

Consider Awarding a Contract to Provide Health Inspections Services and Building Plan Review/Inspection

City Council Meeting

June 20, 2023

Mindy Teague, Planning & Zoning Director

Summary

- Question
 - Should the City Council award a contract for building inspection, plan review, and health inspection and 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

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 3 Proposals for Health Inspection Services
 - BB Inspections
 - Bureau of Veritas
 - Stephen Barscewski
- Received 2 Proposals for Building Plan Review & Inspection Services
 - BB Inspections
 - Bureau of Veritas

Evaluation of RFP's

- Based on Evaluation Criteria the ranking of the firms was as follows:
- Health Inspection Services
 - BB Inspections
 - Stephen Barscewski
 - Bureau of Veritas
- Building Plan Review & Inspection Services
 - BB Inspections
 - Bureau of Veritas

Evaluation of RFP's

Health Inspection Services June 2023		BB Inspections	Stephen Barscewski	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 40.00	Avg 31.5	Avg 37.5	
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 23.75	Avg 21.5	Avg 22	
Proposal fee		25 Points Max			
Costs for Services		Avg 20.25	Avg 23.25	Avg 16.25	
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 5.75	Avg 9	
TOTAL (Possible 100 points)		93.5	82	82	0

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

BB Inspections - Building

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

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

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/o General Liability Insurance:
 - Food Establishment commercial \$40.00
 - Food Service Establishment commercial \$70.00
 - Retail Food Store (RFS) commercial \$40.00
 - Temporary Food Booths commercial \$20.00
 - Certificate of Occupancy commercial \$70.00
 - Day-Care Facility commercial \$70.00
 - Foster/Custodial Care Facility residential \$40.00
 - Plan Review commercial/residential \$40.00

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

Barscewski - Health Inspection

- Proposed fees w/o General Liability Insurance:
 - Semi-Public and Public Pool/Spa Comm \$30.00
 - Add'l Pools/Spa Same Location Comm \$25.00
 - Compliant Investigations \$40.00
 - Reinspection \$40.00
 - Training \$40.00
 - Court Appearance per hour \$40.00

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

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

Bureau of Veritas - Health

Food (and Public Swimming Pool) Service Inspections - per each inspection	
<ul style="list-style-type: none"> • Permanent Food Establishment Inspection • Mobile Food Vendor (Hot and Cold Truck) Inspections • Seasonal Vendor Inspection • Public Swimming Pool Inspection 	\$150.00
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
<p>Consultation Outside Of The Aforementioned Scope Of Services: Health Plan Review, Health Final And Co Inspections And/Or For Each Re-Inspection.</p> <p>*Minimum 1 Hour</p>	\$150.00 per hour

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
 - Did not provide a list of clients

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 recommends awarding the contracts for Building Plan Review & Inspections, & Health inspection services to BB Inspections; and
- Authorize the City Manager to negotiate a contract

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