



DATE: July 18, 2017

TO: Mayor and City Council

FROM: Acting Development Services Director

SUBJECT Resolution Authorizing the City Manager to Negotiate, Execute, and Amend the Agreement with CEL Consulting, Inc.

RECOMMENDATION

That Council adopts the attached resolution authorizing the City Manager to negotiate, execute, and amend the agreement with CEL Consulting, Inc. for on-site consultant plan check services

SUMMARY

The Development Services Department began utilizing on-site consultant services while the plan check staff was short-handed due to permanent employees handling various acting roles and responsibilities. The City executed an agreement with CEL Consulting on October 18, 2016 for a not to exceed amount of \$25,000. An Amendment to the Agreement was executed on April 10, 2017 to increase the contract budget to \$75,000. Staff requests authorization to amend the agreement with CEL Consulting, by increasing the contract budget by an additional \$18,000, for an amount not to exceed \$93,000 and to extend the term to December 31, 2017.

BACKGROUND

The Development Services Department employs four permanent employees that are certified to conduct various levels of plan check review. These positions are Supervisor Plan Checker/Expeditor (SPCE), Senior Plan Checker, Plan Checker, and Plan Check Engineer. On October 18, 2016, the City entered into an agreement with CEL Consulting to provide on-site, and over the counter plan check services. These services were to provide assistance and coverage due to permanent staff being appointed to acting positions.

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DISCUSSION

The Development Services Department currently has agreements with six (6) firms to provide plan check, building inspection, and permit technician services to help meet customer demand that exceeds the capacity of City staff. The current contracts with the firms were executed in August 2016.

In August 2016, the SPCE was appointed as the Acting Building Official to fill the responsibilities of the position that has been vacant since June 2015. Simultaneously, the Senior Plan Checker was appointed as the acting SPCE. To maintain a high level of customer service, the City requested on-site plan check assistance from the firms with existing contracts. Unfortunately, they were unable to accommodate the request for the days and times necessary. The City therefore executed an agreement with CEL Consulting to provide on-site assistance two days per week.

The advantage of retaining an on-site plan checker is faster turnaround times and service at the Permit Center counter. It allows the Senior Plan Checker to fully focus on plans for large projects, with higher valuations, without interruption, as well as provide a high level of plan review at the counter for our customers. The temporary employee provided by CEL Consulting has the capability to perform at all levels of plan check including Plan Check Engineer, and can cover any absences by permanent employees within these classifications.

Staff is preparing to solicit bids for proposals to include both on and off-site plan check, building inspection, and permit technician services. A Request for Proposals will be advertised in late July or early August to select three to four firms from the proposals submitted. A staff report will be prepared for Council for approval no later than October.

FISCAL IMPACT

The cost associated with this action is within the approved FY18 budget therefore there is no additional General Fund impact. Any additional cost of contracting for these services will be offset by the fees paid for building plan check by permit applicants at the time plans/applications are submitted and permit fees for inspections collected when permits are issued. The agreements are structured to ensure costs for plan check and inspection fees incurred by the consultants shall not exceed the City's plan check and inspection fees collected by the City, and shall not exceed the budget appropriation for the fiscal year.

NEXT STEPS

Should Council adopt the attached resolutions, staff will prepare for execution a second Amendment to the Agreement with CEL Consulting.

Prepared by: Jade Kim, Management Analyst I

Recommended by: Stacey Bristow, Acting Development Services Director

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

Kelly McAdoo, City Manager