

Meeting Date: 6/23/2015

Report Type: Consent

Report ID: 2015-00489

Title: Supplemental Agreement: Plan Check Services

Location: Citywide

Recommendation: Pass a Resolution 1) authorizing the City Manager, or the City Manager's designee, to execute Supplemental Agreement No. 1 to City Agreement No. 2014-1002 with MRPE, Inc. for additional plan check services in an amount not-to-exceed \$100,000, bringing the agreement's total not-to-exceed amount to \$197,240; and 2) transferring \$100,000 from the Flood Control Planning Project (I14010100) to the Wastewater Master Plan Program (X14130200).

Contact: Dan Sherry, Engineering & Water Resources Manager, (916) 808-1419; Tony Bertrand, Supervising Engineer, (916) 808-1461; Department of Utilities

Presenter: None

Department: Department Of Utilities

Division: Development Services

Dept ID: 14001341

Attachments:

1-Description/Analysis

2-Background

3-Resolution

4-Supplemental Agreement

City Attorney Review

Approved as to Form

Joe Robinson

6/10/2015 4:47:21 PM

Approvals/Acknowledgements

Department Director or Designee: Bill Busath - 6/3/2015 12:24:47 PM

Description/Analysis

Issue Detail: MRPE, Inc. is currently providing the Department of Utilities (DOU) with on-call plan check services and is updating its Design and Procedures Manual. The proposed supplemental agreement increases funding for the plan check services task to meet increased utility plan review needs due to staff shortages and development demand.

Policy Considerations: The Community Development Department (CDD) has established policies to provide plan review services within published timelines. The proposed increase in funding will provide plan review support to meet the published plan review timelines.

Economic Impacts: None

Environmental Considerations: The Community Development Department, Environmental Planning Services has reviewed the project and has determined that the action of approving a supplement to the professional services agreement is not a project as defined by the California Environmental Quality Act (CEQA), under CEQA Guidelines Section 15378. This action is an administrative activity that will not result in direct or indirect physical changes in the environment.

Sustainability: The proposed supplemental agreement has been reviewed for consistency with the goals, policies, and targets of the Sustainability Master Plan and the 2035 General Plan. The efforts funded by this agreement will advance these goals, policies, and targets by ensuring that the City continues to provide a safe, clean, and reliable water supply to its customers and that the City continues to safely, reliably, and responsibly collect and dispose of its sewage and storm water.

Commission/Committee Action: Not Applicable

Rationale for Recommendation: Approval of the proposed supplemental agreement will allow DOU to increase the funding for on-call plan review services to meet published plan review turnaround times. Through an RFQ process conducted in August 2013, MRPE, Inc. was selected to provide these services by a selection committee. On December 4, 2013, the City Manager approved a professional services agreement with MRPE, Inc. in the not-to-exceed amount of \$97,240. Due to staff shortages and increased demand, staff has identified the need to continue using MRPE's services and increase the contract's not-to-exceed amount to \$197,240.

Financial Considerations: The Supplemental Agreement is for an amount not-to-exceed \$100,000 which brings the total agreement amount to \$197,240. Staff is requesting to transfer \$100,000 (Storm Drainage, Fund 6011) from the Flood Control Planning Program (I14010100) to the Wastewater Master Plan Program (X14130200) to provide sufficient funding for this amendment.

Local Business Enterprise (LBE): MRPE, Inc. is an LBE.

BACKGROUND

The Department of Utilities (DOU) provides plan check services for building permits administered by the Community Development Department (CDD) and public improvement plans administered by Public Works Department (PW). The DOU plan check assures that all codes and policies related to water, drainage, sewer and water quality facilities are addressed during the plan check process. CDD and PW have established policies to provide plan review services within published timelines. The proposed increase in funding for plan check services is needed due to staff shortages and increased development demand.

In August 2013, the DOU issued a Request for Qualifications (RFQ) from qualified consultants to provide on-call consultant engineering services. Based on the RFQs submitted, MRPE, Inc. was selected to provide these services by a selection committee comprised of three staff from DOU and one participant from the Public Works Department using a standard rating system.

The not-to-exceed amount of the original Professional Services Agreement (Agreement 2014-1002) was \$97,240. This supplemental agreement increases the contract amount by \$100,000, bringing the contract total to \$197,240.

RESOLUTION NO. 2015-

Adopted by the Sacramento City Council

APPROVAL OF SUPPLEMENTAL AGREEMENT ON-CALL PLAN CHECK SERVICES AND RELATED BUDGETARY ACTIONS

BACKGROUND

- A. Department of Utilities (DOU) provides plan check services related to building permits administered by the Community Development Department and public improvement plans administered by the Public Works Department.
- B. The City entered into an agreement with MRPE, Inc. to provide on-call plan review services in order to meet published plan review turnaround times.
- C. Staff shortages and increased demand for plan check services results in a need to continue to retain MRPE, Inc. to provide on-call plan check services.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- 1. The City Manager or his designee is authorized to sign a Supplemental Agreement with MRPE, Inc. in an amount not to exceed \$100,000, bringing the total amount of the Agreement to \$197,240.
- 2. The City Manager or his designee is authorized to transfer \$100,000 (Storm Drainage Fund 6011) from the Flood Control Planning Program (I14010100) to the Wastewater Master Plan Program (X14130200) to provide sufficient resources for this Agreement.

SUPPLEMENTAL AGREEMENT

Project Title and Job Number: Plan Check Services (JN: X14130202)

Date:

Purchase Order #: SACTO-0000027260

Supplemental Agreement No.: 1

The City of Sacramento ("City") and MRPE ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2104-1002, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

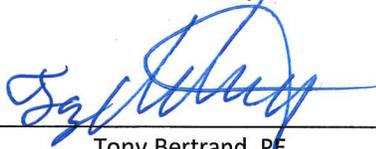
The budget for Task 1 Utility Plan Review is being increased to fund additional services to meet increased utility plan review needs caused by staff shortages and development demand.

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is **increased** by \$100,000.00 and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	\$97,240.00
Net change by previous supplemental agreements:	0.00
Not-to-exceed amount prior to this supplemental agreement:	\$97,240.00
Increase/decrease by this supplemental agreement:	\$100,000.00
New not-to exceed amount including all supplemental agreements:	\$197,240.00

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended By:



Tony Bertrand, PE

Approved By:

Approved As To Form By:

City Attorney



Matt Rodgers, PE

Approved By:

Attested To By:

City of Sacramento

City Clerk