

TO: James L. App, City Manager

FROM: Bob Lata, Community Development Director

SUBJECT: Acquisition of Professional Services for Building Plan Review

DATE: August 5, 2003

NEEDS: For the City Council to authorize the continuation/acquisition of contract plan review services.

FACTS:

1. The Building Division has used outside sources of contract plan review since 1983.
2. Periodically it is necessary to up-date contracts for plan review services.
3. In May, Requests for Proposal for plan review services were forwarded to the six (6) companies and/or individuals currently providing service to the City. Additionally Requests for Proposals were sent to five companies not currently under contract to the City of Paso Robles.
4. The six firms currently under contract responded, as did two of the five companies not currently under contract. Copies of proposals are available for review at the Council's Office at City Hall.

ANALYSIS &

CONCLUSION: A breakdown of the six vendors presently providing review services would be as follows:

- a. Two structural Engineers (retaining walls, engineered structures)
- b. Three (3) plans examiners (general plan review)
- c. One (1) mechanical plans examiner (fire systems)

The Building Division recommends re-issuing contracts to the existing companies/individuals presently providing contract service to the City. They also recommend adding Naffa Inc. of Fresno, California to the City's list of vendors thereby providing an additional resource for special projects and plan review as necessary to maintain acceptable review times.

The issuing of contracts to existing vendors and Naffa Inc. will not result in any impact to the General Fund. Plan review fees collected from developers for review services are deposited in a General Ledger (pass through) account. The review fees, collected at time of submittal, are held in this account until the review is completed. The vendor is then paid from this account with the entire cost of review covered by the developer.

POLICY

REFERENCE: California Health and Safety Code Sections 19835-19837

FISCAL

IMPACT: No impact to the General Fund. Fees charged the developer cover the cost of service.

OPTIONS: **a.** Authorize the City Manager to sign the contracts for plan review services with the City, including Naffa, Inc.

b. Amend, modify or reject the above option.

Attachments:

RFP Summary
Resolution

Summary of Request for Proposal for Plan Review.

- All of the vendors presently providing plan review services responded to the Request for Proposal.
- With the exception of D&D Mechanical, none of the present vendors amended the percentages charged the City for review services. At the request of Emergency Services, D&D Mechanical did amend their fee to cover the cost of inspecting fire sprinkler systems in addition to reviewing the plans.
- This adjustment will allow the City to fully cover the cost of fire system (sprinkler) inspection services. Previously, the service was being subsidized by the Emergency Services Budget.
- The Building Division also provided copies of the Request for Proposal to five new firms not currently providing plan review services to the City in order to develop additional sources of contract review.
- Two new firms responded to the RFP, Naffa, Inc and Kutzman and Associates.
- While the Building Division is satisfied with the service of its current plans examiners and recommends new contracts be issued to each of them. It is also recommending the City add a new resource, Naffa, Inc, to its contract list.
- Adding Naffa, Inc. as a resource will assist the Building Division in maintaining satisfactory plan review turn around times.
- Naffa is being recommended in lieu of Kutzman and Associates for the following reasons:
 1. Naffa's percentage for the service is 5% less than that of Kutzman and Associates.
 2. Naffa maintains its main office in Fresno, with a satellite office in Pismo. This facilitates meetings with developers and site visits should they be necessary.
 3. Kutzman and Associates only office is in Fremont, California. This is not conducive to facilitating meetings with developers and site visits should they be necessary.
 4. Naffa has the ability to perform fire system plan reviews, thereby providing back up to the vendor presently providing this service to the City (D&D Mechanical)

RESOLUTION NO. 03-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
AUTHORIZING THE CONTINUATION/ACQUISITION OF CONTRACT PLAN REVIEW
SERVICES FOR THE CITY OF EL PASO DE ROBLES

WHEREAS, the City Council of the City of El Paso de Robles has determined the need for contract plan review services; and

WHEREAS, the recruitment process for contract individuals and/or companies to provide this service was completed on June 20, 2003; and

WHEREAS, the plan review fees paid by the development community offset these costs;

THEREFORE BE IT RESOLVED by the City Council of the City of El Paso de Robles that contracts may be awarded to:

California Code Check
Codemaster
Naffa, Inc.
Calvin Fernandes
Michael Whitaker
Darren Traverso
D&D Mechanical

to provide contract plan review services to the City of Paso Robles as necessary.

PASSED AND ADOPTED this 4th day of August, 2003 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk