



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** January 25, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan Grogan, City Manager

**PREPARED BY:** Pamela Wu, Community & Economic Development Director

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Execute a Contract with West Coast Code Consultants, Inc. in an Amount Not to Exceed \$250,000 to Perform As-Needed Professional Services

**BACKGROUND:** The Community and Economic Development Department (CED) has utilized professional services consultants on an as-needed basis for building services. The Building division includes services such as building inspection, permit assistance, permit processing, plan review and public service counter assistance.

On March 2021, The City issued a request for proposal (RFP) for a competitive solicitation to identify best suited firms to provide expertise for Public Works, Building, and Planning on-call development services. Throughout the fiscal year, fluctuations have occurred based on project volume, staffing levels and the number of permit applications received. Procurement of consultant services provide flexibility to serve customer needs in a timely manner while ensuring staffing efficiency through staff turnover, leave administration and permit application volume fluctuations as well as complexity of City projects. In April 2021, CED received 12 proposals from building and planning firms. Staff reviewed the proposals and determined seven firms to have satisfactorily met the specific need for on-call building services. The qualified firms selected by the City include 4LEAF, Inc., Bureau Veritas, CSG Consultants, Inc., Interwest Consulting Group, M-Group, True North Compliance Services, Inc., West Coast Code Consultants, Inc. ("WC3").

**DISCUSSION:** Among the seven selected firms, staff recommends \$250,000 to be allocated to WC3 due to the scope and variety of services that WC3 provides. In particular, WC3 provides building technician assistance, building permit plan check review and currently provides YouTube development inspections under an existing contract. Furthermore, the City has identified a need for a specialized consultant to perform inspection services for the Recreation & Aquatic Center (RAC) project. The increase in hours and rates will exceed the appropriated budget within the ARPA Building Professional Services fund by \$150,000. Approval of the contract will ensure there are no gaps or delay in City's large development projects or existing services that are currently been provided. As part of fiscal year 2021-2022 budget, City Council authorized an operating budget for a contract Senior Building Inspector to perform inspection services full-time from the American Rescue Plan Act (ARPA) fund. Additionally, staff recommends an increase of \$100,000 to be appropriated to the General Fund Building Professional Services fund for front counter operations. As of January 6, 2022 many of the City public counter operations have either closed or transitioned virtually due to COVID-19 surge. CED front counter has remained open to public applicants. CED has also faced unintended

adjustments in front counter staffing, which require assistance from consultant permit technicians to maintain the department operation. Many of the services performed by the Building Division are on a cost recovery or user fee basis. Cost recovery is accomplished through fees-for-service with approximately 100% cost recovery for development-related services. The revenues generated for these fees are used to offset the City's labor, materials, and professional service costs. Although, City staff completes much of the Building work, the City utilizes consultants during staff turnover, in high volume periods, and for specialized expertise on larger development projects.

Staff has utilized the services of WC3 due to their ability to provide on-site building inspectors, permit technicians, and off-site plan review services. Staff seeks to execute an on-call agreement with WC3 in order to continue providing these services. In order to mitigate disruptions in service by one firm, staff also recommends maintaining on-call contracts with six additional building and planning firms. In comparison, the remaining Building Professional Services fund will be allocated to additional firms for on-call development review to provide building-related services. For next fiscal year, staff will be assessing the demand for services and work performed through these selected outside firms.

**FISCAL IMPACT:** The total agreement amount proposed for WC3 is for \$250,000, exceeding the allocation approved in the FY 2021-2022 operating budget. If approved, an additional \$150,000 will be allocated from the remaining ARPA fund balance to the Building Professional Services fund. Additionally, \$100,000 is requested from the general fund to support permit technician services which are fully cost recoverable through building fees projected to exceed the initial FY 2021-22 revenue forecast. We anticipate a budget amendment will be submitted to reflect a revenue increase in building permit revenue and appropriation of funds for the ARPA and Building Professional Services expenditures.

**ENVIRONMENTAL IMPACT:** None. The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

**RECOMMENDATION:** Adopt a Resolution authorizing the City Manager to execute a contract with West Coast Code Consultants, Inc. in an amount not to exceed \$250,000 to perform as-needed professional services.

**ALTERNATIVES:** The City Council may elect to not approve the Agreement and direct staff to conduct a new selection process for professional services. This could result in delays providing Building Division Inspection and Permit Review Services.

**ATTACHMENTS:**

1. Resolution