



## **REPORT TO CITY COUNCIL**

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

**From:** Grant Yates, City Manager

**Prepared by:** Justin Kirk, Assistant Community Development Director

**Date:** August 13, 2019

**Subject:** On Call Building Services Agreements

### **Recommendation**

Authorize the City Manager to execute contract services agreements with CSG Consultants, Inc., Interwest Consulting Group, Inc., and TRB+ Associates, Inc., not to exceed \$250,000 per firm per year, in such final form as approved by the City Attorney.

### **Background**

The City of Lake Elsinore's Building and Safety Department provides quality service to the community through implementation of the adopted Building Code. This implementation includes but is not limited to, general advisory direction, plan check services, permitting, and inspections. The issuance of a building permit helps assure that a structure is designed to meet the City's adopted Building Code requirements, while inspections assure that the structure is built according to the approved and permitted plans. Adherence to the adopted Building Code helps to ensure that structures are safe for the types of occupancies required by the proposed types of use of structures. These services are primarily conducted by staff employed by the City, however at times additional contract help is required to meet the City's committed timelines or when City staff is out of the office. The City has contracted previously with Interwest Consulting Group, Inc. to provide the additional services on an as needed basis in the past.

### **Discussion**

On July 8, 2019, the City sought qualified persons or firms to submit a Statement of Qualifications demonstrating the ability to perform professional building services on an "on-call" basis through a Request for Qualifications (RFQ) process, included for reference as Exhibit A. In response to the RFQ the City received three (3) Statement of Qualifications (SOQs). Staff has reviewed the SOQs and have found them to be responsive and consistent with the requirements of the RFQ. Based upon this review and the potential need in the future to augment City staff, it is recommended that the City execute agreements with all three responsive firms. It should be noted that the executed agreements do not guarantee any work to the responsive firms and compensation is only based upon actual assigned work. Typical implementation of work covered by these agreements would result as a response to the demand for such work and would be directed, monitored and managed by the City's Building Official, or their designee.

**Fiscal Impact**

The cost of building permitting, and inspection services are paid for by applicants requesting building permits and as such there are no General Funds allocated or used. All staff administrative time and consultant costs are paid from the applicant's fees. Contract services used for the augmentation of City staffing due to staff being out of the office would be included in the adopted operating budget.

**Exhibits**

- A – RFQ
- B – Contract Services Agreement – CSG
- C – Contract Services Agreement – Interwest
- D – Contract Services Agreement – TRB+