



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 08/17/2021

ITEM NO: 7

---

DATE: August 6, 2021  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to execute an Agreement for Consultant Services with Interwest Consulting Group for Supplemental Building Division Plan Check Consultant Services.

**RECOMMENDATION:**

Authorize the Town Manager to execute an Agreement for Consultant Services with Interwest Consulting Group for supplemental Building Division plan check consultant services.

**BACKGROUND:**

The Town has contracted with outside consultants to provide building permit application plan checking services for more than 19 years. The Town needs to retain consultant plan check and structural engineering services because the Town does not have a Plan Check Engineer position.

Staff is recommending that our current Plan Check Consultant, O'Brien Code Consulting, Inc. be the primary Plan Check consultant. Additional plan check and associated services may be needed to augment the services of the primary Plan Check consultant due to the volume of activity in the Building Division. For this reason, staff is recommending entering into an agreement with Interwest Consulting Group (ICG) for supplemental plan check services. This firm was selected using the same Request for Qualifications (RFQ) process that identified O'Brien Code Consulting as the most qualified to be the Town's primary Plan Check consultant.

**DISCUSSION:**

The Plan Check consultant provides Building Division plan check services to the Town, providing both non-structural and structural code review for building permit applications. Staff sent out a Request for Qualifications (RFQ) to learn the quality and costs of services available in the

**PREPARED BY:** Joel Paulson  
Community Development Director

---

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

---

DISCUSSION (continued):

marketplace. Staff sent out RFQs to six plan check consultant firms, and proposals were received from the following firms:

- O'Brien Code Consulting Inc.;
- Interwest Consulting Group;
- 4LEAF, Inc.; and
- Shums Coda Associates.

Staff evaluated the proposals, and all the proposals were deemed competitive. ICG was determined to be the most qualified firm based on their staff experience and competitive pricing to provide supplemental plan check and associated services, including:

- Plan Review services of complex projects;
- On-site Plan Review of less complex projects - two days per week;
- Technical support;
- Miscellaneous support, expedited services, emergency response;
- Pick-up/delivery of plans and comment letters;
- Building Inspection services; and
- Permit Technician services.

The principal and staff of ICG have the experience and qualifications to provide supplemental plan check services, building inspection services, and permit technician services. ICG has the following qualifications:

- Licensed Civil and Structural Engineers;
- International Code Council Certified Plans Examiner;
- Leadership in Energy and Environmental Design Accredited Professional Certified;
- California Accessibility Specialist Program Certified; and
- International Code Council / Uniform Building Code Building Inspectors.

ICG also provides similar services to a large number of jurisdictions in California.

CONCLUSION:

ICG is able to provide supplemental plan check and associated services in addition to building inspection and permit technician services.

Staff recommends that the Town Council authorize the Town Manager to enter into an agreement (Attachment 1) with ICG for the reasons stated in this report.

PAGE 3 OF 3

SUBJECT: Interwest Consulting Group

DATE: August 6, 2021

COORDINATION:

This report was coordinated with the Town Manager's Office, Town Attorney's Office, Community Development Department, and Finance Department.

FISCAL IMPACT:

All costs for Plan Check Consultant contracts are borne by applicants and no costs to the Town are incurred.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Interwest Consulting Group Agreement for Consultant Services
2. Consultant Statement of Qualifications