduce review times and improve customer service. The proposed consulting services agreements would support outside building plan check services aimed at reducing review times to an average of two weeks. The agreements also include provisions for as-needed staffing assistance and can be terminated at any time, at the City's sole and absolute discretion.

BACKGROUND

The Community Development Department recently developed a Departmental Strategic Plan that establishes operational performance standards. A key objective of the plan is to reduce the average building plan check review time from six weeks to two weeks. To achieve this, the department submitted a Budget Decision Package proposing to outsource approximately 70% of its building plan checks to consultants. This will help to accelerate reviews and ensure that project turnaround occurs within the desired timeframe. As part of the proposal, the consultants would receive 60% of the plan check fee, which is an industry standard that will help support enhanced performance. The department's two in-house plan checkers will manage the consultant's work, perform quality control on the outsourced plan checks, and be more available to work with customers, including issuing over-the-counter permits more efficiently.

The Community Development Department issued a Request for Proposals (RFP) to select highly qualified firms to provide plan check review and inspection services that meet the City's comprehensive building and safety needs. The process prioritized transparency, fairness, and technical expertise. Proposals were assessed on a range of criteria, including qualifications, relevant experience, availability of certified staff (such as Certified Access Specialist (CASP), structural engineers, and civil engineers), proposed fees, and the ability to meet established performance and communication standards. The RFP allowed for multiple firms to be selected, ensuring flexibility in workload distribution, responsiveness, and specialized services.

The performance requirements outlined in the RDP scope of work were thorough and emphasized quality, accessibility, and code compliance. Firms were expected to provide detailed and accurate plan reviews across all code disciplines, including structural, fire and life safety, accessibility, and energy codes, while maintaining strong communication with applicants and City staff. Key expectations included:

- Timely turnarounds on plan reviews, including rechecks and deferred submittals
- CAsp-certified personnel for accessibility reviews
- In-person or virtual meeting attendance as needed
- Availability for on-call inspections and after-hours emergencies
- Coordination and documentation of digital submittals
- Monthly invoicing with itemized breakdowns

The firms selected - Bowman Infrastructure Engineering, Bureau Veritas, True North, BPR, 4Leaf, and Melad and Associates Inc. - were chosen for their proven experience, depth of qualified personnel, and ability to meet the City's expectations for quality, responsiveness, and compliance. Each firm demonstrated a strong understanding of the City's scope of work and a reliable track record of delivering similar services to other jurisdictions.

Melad and Associates Inc. was awarded a higher not-to-exceed amount as they are currently providing both plan review and staff augmentation services (building inspector) for the department and have demonstrated consistent performance and capacity to support the needs of the Department's Building Division.

This approach ensures the City has access to a flexible and highly qualified pool of consultants to maintain high standards of public safety and efficient development review. Over time, the department intends to narrow down the number of firms it works with based on their performance.

COORDINATION

The agreements were approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for the proposed agreements was approved as part of the Community Development Department's FY 2025-2026 operating budget. The cost of these services will be offset by revenue generated from plan check fees. Consultants engaged in plan review services will be compensated at 60% of the plan check fees collected by the City. Five of the proposed agreements have an annual not to exceed value of \$100,000. The sixth firm, Melad, has a \$200,000 annual not to exceed amount in order to cover the cost of plan check services and the provision of hourly, on-call, building inspection support.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Melad and Associates Inc

- Agmt - Bowman Infrastructure
- Agmt - Bureau Veritas
- Agmt - True North
- Agmt - 4 Leaf
- Agmt - BPR
- Contract Services RFP