



## Legislation Text

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**File #:** 18-217, **Version:** 1

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Staff Report for a Resolution of the City of San Leandro City Council to Approve Two Consultant Services Agreements for Third Party Plan Check Services Between the City of San Leandro and 4LEAF for \$50,000; and TRB+Associates for \$150,000.

### **SUMMARY AND RECOMMENDATIONS**

Construction activity in the City is currently high and is projected to continue for at least the next few years. 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 two 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, provide CASp services as required by California statute and to supplement current staffing 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 inspections.

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, valuation, number and complexity of permits have increased significantly. In fiscal year 2014-15, valuation exceeded \$129,000,000, fiscal year 2015-16 was a deviation as we had 2 large projects which increased our valuation to over \$166,000,000, fiscal year 2016-17, valuation was back to \$129,000,000 and YTD 2017-18, valuation exceeds \$111,000,000 and we have several large projects which will result in a significant increase in valuation and staff resources.

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 2018-19 Budget includes \$200,000 for Third Party Plan Check consultants.

### **Analysis**

The responses were evaluated based on the following criteria: qualifications, experience of the firm, staffing and resources. Staff is recommending the City contract with TRB+Associates (TRB) and 4LEAF for outside plan check services, inspection services, CASp services and front counter staff.

The contracts would be 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 its engineering staff, its considerable experience with complex construction methods and the quality of past work. The Agreement with TRB is for a not-to-exceed amount of \$150,000.

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 \$50,000.

Staff recommends the City Council authorize the City Manager to enter into the two Agreements for a combined not-to-exceed amount of \$200,000, effective on or after July 1, 2018, in order for the Building and Safety Services Division to continue providing plan check services in a timely manner during this period of high development activity.

### **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 2018-19 budget expenditure account 010-42-002-5120.

## **ATTACHMENT**

### **Attachments to Related Legislative File**

- 4LEAF CSA 2018
- TRB+Associates CSA 2018

**PREPARED BY:** Jerome Smith Jr., Chief Building Official