

HAYWARD CITY COUNCIL

RESOLUTION NO. 20-_____

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 FY21 BUDGET APPROPRIATION OF \$330,000 (DEVELOPMENT SERVICES) AND \$50,000 (FIRE DEPARTMENT), 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 and inspection services; and

WHEREAS, these agreements are scheduled to expire within the next 30 days; and

WHEREAS, the Fire Department also performs plan check review related to the issuance of permits that is currently handled by permanent Fire staff; and

WHEREAS, on May 27, 2020, RFP #2012-051920 was released for the purposes of soliciting proposals to provide plan check and building inspection services, and the Scope of Work was expanded to include Fire plan check to allow the departments the flexibility to augment staff as necessary; and

WHEREAS, prior to the June 18th deadline, nine firms submitted proposals that were considered responsive and complete, were reviewed by Building Division and Fire Department 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, 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 is decrease; and

WHEREAS, the Fire Department also collects fees for plan check review as outlined in the Master Fee Schedule. An appropriation of \$50,000 has been approved in the FY21 Operating Budget for the purpose of plan check by outside consulting firms.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hayward, hereby authorizes the City Manager to negotiate and execute amendments to the agreements for plan check, building inspection, and permit technician services with the firms listed below, not to exceed the approved annual budget allocation of \$330,000 (Development Services) and \$50,000 (Fire Department), in a form to be approved by the City Attorney.

- West Coast Code Consultants
- 4 Leaf Inc.
- Shums Coda Associates
- Independent Code Consultants
- CSG Consultants

IN COUNCIL, HAYWARD, CALIFORNIA, _____

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