



## Legislation Text

---

**File #:** 17-353, **Version:** 1

---

Staff Report for Resolution Approving a Consultant Services Agreement for Third Party Plan Check Services Between the City of San Leandro and AHG Architectural Services for an amount not-to-exceed \$130,000

### **SUMMARY AND RECOMMENDATIONS**

Construction activity in the City is currently high and is projected to continue at least through 2019. Third party plan check consultants assist the City in managing the workload in order to meet deadlines and provide quality customer service. Staff recommends the City Council authorize the City Manager to enter into a Consultant Services Agreements for third party plan check services with AHG Architectural Services in an amount not-to-exceed \$130,000 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 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. In FY 2013-14 and FY 2014-15, the average annual valuation increased to \$126 million. In FY 2015-16, construction activity continued to rise with \$170 million in construction valuation.

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. \$142,000 in funding is available in the FY 2016-17 Budget 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 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 entered into contracts with TRB+Associates, and 4LEAF for outside plan check services and AHG Architectural Services (AHG) for staffing, on an as-needed basis.

The contract with AHG has been exhausted and a new two-year agreement from July 1, 2017 to June 30, 2019 for continued assistance with plan check staffing is recommended. The Agreement with AGH is for \$65,000 annually, not-to-exceed \$130,000.

Staff recommends the City Council authorize the City Manager to enter into a Consultant Services Agreement with AHG for a not-to-exceed amount of \$130,000 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**

In June 2016, the City Council adopted a Resolution approving Consultant Services Agreements for Third Party Plan Check Services Between the City of San Leandro and AHG Architectural services for \$65,000; TRB+Associates for \$100,000; and 4LEAF for \$35,000.

### **Legal Analysis**

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

### **Fiscal Impacts and Budget Authority**

This \$130,000 General Fund expenditure is included in the FY 2016-17 budget expenditure account 010-42-002-5120.

### **Attachment to Resolution**

- Consulting Services Agreement Between the City of San Leandro and AHG Architectural services for Plan Check Review

**PREPARED BY:** Cynthia Battenberg, Community Development Director