



Administrative Report

H.4., File # 21-2031

Meeting Date: 2/9/2021

To: MAYOR AND CITY COUNCIL

From: BRANDY FORBES, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE SEPARATE CONSULTING SERVICES AGREEMENTS WITH BUREAU VERITAS NORTH AMERICA INC., HAYER CONSULTANTS INC., J. LEE ENGINEERING INC., INTERWEST CONSULTING GROUP INC., JASON ADISON SMITH (JAS) CONSULTING SERVICES INC., AND CSG CONSULTANTS INC., FOR AS-NEEDED BUILDING PLAN CHECK AND INSPECTION SERVICES FOR AN AMOUNT NOT TO EXCEED \$15,000 RESPECTIVELY FOR THE TERM OF FEBRUARY 9, 2021 THROUGH FEBRUARY 8, 2024

EXECUTIVE SUMMARY

On August 18, 2020, the City Council authorized staff to proceed with the issuance of an RFP to identify outside firms to provide plan check services on an as-needed basis. After an RFP process, six firms, as identified in this report, are recommended for separate service contracts, based on their qualifications and experience.

The contract services will provide the capability for the Community Development Department to offer an expedited plan check option for any applicant requesting it. In addition, services can be utilized to fill staffing gaps on an as-needed basis.

BACKGROUND

At the June 16, 2020 City Council meeting adopting the fiscal year 20-21 budget, the City Council requested that staff prepare a report regarding the possibility of providing an expedited plan check process utilizing consultant services. This service would be intended as complementary to current staffing functions rather than in lieu.

On August 18, 2020, staff presented a report addressing the history of staffing and procedures for Building Division plan check, the current plan check fee and contract structure, and options for this potential service offering of expedited plan check. After the discussion, staff was directed to move forward with seeking the contract services.

The Community Development Department issued a Request for Proposal and Qualification on December 1, 2020. After review of submitted proposals, six firms have been identified to retain on an as-needed basis. The firms were selected based on thoroughness of the proposal, firm's history and past performance, experience with typical project types in Redondo Beach, level of licensed and experienced staff, turnaround time, and cost.

The initial term of the agreements will be for three years at a cost not to exceed \$15,000 for each firm. The cost for plan check expediting will be reflected in an associated additional plan check fee paid by the applicant. The additional plan check fee will cover the costs of the outside service. The structure of this additional fee will be discussed as a separate item on this agenda, but is currently an additional 50% of the plan check fee.

COORDINATION

Each agreement has been coordinated with the City Attorney's Office.

FISCAL IMPACT

The consultant cost for expedited plan check services will be funded through an additional plan check fee paid by the applicant. The structure of this fee will be discussed as a separate item on this agenda.

Costs associated with utilizing the consultants when the department may be short of staffing may be reflected in reduced plan check revenues available for standard department expenditures.

APPROVED BY:

Joe Hoefgen, City Manager

ATTACHMENTS

Request for Proposal and Qualifications Plan Check Services
August 18, 2020 City Council Administrative Report
Bureau Veritas North America Inc. Contract
Hayer Consultants Inc. Contract
J. Lee Engineering Inc. Contract
Interwest Consulting Group Inc. Contract
Jason Adison Smith (JAS) Consulting Services Inc. Contract
CSG Consultants Inc. Contract