



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** July 13, 2022

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

**FROM:** Jovan Grogan, City Manager

**PREPARED BY:** Pamela Wu, Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Authorize an Agreement With West Coast Code Consultants for Building Inspection Services in the Amount of \$250,000

**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, interim Chief Building Official service, 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. In April 2021, CED received 12 proposals from building and planning firms. In July 2021, staff reviewed the proposals and determined seven firms to have satisfactorily met the on-call building service. RFP requirements. 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"). In January 2022, CED awarded \$250,000 agreement for on-call building inspection and permit processing services with WC3 due to increased inspection activities for large projects and staff changes.

**DISCUSSION:** In the FY 2022-23 proposed budget enhancement, CED requested \$250,000 for building inspection services. The City is experiencing an increase in development activities which will require more capacity to support field building inspectors for larger and more complex development projects. Additionally, the building inspector will be assisting with code compliance work to ensure developments are compliant of safety codes. In FY 21-22, Building Inspectors spent staff time investigating code compliance work in response to complaints. However, the revenue for the stop work or violation investigation was not collected. Code compliance fees were approved in the FY 22-23 proposed budget, which will generate additional revenue towards the agreement. The revenue projection for FY 22-23 shows an increase in large development projects such as YouTube and Recreation and Aquatics Center (RAC), which will offset the cost of the agreement.

**FISCAL IMPACT:** The total agreement amount proposed for WC3 is for \$250,000 and is included in the FY 2022-23 proposed budget as a budget enhancement. If approved, the total amount of \$250,000 will be expensed from the General Fund Building Professional Services.

**ENVIRONMENTAL IMPACT:** 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 a total amount not to exceed \$250,000 to perform building inspection 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 an immediate disruption in YouTube and RAC inspections.

**ATTACHMENTS:**

1. Resolution