



Office of the City Manager

RECESS ITEM
CONSENT CALENDAR
April 30, 2013

To: Honorable Mayor and Members of the City Council
From:  Christine Daniel, City Manager
Submitted by: Eric Angstadt, Director, Planning and Development Department
Subject: Contract No. 7691A Amendment: Inter-West Consulting Group for Plan Checking Services

RECOMMENDATION

Adopt a Resolution ratifying the action taken by the City Manager during recess, which authorizes the City Manager to execute an amendment to Contract No. 7691A with Interwest Consulting Group (ICG) for plan checking services, increasing the contract not to exceed amount by \$50,000 for a not to exceed amount of \$320,000.

NEGATIVE EFFECT IF ACTION IS DELAYED UNTIL AFTER COUNCIL RECESS

Recently, the number of applications for large projects has increased, necessitating the need for outside plan checking services. The Building and Safety division will not be able to seek plan checking services of ICG and may not meet department's performance requirements.

FISCAL IMPACTS OF RECOMMENDATION

The revenue for plan check fees are assessed at 65% of building permits and are received under revenue code 833-8602-341-7101. These fees fully cover the cost of contracted plan check, inspection and special services for the Building and Safety Division. The contracts are used only on an as-needed basis, based on the level and complexity of construction activity and availability of in-house resources.

Original contract amount, 7/15/08.....	\$120,000
March 9, 2010 amendment.....	\$150,000
Proposed increase (this amendment).....	<u>\$50,000</u>
Total New Contract Amount	<u>\$320,000</u>

Funding for this amendment is available in the department's FY 2013 budget allocation (833-8602-463.30-38). The Contract Management System number assigned is CMS No. STISJ.

CURRENT SITUATION AND ITS EFFECTS

The City requires property owners and contractors to obtain building permits prior to construction and the City provides plan review before permits can be issued. The City also has adopted programs to mitigate structural seismic hazards that require special engineering expertise and guidance. The need for assistance with providing plan check review and other services is based on the volume and complexity of construction activity and other factors, which cannot be fully anticipated. However, with the winter months almost over, the number of applications for large projects has increased, and more is expected. Because of this, the Department anticipates an increased need for outside plan check services.

Currently, Interwest Consulting Group expenditure is close to reaching its contract limit of \$270,000. They cannot perform additional plan check services unless the contract amount is increased. Although staff is in the process of sending this service through competitive solicitation process, staff does not expect to have an executed contract until about September 2013.

BACKGROUND

The Planning and Development Department has established performance measures that provide benchmarks for permit services including plan checking. The department has maintained contracts for outside plan check services to ensure reasonable turnaround times for customers since 1992. The contract also provides:

- Temporary staff for field inspection services,
- Technical assistance on an as-needed basis for Code development, such as for seismic mitigation programs,
- Geotechnical review by a qualified engineer,
- Accelerated plan checks upon request.

Because the use of outside plan check consultants depends to a large extent on the availability of in-house plan check engineers, volume and complexity of building projects, it has been the practice for the City to amend the contract during the term to increase the authorized amount.

RATIONALE FOR RECOMMENDATION

The services provided by the consultants are needed for the Building and Safety Division to maintain a turnaround time for plan review that meets the City's performance requirements and the needs of the community. Consultants can be used flexibly when volume is higher than staff can handle or to maintain services in the face of unforeseeable staff shortages.

ALTERNATIVE ACTIONS CONSIDERED

Take no action. The department would not be able to meet its plan check and other performance requirements.

CONTACT PERSON

Alexander Roshal, Building and Safety Manager, Planning and Development Department, 981-7445

Attachments:
1: Resolution

RESOLUTION NO. -N.S.

CONTRACT NO. 7691A AMENDMENT: INTERWEST CONSULTING GROUP (ICG)
FOR PLAN CHECKING SERVICES

WHEREAS, the City of Berkeley has utilized the services of private plan checking consultants since 1992 to provide expertise and the flexibility to respond to varying work demand; and

WHEREAS, there is, and will be, a continuing need for flexibility to provide timely plan review when City staff are not available to provide the required services within the timeframe established to meet the City's performance requirements; and

WHEREAS, on July 15, 2008 the City contracted with Interwest Consulting Group (Contract No. 7691) to provide plan checking and other required technical services for the Planning and Development Department for a total contract not-to-exceed amount of \$120,000; and

WHEREAS, on March 9, 2010 the contract was increased by \$150,000 for a total contract not-to-exceed amount of \$270,000; and

WHEREAS, Interwest Consulting Group was selected through the competitive solicitation process (RFP Specification No. 17-1017-C) to provide plan checking and other required technical services for the Planning and Development Department; and

WHEREAS, funding for this amendment is available in the current year budget in the Permit Service Fund - 833-8602-463-3038 and this contract amendment has been entered in the Citywide contract database and assigned CMS No. STISJ.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to the contract with Interwest Consulting Group for plan checking services to increase the amount by \$50,000, for a total not to exceed \$320,000. A record signature copy of said contract and any amendments to be on file in the City Clerk Department.