

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 9/20/2016	(3) CONTACT/PHONE Cheryl Journey, Chief Building Official/(805)781-1314	
(4) SUBJECT Request to approve three contracts with California code Check, Bureau Veritas North America, and TRB & Associates in cumulative amount not to exceed \$331,459 to provide plan review services and ratify a contract extension with California Code Check through August 31, 2016. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Approve three contracts with California Code Check, Bureau Veritas North America, and TRB & Associates in a cumulative amount not exceed \$331,459 to provide plan review services; and 2. Ratify a contract extension with California Code Check through August 31, 2016. 			
(6) FUNDING SOURCE(S) FC 142 and FC 266	(7) CURRENT YEAR FINANCIAL IMPACT \$331,459 (FY16-17,17-18)	(8) ANNUAL FINANCIAL IMPACT \$331,459 (FY16-17,17-18)	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT {x} Consent { } Presentation { } Hearing (Time Est. ___) { } Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS { } Resolutions {x} Contracts { } Ordinances { } N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: { } 4/5 Vote Required {x} N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY {x} N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Cheryl Journey, Chief Building Official

DATE: 9/20/2016

SUBJECT: Request to approve three contracts with California code Check, Bureau Veritas North America, and TRB & Associates in cumulative amount not to exceed \$331,459 to provide plan review services and ratify a contract extension with California Code Check through August 31, 2016. All Districts.

RECOMMENDATION

It is recommended that the Board:

1. Approve three contracts with California Code Check, Bureau Veritas North America, and TRB & Associates in a cumulative amount not exceed \$331,459 to provide plan review services; and
2. Ratify a contract extension with California Code Check through August 31, 2016.

DISCUSSION

Background

The Building Division of the Planning and Building Department administers State and local building codes and is responsible for ensuring minimum standards to safeguard life, health, property and public welfare by checking building plans, issuing building permits and providing inspections. The Division also provides post disaster assessment, participates in abatements, and is a resource for the public.

In FY 2015-16, the Building Division received 4,989 applications for building permits and performed 6,491 total plan review activities. Contractors are utilized to improve review turnaround times for construction projects that require permits. Plan review contractors are also used to address backlogs of permits created when permit workloads increase and adequate internal staff is not available – such that turnaround times are not within the performance goals established by the Department. To help ensure customer service the Department has established a goal to complete the initial reviews within 20 days for residential projects and 30 days for commercial projects.

Request to Ratify a Contract Extension

On October 23, 2012, the Board of Supervisors approved a contract for Construction Inspection Services with California Code Check. The contract was utilized to exercise additional inspection

and plan review needs for the County. The contract expired December 31, 2014 with funding still available to continue plan review services pursuant to the contract. The contract has allowed building permit projects to be reviewed within a timely fashion without requiring additional staffing to accommodate permitting demands. For continuity of services, the Department is requesting that the Board ratify the contract extension through the end of August 2016. This will ensure continuance of the outside contract services until the other three contracts may be put in place.

Request to Approve Three New Contracts

The Department has traditionally budgeted for professional services to address workload fluctuations. Plan review services are utilized during increased workloads, eliminating the need for additional staff. In addition, the Building Division is experiencing a staffing shortage related to unfilled positions which have been assigned to the permit tracking system replacement project. It is intended that the work which would have been handled by the staff that are temporarily reassigned will be processed by the contractors until the new permit tracking system implementation is complete. It is anticipated that the new permit tracking system will be completed by the second quarter of FY 2017-18. Funding for the staff backfill expense is provided by FC 266.

The Department solicited proposals for Building Plan Review Services through County Purchasing, under Request for Proposal #1338. The County received six responses and after review of the proposals has selected three contractors to be contracted with to augment the building permit review processes. All county purchasing procedures have been followed.

All three of the contracts are prepared for an initial term of 1 year with 4 automatic 1 year renewals with the same terms each year. The Contracts include service agreements to provide building plan review for Projects within the County at established rates.

OTHER AGENCY INVOLVEMENT/IMPACT

Other agencies and County departments involved in this project include:

County Central Services assisted with the RFP process.

County Risk Management reviewed the contracts for insurance requirements.

County Counsel has reviewed these contracts as to its form and legal effect.

FINANCIAL CONSIDERATIONS

Planning and Building annually budgets for professional services to augment plan review services. In FY 2016-17, the Department's budget includes \$150,000 for this purpose. Additionally, \$181,459 has been budgeted to provide plan review professional services to back-fill Department Plan Review Staff who have been allocated to implement the Department's permit tracking system replacement project. These combined budgeted amounts total \$331,459 for FY 2016-17. Any unspent funds leftover from the permit tracking back-fill expenses will be carried-over into subsequent years; expenditures through these contracts will not exceed the total budgeted amount of \$331,459 for the duration of the permit tracking system replacement (projected to be completed by the second quarter of FY 2017-18).

Upon completion of the permit tracking system project, the contracts will not exceed the budgeted amount for professional services each fiscal year. Each fiscal year the budgeted professional services funding will be allocated to each of the Contractors on an as needed basis to best suit the needs of the County. The Department negotiated the rates identified in Exhibit A, each of the

rates reflect the fee structures for various building permits. The most common fee used with plan review services is the percentage rate; the Contractors' fees for a complete plan review will be 70% of the plan review fee collected by the Department. The remaining 30% of the plan review fee is used to cover the Department's staff time in managing the plan review project and overhead costs.

RESULTS

Approval of the contracts will allow the building permit review to be completed within the performance measures established by the Department, especially during times of increased workloads. The Contracts establish turnaround times for review projects based on the type of project reviewed. Each of the timeframes allows time for the plans to be transported, for review, and staff time to prepare and update County records, while still meeting the Departments established Goals and Performance Measures.

Approval of the Contracts helps the Department contribute to the County wide goal of fostering a well governed community.

ATTACHMENTS

Attachment 1 - Bureau Veritas Contract

Attachment 2 - California Code Check Contract

Attachment 3 – TRB and Associates Contract