

MAYOR AND COUNCIL COMMUNICATION

DATE: July 18, 2023

TO: Mayor and Council

FROM: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Possible Action to Consider Requests for Proposals and Awarding a Contract for Building and Plan Review Services.

PURPOSE:

The purpose of this presentation is to inform the Leon Valley City Council of the responses received from the Request for Proposals for building inspections and plan review services, the review of proposals by the committee, and the possible execution of a contract for these services.

The city advertised Requests for Proposals for building and health plan review and inspection services. The Proposals that were received were opened on May 15th and were then reviewed by a committee consisting of the Planning and Zoning Director, the Fire and Police Chiefs, and the Assistant Director of Public Works. The companies and the areas of expertise were as follows:

Company	Services Offered
BB Inspections	Building
Bureau of Vitas	Building

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- Social Equity – Having a contractor for Building Plan Reviews and Inspections ensures that residents, visitors, and staff are assured of 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

FISCAL IMPACT

The fees for services proposed by BB Inspections are:

Building

Residential Inspection	\$60/Inspection per trade
Commercial Inspection	\$60/Inspection per trade
Residential Plan Review	\$60 per review
Commercial Plan Review	\$95 per hour

Fees for these services are paid by the customer.

RECOMMENDATION

After careful review, it was determined that BB Inspections was the company that would provide the best services at the greatest value for the citizens and businesses in Leon Valley. It is recommended that the City approve the Request for Proposal submitted by BB Inspections and authorize the City Manager to enter into a contract with the company for Building inspections, plan review services.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary