REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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CONSENT
July 17, 2007

Honorable Mayor and Members of the City Council

Continued to July 24, 2007
Continued to July 31, 2007
Continued to August 9, 2007

Title: Agreement: Plan Review/Inspection Consulting Services

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) authorizing the City Manager to execute Professional Services Agreements (PSA) with TRB and Associates in the annual not to exceed (NTE) amount of $100,000 for Plan Review/Inspection Services; Shuhaibar Engineers in the annual NTE amount of $70,000 for Structural Plan Review Consulting Services; California Code Check in the annual NTE amount of $100,000 for Plan Review/Inspection Consulting Services; Turley and Associates in the annual NTE amount of $25,000 for Plan Review Consulting Services; McKenny Krug in the annual NTE amount of $100,000 for Plan Review Consulting Services; and Hughes Associates in the annual NTE amount of $25,000 for Plan Review/Inspection Consulting Services; and 2) authorizing the City Manager to execute one year extensions for each PSA for the same yearly NTE amount as provided above for total agreement term for each PSA not to exceed three years (including the initial term and extensions), provided that sufficient funds are available in the budget adopted for the applicable fiscal year.

Contact: Ed Short, Supervising Engineer (916) 808-8859; Carl Hefner, Deputy Chief Building Official, (916) 808-8779

Presenter: Not applicable

Department: Development Services

Division: Building

Organization No: 4881

Description/Analysis

Issue: Development Services Department routinely contracts out various services to provide flexibility in meeting service demand levels.

Policy Considerations: This request to adopt the attached resolution is in accordance with the policy recommended by the Development Oversight Commission to contract out workload that cannot be performed by the City.

Committee/Commission Action: None

Environmental Considerations: Under the California Environmental Quality Act (CEQA) Guidelines, administration of a Professional Services Agreement does not constitute a project and is therefore exempt from review.

Rationale for Recommendation: The use of professional services contracts for plan review/inspection consultant services provides flexibility in meeting service demand levels in Fiscal Year (FY) 2007/08.

Financial Considerations: The Development Services FY2007/08 operating budget will fund the $420,000 required to execute these Professional Services Agreements. The total cost for services under the Professional Services Agreements will not exceed $420,000 annually.

Emerging Small Business Development (ESBD): The Request for Qualification (RFQ) was posted on the City's website for bid opportunities from April 9 to April 20, 2007. Of the twenty-four firms that submitted responses to the RFQ, eight firms were certified as small or emerging businesses and four of these firms have been recommended for contract award to provide services for the subject Professional Services Agreement with the City of Sacramento.

Respectfully Submitted by: _____
Robert Lee Chase, AIA
Chief Building Official

Approved by: _____
William Thomas
Director of Development Services

Recommendation Approved:

_____
for Ray Kerridge
City Manager

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Attachment 1

BACKGROUND – RFQ Process

The Development Services Department, Building Division, solicited the professional services of consultant firms with expertise in plan review/inspection services. The Request for Qualifications (RFQ) was advertised on the City of Sacramento public website under "Contracting Opportunities" and twenty-four firms submitted their qualifications to be considered for the On-Call list. The evaluation panel was made up of six Development Services staff. The firms were ranked and selected by City staff and the final selection occurred in the month of May. Of the twenty-four firms that submitted proposals, six were selected as primary consultants.

Attachment 2

RESOLUTION NO.

Adopted by the Sacramento City Council

APPROVING PROFESSIONAL SERVICES AGREEMENTS FOR PLAN REVIEW/INSPECTION CONSULTING SERVICES

BACKGROUND

A. The purpose of the Professional Services Agreements are to provide the City with an "On-Call" list of building code consultants that will provide plan review/inspection consulting services. This program eliminates the need to follow a consultant selection process for each individual project. This consultant process streamlines the study/analysis process by pre-qualifying consultants, which would allow staff to be more responsive to the increasing volume of private and other development projects citywide.

B. Firms were recommended for approval based on the following criteria listed, along with their expertise in the field of plan review, inspection and/or permit counter consulting services:

- Quality of Response
- Qualifications and Experience
- Staffing Information
- Client References
- Education, Professional Registration
- Professional Affiliations
- List of Services/Pricing Information

The terms of the proposed Agreements are 2 years from the date of the execution. The City may opt to extend the contract period for an additional year for a total of three years.

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

Section 1. The City Manager is authorized to execute Professional Services Agreements (PSA), each PSA for a two year period, with TRB and Associates in the annual not to exceed (NTE) amount of $100,000 for Plan Review/Inspection Services; Shuhaibar Engineers in the annual NTE amount of $70,000 for Structural Plan Review Consulting Services;

California Code Check in the annual NTE amount of $100,000 for Plan Review/Inspection Consulting Services; Turley and Associates in the annual NTE amount of $25,000 for Plan Review Consulting Services; McKenny Krug in the annual NTE amount of $100,000 for Plan Review Consulting Services; and Hughes Associates in the annual NTE amount of $25,000 for Plan Review/Inspection Consulting Services; and

Section 2. Each PSA provides for initial two-year terms, each with the option to extend for an additional one-year term, each for a total term of three years (including the initial term and extension). The City Manager may authorize such extensions for the annual not to exceed amounts specified above, provided sufficient funds are available in the budget adopted for the applicable Fiscal Year.

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