

# Consider Awarding a Contract to Provide Health Inspections Services

City Council Meeting  
July 18, 2023  
Crystal Caldera, PhD

# Summary

- Question
  - Should the City Council award a contract for health inspection
- Options
  - Award contract
  - Deny contract
  - Other

# Purpose

- To present the Request for Proposal (RFP) evaluation process, and consider authorizing the City Manager to enter into a contract For Health Inspection Services
- On June 20, 2023, the City council requested the City Manager review the RFP and bring back the findings

# RFP Process

- RFP's were developed and advertised in the Helotes Echo newspaper, and the City and Texas Municipal League's websites
  - An additional 16 invitation letters were mailed
- Proposals were opened on May 15<sup>th</sup>
- A review committee (Planning & Zoning Director, Public Works Assistant Director, Police Chief & Fire Chief) evaluated the Proposals

# Responses

- Received 3 Proposals for Health Inspection Services
  - BB Inspections
  - Bureau of Veritas
  - Stephen Barscewski
- Based on Evaluation Criteria the staff ranking of the firms was as follows:
- Health Inspection Services
  - BB Inspections
  - Stephen Barscewski
  - Bureau of Veritas

# Administrative Findings

Company	Barscewski	BB Inspections	Bureau Veritas
Experience Company	13 years	32 years	195 Years +
Experience of the staff	45 Years Texas reg - 31	46 Years Texas Reg - 5	Varies
Staff Availability	One dedicated person plus one backup	One dedicated person and two back up	Five various people
Cost (see below)	Lowest	Next Lowest	Highest
Reference	No reference	Outstanding	Overall great

# BB Inspections - Health Inspection

- Fees:
  - Routine Inspection \$125 per inspection
  - Certificate of Occupancy \$125 per inspection
  - Reinspection \$125 per inspection
  - Health Plan Review \$125 per hour
  - Event Review \$125 per hour

# Barscewski - Health Inspection

- Proposed fees w/General Liability Insurance:
  - Food Establishment commercial \$55.00
  - Food Service Establishment \$85.00
  - Retail Food Store \$55.00
  - Temporary Food Booths \$30.00
  - Certificate of Occupancy \$85.00
  - Day-Care Facility - commercial \$85.00
  - Foster/Custodial Care Facility - residential \$55.00
  - Plan Review - commercial/residential \$55.00

# Barscewski - Health Inspection

- Proposed fees w/General Liability Insurance:
  - Semi-Public and Public Pool/Spa Comm \$50.00
  - Add'l Pools/Spa Same Location Comm \$45.00
  - Compliant Investigations \$50.00
  - Training \$50.00
  - Reinspection \$50.00
  - Court Appearance per hour \$50.00

# Bureau of Veritas – Building

**Fee Table 1 - Commercial and Multi-Family construction plan review**

Valuation	Fee
\$1.00 to \$10,000.00	\$50.00
\$10,001.00 to \$25,000.00	\$70.69 for the first \$10,000.00 plus \$5.46 for each additional \$1000.00
\$25,001.00 to \$50,000.00	\$152.59 for the first \$25,000.00 plus \$3.94 for each additional \$1000.00
\$50,001.00 to \$100,000.00	\$251.09 for the first \$50,000.00 plus \$2.73 for each additional \$1000.00
\$100,001.00 to \$500,000.00	\$387.59 for the first \$100,000.00 plus \$2.19 for each additional \$1000.00
\$500,001.00 to \$1,000,000.00	\$1,263.59 for the first \$500,000.00 plus \$1.85 for each additional \$1000.00
\$1,000,001.00 and up	\$2,188.59 for the first \$1,000,000.00 plus \$1.23 for each additional \$1000.00

**Fee Table 2 - Commercial and Multi-Family construction inspection**

Valuation	Fee
\$1.00 to \$10,000.00	\$76.92
\$10,001.00 to \$25,000.00	\$108.75 for the first \$10,000.00 plus \$8.40 for each additional \$1000.00
\$25,001.00 to \$50,000.00	\$234.75 for the first \$25,000.00 plus \$6.06 for each additional \$1000.00
\$50,001.00 to \$100,000.00	\$386.25 for the first \$50,000.00 plus \$4.20 for each additional \$1000.00
\$100,001.00 to \$500,000.00	\$596.25 for the first \$100,000.00 plus \$3.36 for each additional \$1000.00
\$500,001.00 to \$1,000,000.00	\$1,940.25 for the first \$500,000.00 plus \$2.85 for each additional \$1000.00
\$1,000,001.00 and up	\$3,365.25 for the first \$1,000,000.00 plus \$1.89 for each additional \$1000.00

# Bureau of Veritas – Building

**Fee Table 3 - Construction or Improvement of a Residential Dwelling**

<b>New Residential Construction</b>	
<b>Plan Review and Inspection Fee</b>	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$785.00
1,501 - 10,000 S.F.	\$785.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F.	\$3,760.00 for the first 10,000 S.F. plus \$0.15 for each additional S.F. over 10,000 S.F.
<b>Plan Review Only</b>	
Plan Review Fee Only Per Dwelling Unit, a new plan for previously reviewed plan or Master Plan	\$200.00 per Plan or per Address
Plan review fee when a permit has been issued for the dwelling and the construction plans are altered such that an additional plan review is required (excludes new plan)	\$150.00 per Plan or per Address
<b>Alterations / Additions / Improvements for Residential Construction</b>	
Trade Permits	Fee
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar	\$100.00 per trade
Other project types not listed above	\$160.00 per trade
Miscellaneous residential projects such as, but not limited to, Accessory Structures, Fences, Pools, etc.	See Fee Table 2

# Bureau of Veritas - Health

Food (and Public Swimming Pool) Service Inspections - per each inspection	
• Permanent Food Establishment Inspection	\$150.00
• Mobile Food Vendor (Hot and Cold Truck) Inspections	
• Seasonal Vendor Inspection	
• Public Swimming Pool Inspection	
Temporary Event Inspection - per each vendor permit (up to 5 permits per event)	\$100.00
6 or more permits per event	\$150.00 per hour *minimum 2 hours
Complaint Investigation - per each complaint	\$150.00
Consultation Outside Of The Aforementioned Scope Of Services: Health Plan Review, Health Final And Co Inspections And/Or For Each Re-Inspection.  *Minimum 1 Hour	\$150.00 per hour

# Evaluation of RFP's

Health Inspection Services		BB Inspections	Stephen Barszewski	Bureau of Veritas
June 2023				
<b>Professional Qualifications, Certifications, Experience, and References for each individual inspection</b>		<b>40 Points</b>		
Max		Avg 40.00	Avg 31.5	Avg 37.5
<ul style="list-style-type: none"><li>• Qualifications of Personnel</li><li>• Experience of Personnel</li><li>• Experience of Firm</li><li>• Reputable References</li></ul>				
<b>Demonstrated Capability to meet all facets of the Scope of Work</b>		<b>25 Points Max</b>		
<ul style="list-style-type: none"><li>• Completeness and Thoroughness</li><li>• Understanding of the Project</li><li>• Responsiveness to Terms and Conditions</li></ul>		Avg 23.75	Avg 21.5	Avg 22
<b>Proposal fee</b>		<b>25 Points Max</b>		
Costs for Services		Avg 20.25	Avg 23.25	Avg 16.25
<b>Policies and Procedures related to Quality Assurance and Control</b>		<b>10 Points Max</b>		
<ul style="list-style-type: none"><li>• Approach to Problem Analysis</li><li>• Clarity and Organization in Concept Development</li><li>• Quality and Quantity of Services to be Rendered</li><li>• Proposed Schedule</li></ul>		Avg 9.5	Avg 5.75	Avg 9
<b>TOTAL (Possible 100 points)</b>		<b>93.5</b>	<b>82</b>	<b>82</b>
				<b>0</b>

# Administrative Assessment

- In evaluating the scores and interviewing BB Inspection and Stephen Barscewski (BV did not return my call), the following was found-
  - Qualifications
    - Staff rated experience based on the individual, not the company. The contract is with the company, not the individual. BB inspections did have more reputable references. Other than that in this category, the company is comparable- however the point spread in my opinion was not justified
  - Scope of Work
    - BB inspection RFP packet was well put together and easy to follow. Fee structure is more simplified than the other companies. The point spread seemed appropriate.
  - Cost of Work
    - Barscewski had the lowest cost and the highest points however in my opinion the point spread did not reflect this accurately. BB inspections for C of O is 125 and Barscewski was \$85 this a 38% difference.
  - Policies Procedure
    - The staff looked at availability and use of software programs played a big role in these scores. Based on the information they had they ranked appropriately. After my interviews, I found that Mr. Barscewski does have a backup and is willing to use the city's software system.

# Clients

- BB Inspections
  - City of Helotes
  - City of Cibolo
  - City of Windcrest
- Bureau of Veritas
  - City of Lockhart
  - City of Hondo
  - Port Authority of San Antonio
- Steve Barscewski
  - He does not have a list of other cities

# BB Inspections

- Local, family-owned business since 1991
- The company prides itself on hiring local, certified, licensed, and experienced professionals whose combined service spans more than 100 years

# Bureau of Veritas

- Multinational corporation with a history which includes over 195 years of providing professional services throughout the United States
- The company prides itself in giving clients a close-knit presence found in smaller firms while possessing the support of a national firm

# Stephen Barscewski

- Texas Registered Sanitarian since 1992 with 45 years in food inspection/sanitation
- Prides himself with enhancing cities food safety & community image

# Recommendation

- Staff recommended on June 20, 2023, to ward the contract for Health inspection services to BB Inspections; and to Authorize the City Manager to negotiate a contract
- Based on the administrative findings, the City Manager recommends that the city remain with Barscewski. However, if Mr. Barscewski is unable to comply with software usage within 6 months and unable to provide a backup while out of town, then the city would void the contract and enter into an agreement with BB Inspections for these services.

# S.E.E. Statement

**Social Equity:** Having a contractor for Building Plan Reviews and Inspections ensures that residents, visitors, and staff enjoy on time professional services

**Economic Development:** Requesting RFP's ensures the citizens get the best service at the best value

**Environmental Stewardship:** Inspections would assure contractors and owners follow the 2021 International Energy Code