



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 22-1045, Version: 1

Item #: C-11.

CC - CONSENT ITEM: (1) Approval Agreements with 4Leaf, Bureau Veritas, CSG Consultants, Interwest Consulting Group, JAS Pacific, JLee Engineering, The Code Group, and Hayer for As-Needed Permit Technician Services, In-House Plan Checker Services and On-Call Building Inspection Services for a Term up to Five Years in an Aggregate Amount Not-to-Exceed the Appropriated Amount for such Services as Approved Each Year in the Building Safety Division Budget, for the period of July 1, 2022 through June 30, 2027; (2) Approval of Agreements with Global and Kling Consulting Group for Geotechnical Plan Check Services for a Term up to Five Years as 'Pass-Through' Agreements Funded Wholly by the Applicant Receiving the Service (no City General Funds are Used), for the Period of July 1, 2022 Through June 30, 2027; and (3) Approval of Agreements with Bureau Veritas, Interwest Consulting Group, JAS Pacific, The Code Group for Building Safety Structural, Mechanical, Electrical and Plumbing Plan Check Services for a Term up to Five Years as 'Pass-Through' Agreements Funded Wholly by the Applicant Receiving the Service (no City General Funds Used), for the Period of July 1, 2022 Through June 30, 2027.

Meeting Date: May 23, 2022

Contact Person/Dept.: Timothy Koutsouros/Building & Safety Division
Sol Blumenfeld/CDD

Phone Number: (310) 253-5802
(310) 253-5700

Fiscal Impact: Yes ☒ No ☐ **General Fund:** Yes ☐ No ☒

Attachments: Yes ☐ No ☒

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

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/18/2022);

Department Approval: Sol Blumenfeld Community Development Department (05/11/2022)

RECOMMENDATION

Staff recommends the City Council (1) approve agreements with 4Leaf, Bureau Veritas, CSG Consultants, Interwest Consulting Group, JAS Pacific, JLee Engineering, The Code Group, and Hayer for as-needed permit technician services, in-house plan checker services and on-call building inspection services for a term up to five years in an aggregate amount not-to-exceed the

appropriated amount for such services as approved each year in the Building Safety Division budget, for the period of July 1, 2022 through June 30, 2027; (2) approve agreements with Global and Kling Consulting Group for geotechnical plan check services for a term up to five years in an aggregate amount not-to-exceed the appropriated amount for such services for a term up to five years as 'pass-through' agreements funded wholly by the applicant receiving the service (no City general funds used), for the period of July 1, 2022 through June 30, 2027; and (3) approve agreements with Bureau Veritas, Interwest Consulting Group, JAS Pacific, and The Code Group for Building Safety structural, mechanical, electrical and plumbing plan check services for a term up to five years as 'pass-through' agreements funded wholly by the applicant receiving the service (no City general funds used), for the period of July 1, 2022 through June 30, 2027.

BACKGROUND

At the end of the 2021-2022 fiscal year the Building Safety Division pass-through geotechnical, structural, mechanical, electrical and plumbing plan check, on demand inspection, as-needed permit technician, and in-house plan check service agreements expire. The remainder of 2021-2022 fiscal year and the 2022-2023 fiscal year forecasted workload indicates the Division will continue to require these services. The Building Safety Division has a strain on resources with the following six vacant budgeted full-time positions: permit tech I, permit tech II, deputy building official, plan check engineer, and two inspectors. At the present time, several large projects are underway or about to commence in the City and the volume and quantity of work is high, exceeding the capacity of the Building Safety Division staff to timely perform the necessary permitting process, plan review, and inspections for these projects. The purpose of this agenda item is to request authorization to contract for these services to meet demand.

DISCUSSION

In April 2022, the City published a Request for Qualifications (RFQ) for Geotechnical Plan Check Services, Building Safety Structural, Mechanical, Electrical & Plumbing Plan Check Services, On-Call Building Inspection Services, As-Needed In-House Plan Checker Services, and As-Needed Permit Technician Services, in accordance with City specifications. RFQ 2240, RFQ 2239, RFQ 2241, RFQ 2242, RFQ 2243 proposals were received and opened on April 29, 2022. The City received proposals from the following firms:

| Vendor | Services | | | | |
|-----------------|-------------|--------------------|--------------------|----------------|------------|
| | RFQ 2243 | RFQ2239 | RFQ 2242 | RFQ 2240 | RFQ 2241 |
| | Permit Tech | Outside Plan Check | On Site Plan Check | Geo Plan Check | Inspection |
| 4Leaf | x | x | x | | x |
| Bureau Veritas | x | x | x | | x |
| CSG Consultants | x | x | x | | x |

| | | | | | |
|--------------------------------|---|---|---|---|---|
| Hayer Consultants | x | x | x | | x |
| Interwest Consulting Group | x | x | x | | x |
| JAS Pacific | x | x | x | x | x |
| Jlee Engineering | x | x | x | | x |
| The Code Group | x | x | x | | x |
| NV5 | | x | | | |
| Scott Fazekas & Associates | | x | | | |
| TRB and Associates | | x | | | |
| True North Compliance Services | | x | | x | |
| Global | | | | x | |
| Kling Consulting | | | | x | |
| RT Franklin | | | | x | |
| Converse Professional Group | | | | x | |
| Willdan Engineering | | | | x | |

Staff conducted an evaluation of the qualifications, experience, responsiveness to scope of services, rates, and personnel scheduling availability of all proposals received.

Rather than selecting a singular firm, staff is recommending the City Council approve the qualifications with the most highly ranked firms of the proposals evaluated for each service. The selected firms are as follows:

| Vendor | Services | | | | |
|----------------------------|-------------|--------------------|--------------------|----------------|------------|
| | RFQ 2243 | RFQ2239 | RFQ 2242 | RFQ 2240 | RFQ 2241 |
| | Permit Tech | Outside Plan Check | On Site Plan Check | Geo Plan Check | Inspection |
| 4Leaf | x | | x | | x |
| Bureau Veritas | x | x | x | | x |
| CSG Consultants | x | | x | | x |
| Hayer Consultants | x | | x | | x |
| Interwest Consulting Group | x | x | x | | x |
| JAS Pacific | x | x | x | | x |
| JLee Engineering | x | | x | | x |
| The Code Group | x | x | x | | x |
| Scott Fazekas & Associates | | x | | | |
| Global | | | | x | |
| Kling Consulting | | | | x | |

Consultant services have been highly impacted by personnel availability. Execution of contractions may be determined based on available staffing and volume of work.

If the City Council approves entering into agreements with 4Leaf, Bureau Veritas, CSG Consultants, Hayer Consultants, Interwest Consulting Group, JAS Pacific, JLee Engineering, The Code Group, Scott Fazekas & Associates, Global, and Kling Consulting, staff will begin the process to negotiate final agreements. Staff requests authority to make minor and insubstantial modifications to the scope of service as deemed appropriate during the negotiation process provided that any additional modifications do not increase the agreements by more than the City Manager's contract authority.

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..." Geotechnical plan check services and Building Safety structural, mechanical, electrical and plumbing plan check services will be 'pass-through' agreements funded wholly by the applicant receiving the service and no City general funds shall be used under Council Policy 5001.

The cost for the on-call building inspection services, as-needed in-house plan checker services, and as-needed permit technician services are on an hourly basis per the RFQs. There are sufficient funds appropriated in the Building and Safety Division budget, some included in 10150150-619800 Other Contractual Services and additional salary savings from vacant full-time positions in the Building

Safety account 10150150.41100 that will be transferred to Other Contractual Services account 10150150.619800, to cover the cost of this procurement.

ATTACHMENTS

None

MOTIONS

That the City Council:

1. Approve agreements with Global and Kling Consulting for Geotechnical Plan Check services for a term up to five years as 'pass-through' agreements funded wholly by the applicant receiving the service (no City general funds used); and,
2. Approve agreements with Bureau Veritas, Interwest Consulting Group, JAS Pacific, and The Code Group for building safety structural, mechanical, electrical & plumbing plan check services for a term up to five years as 'pass-through' agreements funded wholly by the applicant receiving the service (no City general funds used); and,
3. Approve agreements with 4Leaf, Bureau Veritas, CSG Consultants, Interwest Consulting Group, JAS Pacific, JLee Engineering, The Code Group, and Hayer for as-needed permit technician services, as-needed in-house plan checker services and on-call building inspection services in an aggregate amount not-to-exceed the appropriated amount for such services as approved each year in the Building Safety Division budget, for the period of July 1, 2022 through June 30, 2027; and,
4. If City Council approves the agreements with 4Leaf, Bureau Veritas, CSG Consultants, Interwest Consulting Group, JAS Pacific, JLee Engineering, The Code Group, Scott Fazekas & Associates, Global and Kling Consulting, authorize staff to negotiate the final terms of the agreements, provided the final contract price does not increase more than the City Manager's contract authority; and,
5. Authorize the City Attorney to review/prepare the necessary documents; and,
6. Authorize the City Manager to execute such documents on behalf of the City.