

Agenda Report

July 13, 2015

TO: Honorable Mayor and City Council
FROM: Planning and Community Development Department
SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 22,276 WITH ANDERSON PENNA PARTNERS, INC. TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$100,000 FROM \$73,000 TO \$173,000 FOR CONTRACTED CODE COMPLIANCE SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Authorize the City Manager to amend Contract No. 22,276 with Anderson Penna Partners, Inc. to increase the contract amount by \$100,000, thereby increasing the total not-to-exceed amount from \$73,000 to \$173,000; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the Council grant the contract amendment an exemption pursuant to P.M.C Section 4.08.049, contracts for which the City's best interest are served.

BACKGROUND:

The Planning and Community Development Department's Code Compliance Division responds to complaints related to municipal code violations. Specifically, complaints related to property maintenance, zoning, noise, lighting, etc. The Code Compliance Division has experienced a decrease in resources over the past several years, which has resulted in a backlog of open cases and extended time periods to respond to complaints. This is largely attributed to reductions in staffing, extended medical/disability leaves and long-term jury service. Contracted services add short-term capacity thereby allowing for reduction of the open case backlog and improved timeliness of case closeouts.

This contract amendment will facilitate the completion of a one-time work effort to eliminate the back-log of open case work in code compliance. It will also enable the Division to have contract staffing resources readily available should unforeseen circumstances result in additional short-term vacancies.

Consultant Selection

Consistent with the City's competitive selection process, on January 28, 2015, the City released a Request for Proposals (RFP) for contracted code compliance services that closed on February 17, 2015. The following three contractors submitted proposals:

<u>Firm</u>	<u>Score (out of 100)</u>
Anderson Penna Partners Inc. (Newport Beach)	85
JAS Pacific Inc. (Upland)	70
Willdan Engineering (Industry)	Disqualified (staff not available)

A panel of staff evaluated proposals based on the criteria set forth in the RFP, in accordance with the City's competitive selection process for professional services. Staff also conducted interviews to ensure selected consultants had the necessary experience and customer service skills needed to conduct field inspections. The staff of Anderson Penna Partners were determined to be the most qualified to perform the required services for the City. This was based on the number of experienced officers on staff and their ability to quickly learn the inspection process in Pasadena. Anderson Penna Partners also has team managers readily available in nearby cities to respond to any needs related to their staffing. The scoring matrix for the proposals received is attached as Exhibit A.

Anderson Penna has been providing the City excellent service via quality personnel that work effectively under direction of City staff, performing inspections and completing work assignments in a timely and thorough manner, while maintaining the City's high customer services standards. Contracted code compliance officers are inspecting sites that have open complaints and documenting any current violations or closing out cases that have been abated since the complaint was received.

In May, 2015, the City administratively awarded a contract to Anderson Penna Partners Inc. for an amount not-to-exceed \$73,000, as allowed per the Municipal Code. The City is currently utilizing two contracted code compliance officers to accelerate closeout of the open case backlog, at this rate (i.e. two full-time officers) the amount available on the existing contract will be exhausted by Fall, 2015. The original dollar amount of the contract was based on anticipated salary savings in the Code Compliance Division for FY2015. The proposed contract amendment in the amount of \$100,000 is based on the availability of new budget appropriations resulting from an assessment of the level of effort needed to clear currently open cases.

It is recommended to amend the existing contract with Anderson Penna Partners Inc., increasing the contract amount by \$100,000 thereby increasing the total not-to-exceed amount from \$73,000 to \$173,000. Anderson Penna Partners Inc. charges an hourly rate for contract code compliance services that is in line with industry standards.

Revenues from code compliance citations will offset a portion of the cost associated with these contract services.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers City Council's strategic plan goals to ensure public safety; and support and promote the quality of life and the local economy. Additionally, it furthers the City's mission to deliver exemplary municipal services.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The proposed work is contract services for Code Compliance inspections and there will be no related environmental impacts.

FISCAL IMPACT:

The proposed contract amendment with Anderson Penna Partners Inc., has a fiscal impact of up to \$100,000 and will be paid out of existing FY 2016 budget appropriations of the Planning and Community Development Department, from the Building Fund (\$50,000) and General Fund (\$50,000).

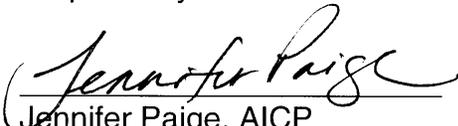
There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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Director of Planning and Community
Development Department

Prepared by:



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Sr. Project Manager

Approved by:



MICHAEL J. BECK
City Manager

Attachment:

Exhibit A: RFP Scoring Matrix