



Legislation Text

File #: 23-295, **Version:** 1

Adopt a Resolution to Approve and Authorize the City Manager to Execute Two Consulting Services Agreements for Third Party Plan Check Services Between the City of San Leandro and CSG Consultants, Inc. for \$300,000 and TRB+Associates for \$700,000 in FY2023-2024 (for a Total Amount Not to Exceed \$1,000,000)

COUNCIL PRIORITY

- **Fiscal Sustainability and Transparency**
- **Community & Business Development**

SUMMARY

Construction activity in the City remains high and is projected to continue to remain so in the next few years. Third-party plan check consultants assist the City in managing the workload in order to meet deadlines and provide quality customer service. They enable the Building and Safety Services Division (Building) of the Community Development Department (CD) to continue providing plan check services in a timely manner, provide Certified Access Specialist (CASp) services as required by California statute, and supplement current staffing during this period of significant development activity. Our third-party consultants act as Floodplain Manager as required by the federal Floodplain Emergency Management Agency.

RECOMMENDATIONS

Staff recommends the City Council approve and authorize the City Manager to enter into two Consultant Services Agreements, one with TRB+Associates for \$700,000 and another with CSG Consultants, Inc. for \$300,000 for third-party plan check services (for a combined not-to-exceed amount of \$1,000,000) in Fiscal Year 2023-2024.

BACKGROUND

The City of San Leandro's Building and Safety Services Division of the Community Development Department ensures minimum standards to safeguard life, 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 inspections.

The volume of construction activity, as well as the type and complexity of projects, has increased significantly and remains high since 2013. Since 2013, the valuation, number, and complexity of permits have increased significantly. Building permit construction valuation has remained at \$130,000,000.00 or higher over the past seven years and is expected to increase or remain high in

Fiscal Years (FY) 2023-2024 and 2024-2025, as entitled projects submit for building permits and/or begin construction. Notable projects anticipated to apply for building permits and/or begin construction in FY 2023-2024 to include: 18 new single-family homes at 2824 Halcyon (Poppy Lane), and new construction of a 72-unit affordable multi-family residential development at 15101 Washington Avenue, 1919 Williams (221,495 square foot industrial building), A high volume of accessory dwelling unit applications, and some medium to large residential projects, have also been in the building queue in recent years.

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. Under the City Council approved FY 2023-2024 budget, the City Council approved appropriations of an amount not to exceed \$1,000,000 for FY 2023-2024 for Third-Party Plan Check consultants (see “Financial Impacts” below for more details).

Analysis

Building Division conducted a competitive Request for Proposal (RFP) process for third-party plan check firms in Spring 2018. The City selected TRB+Associates (TRB) and CSG Consultants, Inc. for independent consultant plan check services, inspection services, CASp services and front counter staff and entered into a contract with both firms for FY 2019-2020, FY 2020-2021, FY 2021-2022 and FY 2022-2023. Because both firms have performed effectively with key services such as quality plan check reviews, FEMA Floodplain technical assistance, CASp consulting, and temporary inspector services, the Building Department has continued contracting with both firms in FY 2023-2024.

The FY 2023-2024 contracts would each be for a one-year period (July 1, 2023 through June 30, 2024) 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 established in 2006 and is headquartered in San Ramon. TRB was selected because of the size of its engineering staff, its considerable experience with complex construction methods and the quality of past work.

CSG Consultants, Inc. was established in 1991 and is based in Foster City. It performs work only for public agencies and provides plan check services and staffing (inspectors, plan checkers and technicians) throughout the western United States.

Legal Analysis

The staff report, resolution and two consulting services agreements were reviewed by the City Attorney and approved as to form.

Financial Impacts

Sufficient funds are included in the Fiscal Year 2023-2024 General Fund budget for Plan Check services:

CSG (010-42-002-5120):	\$ 300,000
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TRB (010-42-002-5120):	<u>\$ 700,000</u>
Total	\$1,000,000

This Council action will not impact fund balance because there are funds available in the FY2023-2024 adopted budget.

ATTACHMENTS

Attachment A: *Resolution to Approve Two Consulting Services Agreements for Third-Party Plan Check Services Between the City of San Leandro and CSG Consultants, Inc. for \$300,000 and TRB+Associates for \$700,000 in FY2023-2024 (for a Total Amount Not to Exceed \$1,000,000)*

Attachment B: *CSG Consultants FY2023-2024 Scope of Work and Compensation Schedule*

Attachment C: *TRB FY2023-2024 Scope of Work and Compensation Schedule*

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