
City Council Regular Meeting

DEPARTMENT: Legal & Purchasing

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: September 18, 2023

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 inspection services related to Environmental Services, Residential and Commercial Inspections and Fire Services Inspections pursuant to all applicable codes outlined in RFP 2023-011. (*Staff Presenter: Justin Scharnhorst, Assistant to the City Manager*)

SUMMARY:

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

City staff held a town hall in Council Chambers on August 17th. The purpose of this meeting was to provide the developer community an opportunity to meet with city staff regarding the process changes and ask questions directly. Feedback from the developer community was receptive.

The City of Burleson will transition to a one-stop method of plans review for development services in regard to general fire code, fire alarm and automatic sprinkler systems plans review. This will be a transition from the development community going to a third-party service and then going through the Fire Marshal office.

OPTIONS:

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

RECOMMENDATION:

Staff recommends approval as presented

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

Town Hall August 17th that engaged the developer community about the process changes.

FISCAL IMPACT:

<u>Five Year Projections</u>	<u>Estimated Utilization</u>
<u>Neighborhood Services</u>	<u>\$125,000</u>
<u>Development Services</u>	<u>\$25,000</u>
<u>Fire Marshal's Office</u>	<u>\$944,000</u>
<u>Total Estimate</u>	<u>\$1,094,000</u>

STAFF CONTACT:

Name: Justin Scharnhorst
Title: Assistant to the City Manager
jscharnhorst@burlesontx.com
817-426-9646