



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Cover Memo

File #: CONS 20-385, **Version:** 1

DATE: July 21, 2020

TO: Mayor and City Council

FROM: Director of Development Services

SUBJECT

Adopt a 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

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute Agreements with five consulting firms to provide plan check, building inspection, and permit technician services for an amount not to exceed the FY21 Development Services Department approved operating budget appropriation of \$330,000, and Fire Department approved operating budget appropriation of \$50,000.

SUMMARY

The City currently has executed agreements with four outside consulting firms to augment Development Services Department Building Division staff by providing plan check, inspection, and permit technician services. The terms of these agreements are due to expire in the next 30 days.

The Fire Department also performs plan check review related to the issuance of permits that are currently handled by permanent Fire staff. There is a need to provide additional capacity for plan review by utilizing outside consultants for assistance.

A Request for Proposals (RFP) was advertised on May 27, 2020 to solicit bids from interested firms to provide On-Call Plan Check and Inspection Services. The Scope of Work was expanded to include plan check services for the Fire Department.

Staff seeks Council approval authorizing the City Manager to negotiate and execute new agreements with five firms for these services.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution