

## REPORT TO THE CITY COUNCIL

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**DATE:** January 15, 2019

**TITLE:** Building Department Plan Check Contract

**Prepared by:** Rebecca Deming, Community Development Director

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### RECOMMENDATION

**Authorize the City Manager to execute a Professional Services Agreement with Scott Fazekas & Associates, Inc. for Building and Safety Plan Check services on an as-needed and as-directed basis; with approval as to form by the City Attorney.**

### DISCUSSION

The City needs to have a consultant for Building & Safety Plan Check Services to plan check the required building plans submitted by private development. The costs associated with Building & Safety Plan Check Services will be paid by the applicants as part of the plan check fees.

Staff is recommending an On-call Contract with Scott Fazekas & Associates, Inc. (SFA). The Key Features with Scott Fazekas Are:

- SFA exclusively serves governmental agencies and provides no design or consulting services to the private sector; avoiding both real or perceived conflicts of interest.
- All SFA staff who provide plan review services are licensed professionals in the State of California. All have extensive experience and tenure in their professions.
- SFA stays involved in the industry to both contribute to, and learn from others, on state laws, code changes, industry standard practices, and simply keeping up on key issues to building departments.
- SFA staff develop updated standard correction lists for plan review every three years when codes are updated and share them with all of their client agencies if requested.
- SFA has only one office location. This is by design to maintain the highest possible quality control. Close communication and information sharing between plan check engineers creates a productive and comfortable work environment. Plans are never shipped out to another location.
- SFA produces a Weekly Status Report that shows turn around times for all plans going out during that specified period of time. This allows SFA to monitor that they are meeting their due dates.
- **Plans are reviewed in nine (9) and four (4) working days for initial and rechecks, respectively. This allows for one day shipping of plans to arrive in 10/5 working days, respectively.**

Staff is recommending that the City award “on-call” service contracts to multiple firms. SFA is the first contract for City Council consideration. If a firm starts to fall behind or not deliver on their services, the City still has multiple firms to utilize. This provides a “checks and balances” on services provided. Also, as workload increases, the City has a larger professional resource pool to assure top quality services to the Development Community.

Staff and the City Attorney's office completed the contract for this service, which has been included as Exhibit 1 for your review.

**FISCAL IMPACT**

There is a \$100,000 budgeted under line item 001-4161-4320 (contract services) for this fiscal year to cover the on-call building plan check services being provided by this consultant. The contract is funded entirely by fees paid by Building Permit applicants as part of their project and the City retains 25% of the Base Plan Check fees. Additionally, hourly rates options when appropriate are paid either through the permit or through additional fees.

**EXHIBIT(S)**

1) Professional Services Agreement - Scott Fazekas & Associates, Inc