

HAYWARD CITY COUNCIL

RESOLUTION NO. 24-\_\_\_\_\_

Introduced by Council Member \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AGREEMENTS WITH FIVE CONSULTING FIRMS, FOR AN AMOUNT NOT TO EXCEED THE TOTAL FY25 BUDGET APPROPRIATION OF \$650,000, TO PROVIDE PLAN CHECK, INSPECTION AND PERMIT TECHNICIAN SERVICES

WHEREAS, the Building Division of the Development Services Department has maintained agreements with multiple firms to provide plan check, inspection, and permit technician services; and

WHEREAS, on July 31, 2024, RFP #25-006 was released for the purposes of soliciting proposals to provide plan check, building inspection services, and permit technician services to allow the department the flexibility to augment staff as necessary; and

WHEREAS, prior to the August 21<sup>st</sup> deadline, eleven firms submitted proposals that were considered responsive and complete, were reviewed by Building Division staff and five firms were selected based on price, experience, availability to provide on call service, and turn-around times; and

WHEREAS, the cost of contracting consultants related to Building plan check and inspection services is offset by the fees paid by the permit applicant and shall not exceed the plan check and inspection fees collected for permits by the City; and

WHEREAS, the building permit fees are calculated based on the City of Hayward current Master Fee Schedule and includes fees specifically for plan check and inspections services; and

WHEREAS, consultants are hired for building plan check review or inspection services on a per project basis, therefore, there is no General Fund impact to the City should the quantity of permit applications requiring plan check and inspection either increase or decrease.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hayward, hereby authorizes the City Manager to negotiate and execute agreements for plan check, building inspection, and permit technician services with the firms listed below, not-to-exceed the approved annual budget allocation approved by Council in each fiscal year in a form approved by the City Attorney:

- 4 Leaf, Inc.
- BPR Consulting Group
- CSG Consultants, Inc.
- TRB and Associates, Inc.
- West Coast Code Consultants, Inc.

IN COUNCIL, HAYWARD, CALIFORNIA, \_\_\_\_\_,2024

ADOPTED BY THE FOLLOWING VOTE:

AYES:           COUNCIL MEMBERS:  
                  MAYOR:

NOES:           COUNCIL MEMBERS:

ABSTAIN:       COUNCIL MEMBERS:

ABSENT:        COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
                  City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward