



Legislation Text

File #: 16-315, **Version:** 1

Staff Report for a Resolution Approving three Consultant Services Agreements for Third Party Plan Check Services Between the City of San Leandro and 4LEAF for \$35,000; AHG Architectural Services for \$65,000; and TRB+Associates for \$100,000.

SUMMARY AND RECOMMENDATIONS

Construction activity in the City is currently high and is projected to continue in FY 2016-17. Third party plan check consultants 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 of the Community Development Department 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 significantly since 2013. Between 2007 and 2012, the average annual construction valuation of building permit activity in the City was \$62 million. Since 2013, the average annual valuation has increased to \$126 million. The majority of the increase in activity is occurring in the commercial and industrial segments. Residential investment currently accounts for approximately 12% of construction value.

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. The FY 2016-17 Budget includes \$200,000 for Third Party Plan Check consultants.

Analysis

In order to retain services from third party plan check consultants, a Request for Proposals (RFP) was issued on February 12, 2016. The responses were evaluated based on the following criteria: qualifications and understanding of the RFP, experience of the firm, staffing and resources. Staff is recommending the City contract with TRB+Associates (TRB) and 4LEAF for outside plan check services and AHG Architectural Services 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, their considerable experience with complex construction methods and the quality of their past work with the City. The Agreement with TRB is for a not-to-exceed amount of \$100,000.

4LEAF provides plan check services and staffing (inspectors, plan checkers and technicians) throughout the western United States. The Agreement with 4LEAF is for a not-to-exceed amount of \$35,000.

AHG Architectural provides plan check services and staffing. They were selected based on their ability to provide quality contractual personnel. The Agreement with AHG is for a not-to-exceed \$65,000.

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, effective on or after July 1, 2016, in order for the Building Division to continue providing plan check services in a timely manner during this period of high development activity.

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 Impacts and Budget Authority

This \$200,000 General Fund expenditure is included in the FY 2016-17 budget expenditure account 010-42-002-5120.

ATTACHMENT

Attachments to Related Legislative File

- 4LEAF CSA 2016
- AHG Architectural Services CSA 2016
- TRB+Associates CSA 2016

PREPARED BY: Cynthia Battenberg, Community Development Director