



# Third-Party Inspections

---

PRESENTED TO THE CITY COUNCIL ON  
JULY 10, 2023

# Presentation Road Map

Discuss using third-party for inspections, plan review and environmental services

- RFP – Two (2) vendors submitted proposals
  1. Bureau Veritas (Fire, Building and Environmental)
  2. Instant Inspector (only for Environmental Health inspections)
- Give an overview of how City departments utilize third-party inspections and plan reviews
- Update Council on a process change to plan reviews by the Fire Marshal's Office

# RFP Overview

- Staff solicited Request for Proposals (RFP) to obtain pricing structures for third-party inspections and plan review services
- Proposals were opened on April 7<sup>th</sup> and closed on April 24<sup>th</sup>
  - Proposal documents were sent to thirteen different agencies
- Two submittals were received, Bureau Veritas and Instant Inspector

# RFP Overview Cont.

- The RFP process requires staff to outline evaluation criteria prior to opening the solicitation
  - The City staff evaluation committee included employees from Neighborhood Services, Fire Department, and Development Services
  - Evaluators from each department based their selection on capacity to perform services, methodology, rates and fees in addition to references as the basis to selection
- The committee scores reflected Bureau Veritas as the highest ranking responded, and Instant Inspector second based on their submittals

# Neighborhood Services

---



# Environmental Services



- Administers public health permitting /inspections/enforcement of food establishments and public pools.
- Permit over 500+ health permits
- Specialized knowledge required for health inspection of food establishments and Public pools
  - Registered Sanitarian
  - Certified Pool Operator (CPO)
- Services would only be rendered in the event of staffing shortages.



# Contract Services

---



- Contract services are necessary to sustain state inspection frequency requirements in the event of staffing shortages
- Contract inspection service ensure compliance with the provisions of the adopted food establishment ordinance and public pool swimming pool and spa codes
- Services include the following:
  - Review plans for compliance with the applicable laws and rules required
  - Perform inspections to determine compliance with the applicable laws and rules required
  - Inspections will be performed by a Texas Registered Sanitarian
  - Update or create the required Health forms
  - Web-based project tracking of Health permits
  - Provide written report of any deficiencies
  - Investigation of complaints on permitted facilities



# Development Services

---

- Contract would only be utilized for residential and commercial plan review and inspections in the event the department experiences an extreme increase in development or a staffing shortage.
- Promotes the general health, safety and overall quality of the built environment through administering plan review and inspections for compliance with the adopted building codes.
- Over 700 applications submitted required plan reviews in FY 22
- Performed 8,900 inspections in FY22





# Fire Department

---



# Current Plan Review Process

Commercial development process:

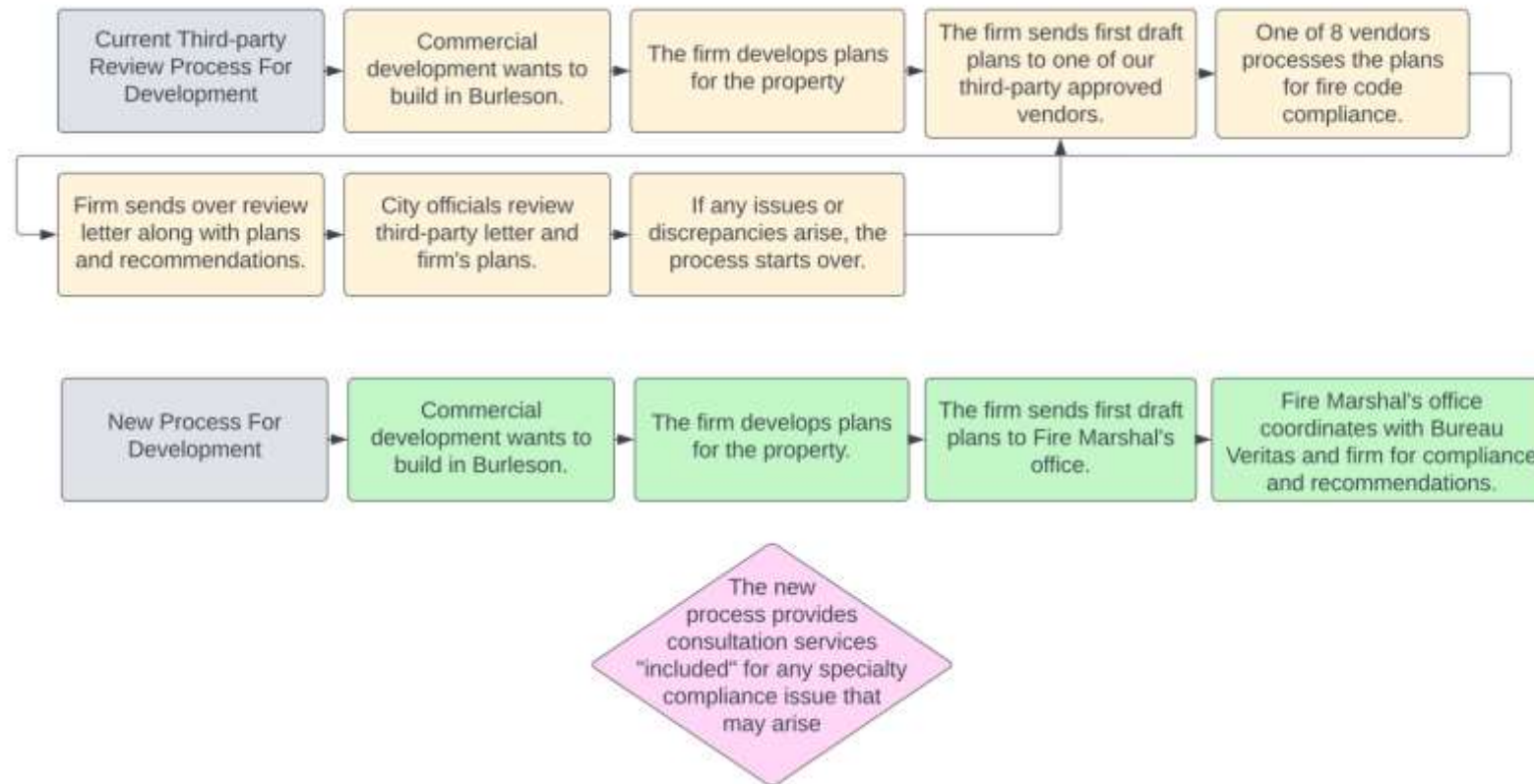
1. The developer hires one of the city's approved third-party vendors for plan review and sends their first set of plans
2. The third-party reviews the plans for general fire code, sprinkler and alarm code compliance
3. The firm sends the plans and third-party letter of approval or recommendations to the Fire Marshal's office for review
4. The Fire Marshal's office will review the letter of recommendations and either approve the plans or send back for revisions, this goes back to the firm, not the third-party reviewer
5. The developer reaches back out to the third-party firm for the revisions recommended by the Fire Marshal's office and the process repeats until a final set of plans is agreed upon



# Proposed Process Change

- Create a "one stop shop" for our developers.
- A developer or their designated firm would submit a set of plans to the Fire Marshal's office
- The Fire Marshal's office coordinates the process of sending the plans to Bureau Veritas for review for general fire code, sprinkler and alarm compliance
- This creates a streamlined review process for the customer, reducing the total time for any revisions needed
- Eliminating the need for a developer to seek an outside third-party service when plans revision is needed, the Fire Marshal's office acts as a liaison between the developer and Bureau Veritas for faster and more effective completion
- As part of this contract Bureau Veritas is available for consultation for any inspection or issue that may be especially difficult or complex
- If approved through this process, Bureau Vitas would be representing the city's best interest during their plan review
  - The costs associated with this process change are pass through. This form agreement is intended to function as a master services agreement and does not obligate expenditures or appropriations. Proposed estimates are paid by the developer, not the city.

# Diagram of current and new processes



# Potential Pass-Through Costs

- Projected contract utilization estimate was conducted based on current level of service
  - Fire Marshal’s Office will bring forward an amendment to the adopted fee ordinance during budget discussions and implement these changes October 1<sup>st</sup>, subject to council approval
    - Changes in the fee ordinance would only affect the Fire Marshal’s Office
  - Development and Neighborhood Services has no plans of immediate use. Both departments would utilize this contract, if approved, on an as needed basis.

- Estimated five year expenses:

Five Year Projections	Estimated Utilization
Neighborhood Services	\$125,000
Development Services	\$25,000
Fire Marshal’s Office	\$944,000
Total Estimate	\$1,094,000

## **Council Action**

- Approve a resolution authorizing the contract with Bureau Veritas for third party inspections and plan review services for Fire, Development Services and Environmental Services and approve a resolution authorizing a contract with Instant Inspector as the back up contractor for third party inspections for Environmental Services.
- Deny the resolution and provide staff with future direction.