



## AGENDA REPORT SUMMARY

**Meeting Date:** July 11, 2023

**Subject:** Adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the August 31, 2021, Plan Review Services Agreement between the City of Los Altos and TRB + Associates to provide as-needed civil, grading, and drainage engineering services that encompass plan review and construction inspection for private developments in Los Altos.

**Prepared by:** James Sandoval, Director of Public Works

**Reviewed by:** James Sandoval, Director of Public Works

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

- Attachment A: Scope of Work and Hourly Rates & Reimbursables Schedule
- Attachment B: Resolution

**Initiated by:**

Staff

**Previous Council Consideration:**

August 24, 2021, City Council Meeting

**Fiscal Impact:**

Staff estimates \$400,000 additional cost to the original contract of \$1,050,000. The new total contract amount will be does not exceed \$1,4050,000 All additional \$400,000 TRB + Associates plan review and construction inspection fees will be paid by each private development applicant. Accordingly, The Scope of Work in Amendment No. 1 to the August 31, 2021, Plan Review Services Agreement with TRB will be cost-neutral to the City since their services will be covered by the new Public Works Plan Check fee included in the FY 23/24 Fee Schedule.

In the first year, the fee to each applicant will be the *actual costs* for TRB's services, and they will be collected on a pay-as-you-go basis<sup>1</sup>. Once the Development Engineering Division has a year's

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<sup>1</sup> For example, Development Engineering staff will send out a development applicant's plan review to TRB, and when they send back the review it will include how many hours were associated with the plan review and the associated cost will be added to the permit fees. All fees are required to be paid before a permit can be issued. If staff gets behind on fee collection and uploading to the permit, it has the authority to deny any inspection request until all associated fees are collected.

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City Manager

GE

**Reviewed By:**

City Attorney

JH

Finance Director

JD

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worth of cost data for each category of engineering plan review and inspection services, a set fee will be established for each service in the FY 24/25 Fee Schedule that includes a markup that will generate revenue for the General Fund.

TRB's Scope of Work and Hourly Rates & Reimbursables Schedule are shown in Attachment A.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Should the City Council authorize the City Manager to execute Amendment No. 1 to the Plan Review Services Agreement with TRB + Associates to provide as-needed civil, grading, and drainage engineering services that encompass plan review and construction inspection for private developments in Los Altos?

**Summary:**

- This is a request authorizing the City Manager to amend the Plan Review Services Agreement with TRB + Associates to provide as-needed civil, grading, and drainage engineering services that encompass plan review and construction inspection for private developments in Los Altos.
- Since TRB's plan review services have worked well for the Building Division, the Development Engineering Division wishes to set up a similar arrangement with them and proposes to establish services with TRB that are specific to the Development Engineering Division's needs.
- TRB's attached Scope of Work will be cost-neutral to the City since their services will be covered by the new Public Works Plan Check fee included in the FY 23/24 Fee Schedule.

**Staff Recommendation:**

Adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the Plan Review Services Agreement between the City of Los Altos and TRB + Associates, 1) for a not-to-exceed additional fee of \$400,000, 2) for providing as-needed civil, grading, and drainage engineering services that encompass plan review and construction inspection for private developments in Los Altos.

**Purpose:**

To provide as-needed civil, grading, and drainage engineering services that encompass plan review and construction inspection for private developments in Los Altos. Since the services will be covered by development fees and incur no cost to the City, the contract frees up a development engineering Assistant Engineer position to support the Public Works Transportation Division.

**Background:**

The City Building Division has been using contract plan review services for many years to keep up with the community's on-going high volume construction activities. These companies provide

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in-depth plan review services for construction projects on large commercial, new residential, and complex remodels and additions. Fees for these services are paid directly by the applicant.

The City Building Division has been managing the current Plan Review Services Agreement with TRB + Associates (TRB) since 2021. Since the Development Engineering Division's (DED) two Assistant Engineers resigned earlier this year, it piggybacked onto Building's TRB contract to help with the backlog of permits that accumulated after the resignations. TRB's contracted services include the engineering and inspection subject matter experts needed for DED's plan reviews and inspections.

**Discussion/Analysis:**

TRB's plan review services have worked well for the Building Division and supplement its moderately sized staff, while maintaining high-quality plan reviews and responsive timelines. Accordingly, the DED wishes to set up a similar arrangement with TRB and proposes to establish an amendment to the Plan Review Services Agreement with TRB that is specific to the division's needs. The advantages are two-fold:

1. As explained above in Fiscal Impact, TRB's proposed Scope of Work will be cost-neutral to the City since their services will be covered by the new Public Works Plan Check fee included in the FY 23/24 Fee Schedule. In the first year, the fee to each applicant will be the *actual costs* for TRB's services. Once DED has a year's worth of cost data for each category of engineering plan review and inspection services, a set fee will be established for each service in the FY 24/25 Fee Schedule that includes a markup that will generate revenue for the General Fund.
2. The proposed contract would free up one of the vacant DED Assistant Engineer positions to fulfill other needs in the Public Works Department once the position is filled. Given the heavy programmatic and project workload in the two-person Transportation Division, this Assistant Engineer position will now support this division once the position is filled.

TRB is intimately familiar with the Los Altos community and has 16 years of experience doing development plan review work in the City. Their experience and knowledge of the building codes and practices in Los Altos, fees for service, and professional engineering qualifications make them an excellent choice to support the DED. Accordingly, the firm is uniquely qualified to expand its services to become the DED's plan review vendor. TRB's Scope of Work and Hourly Rates & Reimbursables Schedule are shown in Attachment A.

**Recommendation:**

Adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the Plan Review Services Agreement between the City of Los Altos and TRB + Associates, 1) for a not-to-exceed additional fee of \$400,000, 2) for providing as-needed civil, grading, and drainage engineering services that encompass plan review and construction inspection for private developments in Los Altos.