



Legislation Details (With Text)

**File #:** 14-265      **Version:** 1      **Name:** SR: Plan Check Services  
**Type:** Staff Report      **Status:** Filed  
**In control:** City Council  
**On agenda:** 7/7/2014      **Final action:** 7/7/2014  
**Enactment date:**      **Enactment #:**  
**Title:** Staff Report for a Resolution to Enter into Consultant Services Agreements between the City of San Leandro and 4LEAF, Inc., Plan Review Consultants Inc., and TRB+Associates for Third Party Plan Check Services  
**Sponsors:** Cynthia Battenberg  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
7/7/2014	1	City Council	Received and Filed	

Staff Report for a Resolution to Enter into Consultant Services Agreements between the City of San Leandro and 4LEAF, Inc., Plan Review Consultants Inc., and TRB+Associates for Third Party Plan Check Services

**SUMMARY AND RECOMMENDATIONS**

Construction activity in the City is currently high and is projected to continue in FY 2014-15. Third party plan check consultants can assist the City in managing the work load in order to meet deadlines and provide quality customer service. Staff recommends the City Council authorize the City Manager to enter into three Consultant Services Agreements for third party plan check services for a combined not-to-exceed amount of \$200,000 in order for the Building Division to continue providing plan check services in a timely manner during this period of significant development activity.

**BACKGROUND**

The City of San Leandro’s Building and Safety Services Division of the Community Development Department ensures minimum standards to safeguard life, limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, locations and maintenance of buildings and structures within the City through plan review, permit issuances and inspection.

The volume of construction activity, as well as the type and complexity of projects, has increased steadily over the past year. Home improvement activities, such as room additions, are now common and commercial construction is booming. This high level of building activity is projected to continue in FY 2014-15 and at least two large projects will be submitted for plan check review. Third party plan check consultants assist the City during times of high activity to meet deadlines and enable the City to provide quality customer service.

Building permit revenue in FY 2013-14 is projected to exceed the \$1.5m budget by more than \$400,000. To meet plan check review needs, a FY 2014-15 budget adjustment to increase building permit revenue by \$200,000 and add \$200,000 in expenses for consultant services was approved by the City Council on May 19, 2014.

### **Analysis**

In order to retain services from third party plan check consultants, a Request for Proposals (RFP) was issued May 2, 2014. Sixteen responses were received and evaluated based on the following criteria: qualifications and understanding of the RFP, experience of the firm, staffing and resources. Staff interviewed five firms and is recommending the City contract with Plan Review Consultants Inc. (PRC) and TRB+Associates (TRB) for outside plan check services and 4LEAF, Inc. for staffing, on an as-needed basis.

The contracts are for a two year period and include a provision for fixed fee plan check review charged as a percentage of the City's established plan check fees. Staff augmentation would be paid based on the hourly rates established for the various positions.

TRB was selected because of the size of their engineering staff and their considerable experience with projects similar to those planned for construction in 2014-15 (i.e. the Cornerstone housing project by BRIDGE and Westlake's Downtown Tech Campus). The Agreement with TRB is for a not-to-exceed amount of \$75,000.

PRC was chosen as a medium sized firm to handle tenant improvements, industrial and commercial alterations and large residential projects. They offer personalized service and fast turn-around times. The Agreement with PRC is for a not-to-exceed amount of \$50,000.

4LEAF provides plan check services and staffing throughout the western United States. They were selected based on their ability to provide highly qualified contract personnel on an as-needed basis. The Agreement with 4LEAF is for a not-to-exceed amount of \$75,000.

Staff recommends the City Council authorize the City Manager to enter into the three Agreements for a combined not-to-exceed amount of \$200,000 in order for the Building Division to continue providing plan check services in a timely manner during this period of high development activity.

### **Previous Actions**

On May 19, 2014 the City Council approved the addition of \$200,000 for consulting services expenses related to plan check review in FY 2014-15.

### **Summary of Public Outreach Efforts**

The Request for Proposals for Third Party Plan Review Consulting Services was posted on the City's website and sent to qualified consulting firms in the area.

### **Legal Analysis**

The Consulting Services Agreements have been reviewed by the City Attorney and approved as to

form.

**Fiscal Impact and Budget Authority**

This \$200,000 General Fund expenditure is included in the FY 2014-15 budget expenditure account 010-42-002-5120 and will be offset by revenue received for building permits account 010-3301.

**ATTACHMENTS**

**Attachments to Resolution**

- Three (3) agreements

**PREPARED BY:** Keith Weiner, Supervising Building Inspector, Community Development Department