



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 16-002      **Version:** 1      **Name:** On-call Building Inspection and Plan Check Services Agreements  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 6/20/2016      **In control:** City Council Meeting Agenda  
**On agenda:** 7/11/2016      **Final action:**  
**Title:** CC - (1) Waiver of Formal Competitive Bidding Procedures; and (2) Approval of Professional Services Agreements with (A) VCA, The Code Group, and Hayer Consultants, Inc. for On-Call Building Inspection Services; and (B) Hayer Consultants, Inc. and JAS Pacific, Inc., for As-Needed Building, Mechanical, Electrical, and Plumbing Plan Check Services, with an Aggregate Not-to-Exceed Amount of \$275,000 and Terms Expiring on June 30, 2017.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Meeting Date:** July 11, 2016

**Contact Person/Dept:** Craig Johnson

**Phone Number:** (310) 253-5802

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐

**Action Item:** ☐

**Attachments:** Yes ☐ No ☒

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (07/05/16);

**Department Approval:** Sol Blumenfeld, Community Development Director (06/27/16)

## RECOMMENDATION

Staff recommends the City Council (1) waive formal competitive bidding procedures; and (2) approve professional services agreements with (A) VCA, The Code Group, and Hayer Consultants, Inc. for on-call building inspection services; and (B) Hayer Consultants, Inc. and JAS Pacific, Inc., for as-needed building, mechanical, electrical, and plumbing plan check services, with an aggregate not-to-exceed amount of \$275,000 and terms expiring on June 30, 2017.

## **BACKGROUND/DISCUSSION**

The Division has had the services of two contract inspectors and on-call plan check services for the past several years to address increased workload issues, and the forecast workload for the 2016 - 2017 fiscal year indicates the Division will continue to require the services of two contract inspectors and plan check services. It is prudent to utilize contract inspectors, as opposed to adding new permanent staff, to address intermittent workload needs.

Although the Division has been utilizing these firms for more than five years, staff did initially obtain three competitive quotes, as required by the CCMC, prior to the original agreements being approved by City Council. Over the past several years, each of these firms have been providing quality service, are reliable, have project knowledge, and are familiar with the City. In addition, in staff's experience, there has been a limited availability of contract inspectors within the firms in the industry.

In general, Culver City Municipal Code (CCMC) § 3.07.085 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is requesting that the City Council waive this requirement for the reasons stated above, in accordance with CCMC § 3.07.075.E.3.

Moving forward, as the Community Development Department implements many of the recommendations of a recent Development Services Process Review Study, it will examine the consultants utilized for these on-call, as-needed services, through a Request for Proposals (RFP) process.

## **FISCAL ANALYSIS**

Funds are available in the City Council Adopted Budget for Fiscal Year 2016/2017 in the Building Safety Division Other Contractual Services account (10150150.619800).

## **ATTACHMENTS**

None.

## **MOTION**

That the City Council:

1. Pursuant to CCMC Section 3.07.075.E.3, waive formal competitive bidding procedures;

2. Approve professional services agreements with (A) VCA, The Code Group and Hayer Consultants, Inc. for on-call building inspection services; and (B) Hayer Consultants, Inc., and JAS Pacific, Inc. for as-needed building, mechanical, electrical, and plumbing plan check services, with in an aggregate amount not-to-exceed \$275,000 and terms expiring on June 30, 2017; and
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.