



Administrative Report

H.12., File # 25-0060

Meeting Date: 1/21/2025

To: MAYOR AND CITY COUNCIL

From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE AN AMENDMENT TO THE AGREEMENT WITH MELAD AND ASSOCIATES, INC. FOR BUILDING PLAN CHECK REVIEW AND PERMIT TECH SERVICES TO INCREASE THE AMOUNT BY \$150,000 FOR A NEW CONTRACT NOT TO EXCEED TOTAL OF \$311,000

EXECUTIVE SUMMARY

The proposed third amendment to the Agreement with Melad and Associates, Inc. (Melad and Associates) includes a \$150,000 increase to the contract to allow the firm to continue assisting with building plan check reviews and providing temporary Permit Technician staffing while one of the City's full-time Permit Technicians is out on leave. The proposed amendment brings the total contract value to \$311,000, which has been budgeted and is offset by plan check fee revenue.

BACKGROUND

In 2020, the City initiated a process to select outside consulting firms to provide plan check services on an as-needed basis to assist with building permit application review. Through the request for proposals process, the Community Development Department recommended five firms to contract with based on their qualifications and experience. The City Council later approved the five agreements including one with Melad and Associates.

Consulting firms help the Community Development Department achieve timely building plan check review and bridge staffing gaps when needed. Melad and Associates, Inc. has demonstrated competency and expertise in plan check review and staffing services for the City and staff feels it is prudent to continue utilizing both their plan check and temporary staffing services in order to maintain/improve customer service levels in the Building Division.

COORDINATION

The contract amendment was prepared by the City Attorney's Office.

FISCAL IMPACT

Funding for the recommended contract plan check services was approved as part of the Community Development Department's annual budget. The services provided by the contractor are offset by plan check revenue.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Third Amendment, Melad and Associates, Inc.
- Agmt - Second Amendment, Melad and Associates, Inc., September 3, 2024
- Agmt - First Amendment, Melad and Associates, Inc., June 18, 2024
- Agmt - Original Agreement with Melad and Associates, Inc., April 2, 2024
- Insurance - Melad and Associates, Inc.