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## City Council Regular Meeting

**DEPARTMENT:** Legal and Purchasing

**FROM:** Justin Scharnhorst, Assistant to the City Manager

**MEETING:** July 10, 2023

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**SUBJECT:**

Consider approval of a resolution authorizing a five-year contract with Bureau Veritas as the primary contractor and Instant Inspections as the secondary contractor for third-party plan review and inspection services related to Environmental Services, Residential and Commercial Inspections, and Fire Services Inspections pursuant to all applicable terms and conditions outlined in RFP 2023-011. *(Staff Presenter: Justin Scharnhorst, Assistant to the City Manager)*

**SUMMARY:**

City staff released a Request for Proposal (RFP) in April of this year to obtain pricing from third-party partners that could support the city for contingency planning and current process improvement related to environmental inspections, fire prevention, and residential and commercial plan review. Three departments would utilize these services: Neighborhood Services, Fire Department, and Development Services. Each of these departments, if approved, would use the approved primary and secondary contract for different uses at various times throughout the contract term.

**Neighborhood Services**

- Food Establishment Inspection and Permitting Program is put in place to protect the health of all Burleson residents. This is accomplished through permitting food facilities serving to the public, ensuring that they meet minimum state standards for safe operation, and minimizing the risk of spreading food-borne illness, in addition to pool inspections.

**Fire Marshal**

- Tasked with the responsibility of creating a fire-safe environment by enforcing fire prevention codes. The proposed contract would streamline the process, creating efficiencies for the development community.

**Development Services**

- It would only be utilized for residential and commercial plan reviews if the department experiences a need or has staffing shortages. These services are intended to be used only on a contingency basis.

The costs associated with this approval would be net neutral to the city, except for the Development Services department. This department has no immediate plans and would only be utilized for contingency purposes moving forward.

**OPTIONS:**

- 1) Approve as presented
- 2) Approve with changes
- 3) Deny

**RECOMMENDATION:**

Staff recommendation is to approve the resolution

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

N/A

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

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