



# City of Culver City

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## Staff Report

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**File #:** 18-019, **Version:** 1

**Item #:** C-8.

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**CC - Approval of Three-Year Professional Services Agreements with JAS Pacific, Hayer Consultants Incorporated, and VCA Code Consultants for As-Needed Building Inspection Services in an Aggregate Amount within the Appropriated Amount for Building Inspection Services as Approved Each Year in the Building Safety Division Budget.**

**Meeting Date:** July 24, 2017

**Contact Person/Dept:** Craig Johnson / Building Safety / CDD

**Phone Number:** (310) 253-5800

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐ **Action Item:** ☒ **Attachments:** ☐

**Public Notification:** (Email) Meetings and Agendas - City Council (07/18/17);

**Department Approval:** Sol Blumenfeld, Community Development Director (07/12/2017)

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### **RECOMMENDATION**

Staff recommends the City Council approve three-year professional services agreements with JAS Pacific, Hayer Consultants Incorporated, and VCA Code for on-call building inspection services for an aggregate amount within the appropriated amount for building inspection services as approved each year in the Building Safety Division budget, for the period of July 1, 2017 through June 30, 2020, with an option for two one-year extensions, as approved by the City Manager.

### **BACKGROUND/DISCUSSION**

The Building Safety Division has had the services of building inspection firms for the past five years and the forecast workload for the 2017-2018 fiscal year indicates the Division will continue to require these services. At the present time, several large projects are underway or about to commence in the City, exceeding the capacity of the Building Safety Division staff to timely perform the necessary inspections for these projects. Staff is requesting authorization to contract for temporary inspection services on an as-needed basis with the above firms. Pursuant to Culver City Municipal Code Section 3.07.050, in the event the same supplier, contractor or consultant has been utilized for a period of five (5) years or more, formal or informal bidding procedures, as applicable, shall apply. Therefore, on April 20, 2017, the City solicited proposals for building inspection and support services

on an-as needed basis (RFP #1644) for the Building Safety Division. Proposals were received from a total of eleven (11) firms. Staff conducted an evaluation of qualifications/experience, responsiveness to scope of services, rates, and scheduling availability of all proposals received. Rather than selecting a singular firm to conduct as-needed on-call services, staff is recommending the City Council approve agreements with the three most highly ranked firms of the proposals evaluated (JAS Pacific, Hayer Consultants, Incorporated and VCA Code).

### **FISCAL ANALYSIS**

Council Policy 5001 - Budget Development and Administration, Section E, City Manager Authority, 2.c., allows for budget increases in excess of \$30,000 to “cover reimbursable contract costs such as plan review services, building inspection services...” These contracts are intended to be ‘pass-through’ contracts, funded wholly by the applicant receiving the service and no City General Funds are used.

### **ATTACHMENTS**

1. ATT NO 1\_JAS On Call Building Inspection Services RFP 1644.pdf
2. ATT NO 2\_Hayer On Call Building Inspection Services RFP 1644.pdf
3. ATT NO 3\_VCA Code On Call Building Inspection Services RFP 1644 .pdf

### **MOTION**

That the City Council:

1. Approve three-year professional services agreements with JAS Pacific. Hayer Consultants Incorporated, and VCA Consultants for temporary on-call building inspection services in an aggregate amount within the appropriated amount for building inspections services as approved each year in the Building Safety Division budget, for the period of July 1, 2017 through June 30, 2020; and
2. Authorize the City Manager to approve two one-year extensions; 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.