

Consider Awarding a Contract to Provide Building Plan Review/Inspection

City Council Meeting

July 18, 2023

City Manager, Crystal Caldera

Summary

- Question
 - Should the City Council award a contract for building inspection, plan review to BB Inspections
- Options
 - Award contract
 - Deny contract
 - Other
- Declaration
 - It is recommended that the City Council award a contract to BB Inspections for these services

Purpose

- To present the Request for Proposal (RFP) evaluation process, and consider authorizing the City Manager to enter into a contract with BB Inspections
- 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 15th
- A review committee (Planning & Zoning Director, Public Works Assistant Director, Police Chief & Fire Chief) evaluated the Proposals

Responses

- Received 2 Proposals for Building Plan Review & Inspection Services
 - BB Inspections
 - Bureau of Veritas
- Based on Evaluation Criteria the ranking of the firms was as follows:
 - Building Plan Review & Inspection Services
 - BB Inspections
 - Bureau of Veritas

Evaluation of RFP's

Building Inspection And Plan Review Services June 2023		BB Inspections	Bureau of Veritas		
Professional Qualifications, Cerifications, Experience, and References for each individual inspection Max		40 Points			
<ul style="list-style-type: none"> Qualifications of Personnel Experience of Personnel Experience of Firm Reputable References 		Avg 38.75	Avg 35		
Demonstrated Capability to meet all facets of the Scope of Work		25 Points Max			
<ul style="list-style-type: none"> Completeness and Thoroughness Understanding of the Project Responsiveness to Terms and Conditions 		Avg 23.25	Avg 20.75		
Proposal fee		25 Points Max			
Costs for Services		Avg 22.5	Avg 18.25		
Policies and Procedures related to Quality Assurance and Control		10 Points Max			
<ul style="list-style-type: none"> Approach to Problem Analysis Clarity and Organization in Concept Development Quality and Quantity of Services to be Rendered Proposed Schedule 		Avg 9.5	Avg 7.75		
TOTAL (Possible 100 points)		94	81.75	0	0

Administration Review

Company	BB Inspection	Bureau of Veritas
Qualifications	All Applicable Certs	All Applicable Certs
Staff assigned	Dedicated Staff	Dedicated team
Cost		
Residential Trade	\$60	\$100
Commercial Trade	\$60	\$125
Residential Plan Review	\$60	\$200
Reference check	Has extensive experience with local municipalities Outstanding service	Has extensive experience with local municipalities Outstanding service. However, with different inspectors at times, there is miscommunication at between inspectors.

Fees for BB Inspection

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

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

New Residential Construction	
Plan Review and Inspection Fee	
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.
Plan Review Only	
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
Alterations / Additions / Improvements for Residential Construction	
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

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

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

Recommendation

- Staff recommended awarding the contracts for Building Plan Review & Inspections, to BB Inspections and to authorize the City Manager to negotiate the contract on June 20, 2023
- The City Manager agrees with this recommendation.

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