



**CITY OF GLENDALE, CALIFORNIA
REPORT TO THE : GLENDALE CITY COUNCIL**

AGENDA ITEM

Report: Community Development Department Plan Check, Inspection and Permit Technician Service Contracts

1. Motion authorizing an amendment to increase the not-to-exceed amount for contract C106829A with JAS Pacific from \$450,000 to \$650,000 over the duration of the contract, reduce the not-to-exceed amount for contract C106831A with VCA Code Group from \$250,000 to \$150,000, and reduce the not-to-exceed amount for contract C106832A with Bureau Veritas North America from \$250,000 to \$150,000.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for October 13, 2020 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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Reviewed by:

Michele Flynn, Director of Finance

Roubik R. Golanian, P.E., Assistant City Manager

Michael J. Garcia, City Attorney

Approved by:

Yasmin K. Beers, City Manager

RECOMMENDATION

Staff recommends that the City Council pass a motion authorizing an amendment to increase the not-to-exceed amount for contract C106829A with JAS Pacific from \$450,000 to \$650,000 for plan check, inspection and permit technician services over the five-year duration of the contract. It is also recommended that Council reduce the not-to-exceed amount for contract C106831A with VCA Code Group from \$250,000 to \$150,000 and reduce the not-to-exceed amount for contract C106832A with Bureau Veritas North America from \$250,000 to \$150,000 to maintain the 2018 Council authorization of \$1 million for all contract plan check and inspection services.

BACKGROUND/ANALYSIS

The Community Development Department is responsible for performing plan check, inspection and permit technician services throughout the city. Following Council approval, it has executed contracts with third party consultants capable of performing the as-needed plan check, inspection and permit technician services in order to reduce backlogs or provide expedited services during heightened construction activity.

The cost to utilize full-time staff as well as contract the aforementioned services is paid for through the collection of fees. Usage of these contractual services to supplement the Building and Safety Division's plan check, inspection and permit technician services are utilized on an as-needed basis. For example, when demand for said services exceeds staff's ability to complete projects in a reasonable time or to supplement services to meet Glendale's customer service standards, or as in our current situation, to backfill at-risk staff who cannot conduct in-person inspections during the Safer at Home orders. Through the strategic use of these contractual services, the Building and Safety Division is better equipped to provide high level services to the development and residential community, especially during periods when elevated plan check and inspection requests exceed staff's capacity.

On March 27, 2018 a Council-authorized RFP was released for the aforementioned services with a closing date of April 26, 2018. At the conclusion of the selection process, staff determined that the needs of the Department would be best met by contracts executed with the following four companies:

1. JAS Pacific
2. CSG Consultants, Inc.
3. Bureau Veritas
4. VCA Code Group

Each of the above proposers demonstrated to be highly qualified to offer plan check, inspection and permit technician services based on staff qualifications, staffing resources, technical approach, methodology, and pricing. Council approved the execution of contracts with the four companies, each with a 5-year duration for a

contract maximum of \$250,000 each. This amounted to a total of \$1 million divided equally between the four aforementioned companies over the 5-year period.

Since contract execution, the Building and Safety Division has utilized more of JAS Pacific's contract than the other consultants. As inspection services are often specialized (plumbing, electrical, etc.), one vendor may be utilized with greater frequency than others because of the needs of the Department at the time and the availability of the consultant's qualified staff on their team at the time. Many of the contracted inspectors currently hired to augment staff are retained through JAS Pacific.

For this reason, staff recommended on December 3, 2019 that Council authorize shifting contract maximums among the four consultants, increasing JAS Pacific from \$250,000 to \$450,000 and reducing the contract maximum for CSG Consultants from \$250,000 to \$50,000.

Since the December 2019 meeting, the Covid-19 pandemic has resulted in even higher demand for use of this consultant's services given that city staff has been ordered to work remotely and diminish field activities due to the associated high risk factors. The Building and Safety Division continues to be limited in the yearly amount expended for contractual services based upon budget approval, and is not requesting additional funding at this time, just the ability to increase the contract's usage. In order to ensure these expenditures stay within the approved budget, City staff closely monitors contractual services and related account activities. Staff is also tracking the expenses specifically tied to Covid-19 and intends to apply for FEMA disaster relief reimbursement. FEMA reimbursement of these contractual services will result in City funds being recovered at a later time, but there is a need to continue to utilize the contract in place with increased demand.

Therefore, staff is recommending that Council authorize an increase in the expenditure amount for the JAS Pacific contract from \$450,000 to \$650,000 to secure the needed staffing to continue meeting service needs, and provide staff with the flexibility to use the consultant that meets current needs in terms of staffing and expertise.

Staff is also proposing a reduction of \$100,000 from VCA Code Group, reducing their contract maximum from \$250,000 to \$150,000, and a reduction of \$100,000 from Bureau Veritas North America, reducing their contract maximum from \$250,000 to \$150,000.

Increasing the maximum expenditure for the JAS Pacific will not result in any additional funds being expended overall – it will simply allow staff the needed flexibility to utilize JAS Pacific for additional services it would not otherwise be allowed to do if the contract maximum remained at \$450,000.

FISCAL IMPACT

The Building and Safety Division balances the fees charged with expenses budgeted each year in order for all expenditures on said contracts to be covered by fee collection. Authorizing this contract amendment will not increase the overall maximum of contract plan check and inspection services from the \$1 million Council approved in 2018.

Staff recommends that the City Council approve the attached Motion increasing the not-to-exceed contract amount from \$450,000 to \$650,000 with JAS Pacific for plan check, inspection and permit technician services over the duration of each contract and reduce the contract maximums of VCA Code Group and Bureau Veritas contracts to maintain the overall \$1 million for contractual plan check services. These contractual service costs have already been considered in the Fiscal Year 20-21 annual budget process and are allocated to the following Building & Safety Division account number: 43110-1010-CDD-2501-P0000-T0000-F0000-0000-0000-. Funding for subsequent years will be requested on an annual basis as part of the budgeting process.

The total billings on all contracts during any Fiscal Year will not exceed the approved budgeted amount authorized for contractual services during each Fiscal Year unless amended by Council action.

ALTERNATIVES

The alternatives relating to the proposed Motion are as follows:

Alternative 1: The City Council may approve the attached Motion increasing the not-to-exceed contract amount from \$450,000 to \$650,000 with JAS Pacific (C106829A) for plan check, inspection and permit technician services over the duration of the contract to ensure continuity of concierge level services. And also reduce the VCA Code Group (C106831A) and Bureau Veritas (C106832A) contracts by \$100,000 to a new maximum of \$150,000 each.

Alternative 2: The City Council may choose to not approve the motion. Staff believes that not approving the motion could delay essential plan check and inspection services citywide, especially during the ongoing COVID-19 situation.

Alternative 3: The City Council may choose to approve a different not to exceed contract amount to JAS Pacific.

Alternative 4: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable

EXHIBITS

None