

# COUNCIL ACTION FORM

Meeting Date: August 10, 2023

Staff Contact: Leslie Herring, City Administrator

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**Agenda Item:** Consider Master Services Agreement with George Butler Associates Inc. for Building Code Services

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## Background/Description of Item

Westwood's Building Official is often able to perform same-day inspections and quick plan review. When that is not possible due to vacation or medical leave (sick time), the City of Westwood leans on our interlocal agreement with the City of Roeland Park to cover immediate gaps in covering inspections or answering technical questions related to the adopted building code. The City of Westwood also has on retainer IBTS (Institute for Building Technology and Safety) through a service agreement and has used these services on a pay-as-you go basis for residential and commercial inspections. For larger commercial projects, however, City staff would like to engage another firm – GBA (George Butler Associates, Inc.) – through a similar service agreement to employ their services on a pay-as-you-go basis.

## Staff Comments/Recommendation

The intent of entering into a Master Services Agreement with GBA is to employ their services for larger, commercial plan review and inspections to the extent needed if and when the Westwood Building Official is unavailable or requests a second set of eyes on complex plans or construction that is outside the routine in Westwood. As such, the City would engage with GBA on a task order basis and would outline a scope of work that is agreed upon by the project applicant, GBA, and City Staff and which fees would be payable by the applicant.

## Budget Impact

No budget impact is expected. There is no retainer fee nor monies due to GBA in the absence of an approved, mutually agreed upon Task Order, which template is included in the Master Services Agreement as Exhibit B. It is City Staff's intent that any time GBA is retained, the cost of their service is passed onto the project applicant. Deviations from this informal policy would be subject to City Administrator approval, budgetary constraints, and the City's Financial and Purchasing Policy.

## *Suggested Motion*

*I move to authorize the City Administrator to execute the Master Agreement with GBA for Building Code Services, subject to final review by the City Attorney.*