



City of Grass Valley City Council Agenda Action Sheet

Title: Authorization to enter into an agreement to provide supplemental plan review, inspection, and other related services for the Building Department and the Fire Department.

CEQA: Not a project

Recommendation: That Council authorize the Community Development Director to enter into a contract, subject to legal review, for supplemental Building Department and Fire Department services.

Prepared by: Jon May, Building Official

Council Meeting Date: January 24, 2023

Date Prepared: January 17, 2023

Agenda: Consent

Background Information: In March of 2019 the City entered into a three-year contract with a consultant company to provide supplemental building plan check and inspection services. In March of 2021, the City and the consultant company agreed to amend that contract to include supplemental Fire Department services. These supplemental building and fire department services are on an as needed basis dictated by the amount of building and fire department activity. City staff foresees a continued need for supplemental services because of amount of projected building activity. Therefore, staff prepared Request for Proposals in October of 2022. Eight firms submitted proposals and staff members of the Building, Planning, and Fire Department have reviewed and graded the responses received. Grading was based on rates charged, turnaround time, municipal experience, and the responsiveness of the proposals. Based on that grading, the City has selected the top firm and is negotiating the contract details. Attached is the City's standard agreement that will serve as the base for the final contract. Based on past usage of backup services and anticipated need, the City is proposing a two-year contract not to exceed \$175,000 per year.

Council Goals/Objectives: Goal 6: Provide a safe place to live, work, and play.

Fiscal Impact: Building services are paid from account 100-302-51110. These funds are budgeted from year to year and paid through fees collected from building permits. Fire Services are paid from account 100-203-51110.

Funds Available: Yes

Account #: 100-302-51110 and 100-203-51110

Reviewed by: _____ City Manager _____ Community Dev. Director

Attachments: Professional Services Agreement