



## City of Grass Valley City Council Agenda Action Sheet

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**Title:** On-Call Civil Plan Review Services - Contract Amendment

**CEQA:** Exempt - Not a Project

**Recommendation:** That Council 1) authorize a contract amendment with Bureau Veritas North America Inc. (BV) for on-call civil plan review services, and 2) authorize the City Engineer to execute a contract amendment with BV, pending legal review, in an amount not to exceed \$60,000 for the initial 2 year term of the project.

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**Prepared by:** Bjorn P. Jones, PE, City Engineer

**Council Meeting Date:** 03/30/2023

**Date Prepared:** 03/23/2023

**Agenda:** Consent

**Background Information:** On January 24, 2023, Council authorized a professional services agreement with Bureau Veritas North America Inc. for building and fire plan review and inspection services. City Staff performed an extensive Request for Proposals procurement in advance of recommending contract award to BV for these services. BV has had a working professional relationship with the City of Grass Valley since 2007 and has performed support services commendably over this time period.

The Engineering Division has a analogous need for plan review services for civil improvement plan and engineering building plan checks. BV has submitted a supplemental Statement of Qualifications related to the City's request for Civil Plan Review Services and is well qualified and licensed to perform this work. Due to the existing services agreement with BV and their knowledge and understanding of City policies and procedures, a contract amendment is the most logical and efficient use of resources to consolidate supplemental plan review across the City under one consultant.

The initial contract term will be a two year agreement with optional extensions. The annual contract amount will be established based upon the amount identified in the annual Engineering budget. Contractual services from BV and a separate agreement for Professional Engineering Services will replace an existing budgeted full time Assistant Engineer position. For fiscal year 2022/23, the Assistant Engineer position was budgeted at a fully loaded cost of \$130,000, with a mix of 50% funding from the General Fund and 50% of costs allocated directly to projects funded by development fees and non-General Fund sources (Rate, Measure E, grant funding, etc.).

Staff recommends that Council authorize a contract amendment based on; the previous Request for Proposals procurement process completed earlier this year, BV's existing professional services agreement with the City, and the consultant's satisfactory execution of work to date. Accordingly, it is requested that Council authorize the City Engineer to

execute a contract amendment with Bureau Veritas North America Inc. pending legal review, for on-call civil plan review services in an amount not to exceed \$60,000 for the initial 2 year term.

**Council Goals/Objectives:** A contract amendment for Civil Plan Review Services executes portions of work tasks towards achieving/maintaining Strategic Plan Goal - High Performance Government and Quality Service

**Fiscal Impact:** Civil Plan Review Services will replace the Assistant Engineer position that was fully funded in the 22/23 FY Budget

**Funds Available:** Yes

**Account #:** Various

**Reviewed by:** \_\_\_\_\_ City Manager