



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/17/2021

ITEM NO: 6

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 O'Brien Code Consulting, Inc. for Building Division Plan Check Consultant Services.

RECOMMENDATION:

Authorize the Town Manager to execute an Agreement for consultant services with O'Brien Code Consulting, Inc. for 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 code and structural engineering consultant plan check services because the Town does not have a Plan Check Engineer position.

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 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.

PREPARED BY: Joel Paulson
Community Development Director

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

DISCUSSION (continued):

Staff carefully reviewed and evaluated the proposals, and all the proposals were deemed very competitive. However, O'Brien Code Consulting, Inc. (OCC) was determined to be the most qualified firm based on their staff experience and competitive pricing (see Attachment 1).

Typical tasks of the Plan Check consultant are:

- Plan Review services of complex projects;
- Possible on-site Plan Review of less complex projects;
- Technical support;
- Miscellaneous support, expedited services, emergency response; and
- Pick-up/delivery of plans and comment letters.

The Principal for OCC has provided plan check services to the Town for over 30 years (twelve years as OCC) and is familiar with Town and Building Division procedures. The Principal has a demonstrated record in meeting the expected turnaround times and providing exemplary service to the Town. OCC has the following qualifications:

- Licensed Civil Engineer;
- International Code Council Certified Plans Examiner;
- Leadership in Energy and Environmental Design Accredited Professional Certified;
- California Accessibility Specialist Program Certified; and
- California Emergency Management Agency Safety Assessment Program.

OCC also provides similar services to the City of Mountain View, City of Campbell, and City of Menlo Park.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to enter into an agreement (Attachment 1) with O'Brien Code Consulting, Inc, for the reasons stated in this report.

COORDINATION:

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

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SUBJECT: O'Brien Code Consulting, Inc.

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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 O'Brien Code Consulting Inc. Agreement for Consultant Services
2. OCC 2021 Los Gatos Consultant Proposal

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