



Administrative Report

H.13., File # 22-4890

Meeting Date: 10/4/2022

To: MAYOR AND CITY COUNCIL

From: BRANDY FORBES, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE A THIRD AMENDMENT TO THE AGREEMENT WITH INTERWEST CONSULTING GROUP, INC. FOR PLAN CHECK CONSULTING SERVICES FOR AN ADDITIONAL AMOUNT OF \$25,000 AND A NEW TOTAL NOT TO EXCEED AMOUNT OF \$165,000 FOR THE EXISTING TERM THROUGH FEBRUARY 8, 2024

EXECUTIVE SUMMARY

On February 9, 2021, the City Council approved agreements with six (6) firms to provide plan check and inspection services on an as-needed basis. The contracts provide the capability for the Community Development Department to offer an expedited plan check option, upon applicant request, and to fill gaps in staffing on an as-needed basis. Interwest Consulting Group, Inc. (Interwest) is one of the six (6) firms.

The contract with Interwest was amended in February 2022 and May 2022 to cover additional plan check services and provide for an Interim Building Official to fill the then vacant Chief Building Official position.

The third amendment will cover continued Building plan check services, and provide additional funding for Fire plan check services due to a current vacancy in the Fire Plan Check position.

BACKGROUND

On August 18, 2020, the City Council directed staff to proceed with selecting outside consulting firms to provide plan check services, as well as other Building Division services, on an as-needed basis. After the completion of the request for proposal process, the Community Development Department selected six firms, based on their qualifications and experience. The City Council approved the agreements on February 9, 2021. Of the six firms, Interwest currently has the best combination of staff availability and capability to provide the temporary support needed to cover the Fire plan check vacancy.

The original contract with Interwest, approved in February 2021, was for expedited plan check services for an amount not to exceed \$15,000. The first amendment to the contract with Interwest, approved in February 2022, added another \$80,000 for Interim Building Official work and an additional \$15,000 for plan check services, bringing the total not to exceed amount to \$110,000. The second amendment to the contract extended the Interim Building Official work through mid-June 2022, for an additional amount of \$30,000, bringing the total not to exceed amount to \$140,000.

This third amendment would add an additional \$25,000 to the contract amount, covering continued Building plan check services and temporary Fire plan check services until the vacancy is filled.

COORDINATION

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

FISCAL IMPACT

Funding for the proposed contract Building plan check services was included in the FY 2022-23 operating budget for Community Development per Decision Package #76.

Expedited plan check service costs are fully funded by an additional fee paid by the project applicant equal to 50% of the original plan check fee amount added to the permit costs, and is cost neutral to the City.

The Fire plan check service costs will be offset by the savings in the Fire Department personnel operating budget from the current staffing vacancy.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Third Amendment Interwest Consulting Group, Inc.
- Agmt - Second Amendment Interwest Consulting Group, Inc., May 10, 2022
- Agmt - First Amendment Interwest Consulting Group, Inc., February 1, 2022
- Agmt - Original Agreement Interwest Consulting Group, Inc., February 9, 2021