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Title: Actions pertaining to as needed plan checking and inspection services:
1. Approve a consultant services agreement with Willdan Engineering, Inc., in an amount not to exceed \$100,000; and
2. Approve a consultant services agreement with Interwest Consulting Group in and amount not to exceed \$250,000.

Sponsors: Planning and Development Department

Indexes:

Code sections:

Attachments: 1. Attachment 1: Consultant Services Agreement with Willdan, 2. Attachment 2: Consultant Services Agreement with Interwest, 3. Attachment 3 Consulting Services Matrix

Date	Ver.	Action By	Action	Result
11/7/2019	1	City Council	approved	

REPORT TO THE CITY COUNCIL

November 7, 2019

FROM: JENNIFER K. CLARK, AICP, Director
Planning and Development Department

THROUGH: MIKE SANCHEZ, Assistant Director
Planning and Development Department

BY: SUMMER CECIL, Management Analyst II
Planning and Development Department

SUBJECT

Actions pertaining to as needed plan checking and inspection services:
1. Approve a consultant services agreement with Willdan Engineering, Inc., in an amount not to exceed \$100,000; and
2. Approve a consultant services agreement with Interwest Consulting Group in and amount not to exceed \$250,000.

RECOMMENDATION

Staff recommends approval of the consultant services agreements with Interwest Consulting Group

and Willdan Engineering, Inc..

EXECUTIVE SUMMARY

The Building and Safety Services Division (Division) of the Planning and Development Department has seen a steady increase of building permit applications and inspections. In order to efficiently process the increasing number of applications within the approved timeframes as set forth by the Mayor's Business Friendly Fresno 2.0! (BFF 2.0!) initiative, and more recently, the Business Streamlining Act/Money Back Guarantee (MBG) approved by Council, the Division has utilized the assistance of professional plan checking agencies. In anticipation of the impending 2019 new California Building Code adoption-which has also proven to increase the number of applications in past code adoption years-the Division released a Request for Proposals (RFP), soliciting qualified firms to assist as-needed with Plan Checking and Inspection Services. Of the eight respondents, the following three firms were chosen as the best value for the City: Willdan Engineering, Inc., and Interwest Consulting Group (Interwest).

BACKGROUND

The Building and Safety Services Division (Division) of the Planning and Development Department historically issues on average almost 30 permit applications daily. Depending on the project, these permits may require construction plans to be reviewed by one or multiple development disciplines by the Division's various Plans Examiners and Engineers. Depending on the project type, these disciplines can include: solar, structural, building, grading, electrical, mechanical, plumbing, and Title 24 compliance review. All plans are reviewed per the California Building Code standards that are renewed and adopted every three years. A new iteration of the building code has been released and will become effective January 1, 2020. Staff will complete specialized training in order to become familiar with what has been revised and how it may affect the review of their individual disciplines, prior to the new code effective date.

The Division also anticipates an increase in the number of residential standard plan applications that will require review per the new building code during the latter end of the year.

The Department's current consulting services contracts for as-needed plan checking services expired September 30, 2019.

The Planning and Development Department released a Request for Proposals seeking qualified firms to assist in an as-needed capacity for plan checking services on June 17, 2019. In total, eight responses (Attachment 3) were received and reviewed by an evaluation committee after the proposal opening of July 12, 2019. Of the eight responses, two were found to be the best value for the City and approval of awards through December 31, 2020 for both firms is recommended, in the following amounts: Willdan Engineering, Inc.,- not to exceed \$100,000; and Interwest Consulting Group - not to exceed \$250,000.

The recommended firms will offer the City more flexibility in the plan review process and will enable the Division to maintain the timelines set forth by MBG.

ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section

15378, the award of this contract is not a “project” as defined by CEQA.

LOCAL PREFERENCE

Local preference was implemented; Willdan and Interwest meet the requirements of Fresno Municipal Code Section 4-109(b).

FISCAL IMPACT

Funding is provided by the Planning and Development Department Fiscal Year 2020 appropriations.

Attachments:

Attachment 1: Consultant Services Agreement with Willdan
Attachment 2: Consultant Services Agreement with Interwest
Attachment 3: RFP Matrix