



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action awarding a bid for Plan Review and Inspection Services.

BACKGROUND/SUMMARY:

We solicited quotes from 4 companies to enter into a contract with the city for plan review and inspection services. The 4 companies are Bureau Veritas, ATS, Aoka, and SAFEBuilt. The city in the past used Bureau Veritas for inspection services but upon hiring an in-house inspector and plans examiner, they were only used when the inspector was on vacation. A few years ago, we moved those services to ATS, and in the past 2 years, we've used ATS for daily inspections. They account for about 30% of our daily inspections. Last fiscal year the City Council funded 2 inspector positions and a plans examiner position. We have only been able to fill one of those inspector positions. With our Building Official acting as plans examiner and inspector, along with one additional inspector, the workload is beyond their capacity, especially for plan review. This promoted the department to explore other companies that could perform plan review and inspection services for the city until such time as we are fully staffed. Once fully staffed the chosen company would be used on an as-needed basis.

The quoted fees within each company's proposals were combined into a single chart and example projects are provided to show what the city charged in plan review (building) and inspections fees and the estimated charges from each company based on their provided fees. The example projects are: Grassdale Apartments, Whole Foods Cold Storage Dist. Center, Bank of America, and a Single-Family Home. SAFEBuilt was the lowest for the Grassdale Apartment, Bank of America, and Single-Family home and ATS was the lowest for the Whole Foods Dist. Center. The plan for this service is for the chosen company to be provided a new project when it comes in for both plan review and inspection services, so the combined rate on the table is what is evaluated. Also, larger commercial, multi-family, and industrial projects are planned to be sent to the chosen company while smaller residential and commercial projects would remain in-house until we're fully staffed then most projects would remain in-house.

Staff recommends an award to SAFEBuilt and for the City Manager to execute a contract for their services. SAFEBuilt is more competitive on pricing for most project types, they provide 10-day turnaround times on reviews and 5-day for resubmittals and provide pre-submittal meetings to applicants at no cost. SAFEBuilt also provides Public Works and Fire Code reviews and inspections should we need those.

LEGAL REVIEW: Not Applicable – the contract will be reviewed pending award
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Comparison Tables
- Quotes

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council award a Plan Review and Inspections Services bid to SAFEBuilt and for the City Manager to execute the contract for services.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**
