

REPORT TO THE CITY COUNCIL



DATE: February 5, 2019

TITLE: Building Department Plan Check Contracts

Prepared by: Rebecca Deming, Community Development Director

RECOMMENDATION

Authorize the City Manager to execute a Professional Services Agreement with Willdan and Interwest 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 two additional on-call contracts with Willdan and Interwest. Both contracts have a maximum turnaround time of 10 business days/5 business days for plan checks/re-checks and offer electronic plan review.

Staff is recommending that the City award “on-call” service contracts to multiple firms. 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 and 2 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 all consultants. 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 – Willdan
- 2) Professional Services Agreement – Interwest