



# Administrative Report

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H.5., File # 22-4058

Meeting Date: 5/10/2022

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**To: MAYOR AND CITY COUNCIL**

**From: BRANDY FORBES, COMMUNITY DEVELOPMENT DIRECTOR**

## **TITLE**

APPROVE SECOND AMENDMENT TO THE AGREEMENT WITH INTERWEST CONSULTING GROUP, INC. FOR AS-NEEDED BUILDING PLAN CHECK AND INSPECTION SERVICES AND TEMPORARY BUILDING OFFICIAL SERVICES FOR AN INCREASE OF \$30,000 AND A NEW TOTAL NOT TO EXCEED AMOUNT OF \$140,000 FOR THE TERM FEBRUARY 1, 2022 THROUGH FEBRUARY 8, 2024

## **EXECUTIVE SUMMARY**

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

The contract with Interwest Consulting Group, Inc. was amended in February 2022 to cover additional plan check services and to provide Interim Building Official responsibilities through early May while the City conducted the process to fill the vacant Chief Building Official position. The selection process for the position is now complete, but additional interim services are needed through mid-June to allow time for candidate backgrounding and current job noticing.

The Interim Chief Building Official services are anticipated to cost no more than \$30,000. Funding for the services is available in the FY 2021-22 Budget.

## **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 RFP 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 consultant availability and capability to provide the temporary staff support needed for the Interim Building Official position.

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

proposed second amendment to the contract with Interwest would extend 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.

### **COORDINATION**

The contract amendment has been coordinated between the Community Development Department and City Manager's Office, and has been prepared by the City Attorney's Office.

### **FISCAL IMPACT**

The contracted 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. The consultant cost for expediated plan check services is fully funded through an additional plan check fee paid by the applicant and is cost neutral for the City. The initial consultant cost for the Interim Building Official services approved in the first amendment was covered by cost savings from vacancies in the Community Development Department and other available budgeted funds. The additional funds required for the continued Interim Building Official services are available in the Fiscal Year 2021-22 Budget.

### **APPROVED BY:**

*Mike Witzansky, City Manager*

### **ATTACHMENTS**

- Second Amendment Interwest (both original and signed by vendor)
- First Amendment Interwest approved February 1, 2022
- Original Contract Interwest approved February 9, 2021
- Interwest Proposal for Building Official Services
- Interwest Proposal for Additional Building Official Services