



CITY OF GLENDALE, CALIFORNIA REPORT TO THE SPECIAL CITY COUNCIL

AGENDA ITEM

Report: Plan Check, Inspection and Permit Technician Service Contract Amendments

1. Motion authorizing an amendment to increase the not-to-exceed amount for contract C106829A with JAS Pacific from \$650,000 to \$780,000 over the duration of the contract

COUNCIL ACTION

Item Type: Consent Calendar

Approved for October 11, 2022 **calendar**

EXECUTIVE SUMMARY

In order to meet ongoing plan check, inspection, and permit technician services, staff is requesting shifting contract authority among the four plan check service vendors to match the current utilization. Vendors are used with varying frequency based on the type of as-needed-services required at the time, and the expertise of those employed at the various vendors. Because of a current increase in needs for photovoltaic (solar) plan check, and the volume of Accessory Dwelling Unit plan check submission, it is requested to increase the contract maximum with JAS Pacific, while reducing the contract maximum with the other three vendors to offset this increase.

COUNCIL PRIORITIES

Environmental Stewardship & Infrastructure: Contracted plan check services are currently being utilized for photovoltaic (solar) plan check, as Glendale does not have a specialized staff member who can review these plans, and Accessory Dwelling Units (ADUs). ADUs have a state mandated review and approval timelines, and because of the volume which is being submitted, staff is unable to meet demands.

RECOMMENDATION

City Council authorize an amendment to increase the not-to-exceed amount over the five-year contract with JAS Pacific from \$650,000 to \$780,000 over the duration of the contract. If approved, staff will reduce the not-to-exceed amount for contract with VCA Code Group from \$150,000 to \$133,000, reduce the not-to-exceed amount for contract with Bureau Veritas North America from \$150,000 to \$87,000, and close the not-to-exceed amount for contract with CSG in the amount of \$50,000 to maintain the 2018 Council authorization of \$1 million for all contract plan check and inspection services.

BACKGROUND

Community Development Department is responsible for performing plan check, inspection and permit technician services throughout the city. On March 27, 2018, Council authorized the release of an RFP for third party consultants capable of performing the as-needed plan check, inspection and permit technician services in order to reduce backlogs, provide expedited services during heightened construction activity, and to supplement specialized knowledge. 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 submittals exceed staff's capacity.

At the conclusion of the RFP 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 the most 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 a total of \$1 million in contracts with the four companies, each with a 5-year term, for an equally divided contract maximum of \$250,000 each.

Since contract execution, Building and Safety has utilized more of JAS Pacific's contract than the other available consultants. As inspection and plan check services are often specialized (plumbing, electrical, photovoltaic, etc.), one vendor may be utilized with greater frequency than others because of the needs the Department has at the time and the qualified staff the vendor has on their team. Many of the contracted plan checkers 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 staff simultaneously reduced the contract maximum for CSG Consultants from \$250,000 to \$50,000. The Covid-19 pandemic resulted in even higher demand for use of JAS Pacific's services. During the October 13, 2020 meeting, Council again authorized contract amendments among the plan check contracts, increasing JAS Pacific from \$450,000 to \$650,000, and staff concurrently reduced the contract maximums for VCA Code Group from \$250,000 to \$150,000, and Bureau Veritas North America from \$250,000 to \$150,000.

The term for the four contracts will come to an end in June 2023. Staff will be returning to Council before then to request authorization to issue a new Request for Proposals for similar services.

ANALYSIS

Since the loss of a specialized plan check staff member, photovoltaic plan check has almost exclusively been sent out for plan check services. JAS Pacific not only currently retains the diverse and knowledgeable staff to be able to provide these services, but they have demonstrated their ability to meet Glendale's submission timelines and reviews standards. JAS continues to be utilized at a higher volume than other contractors to backfill the loss of highly specialized plan check staff and to meet the increased demand for Accessory Dwelling Unit plan check, which has a State mandated turnaround timeline. While staff has the expertise to plan check ADUs, unlike photovoltaic, they have not had the capacity to meet the quick turnaround due to the current volume.

STAKEHOLDERS/OUTREACH

No outreach was necessary.

FISCAL IMPACT

The contract amendment increase totals the overall contract amendment decrease, providing a net zero to overall contract costs. The contract costs for the current year were included as a part of the FY 2022-23 Building & Safety adopted budget, and no additional funding is needed. The City Council approved Funding is outlined below.

Existing Appropriation		
Amount	Account String	Funding Source
\$220,000	GL: 43110-1010-CDD-2501-P0000	General Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This item is considered a ministerial activity and therefore, not subjected to CEQA/NEPA review.

CAMPAIGN DISCLOSURE

The names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report are attached in Exhibit #1, in accordance with the City Campaign Finance Ordinance No. 5744.

ALTERNATIVES

Alternative 1: Approve the attached motion to increase the not-to-exceed amount for contract with JAS Pacific from \$650,000 to \$780,000 over the duration of the contract.

Alternative 2: Do not approve the motion. This will result in staff being unable to send out plans for plan check services, creating greater backlog and delays for customers.

Alternative 3: Consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Prepared by:

Tamar Sadd, Principal Administrative Officer

Approved by:

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

EXHIBITS/ATTACHMENTS

Exhibit 1: Campaign Finance Disclosure Statement.