

Agenda Report

TO: CITY COUNCIL

December 20, 2004

FROM: CITY MANAGER

SUBJECT: CONTRACT WITH SCOTT FAZEKAS & ASSOCIATES, INC. FOR MECHANICAL, PLUMBING, ELECTRICAL AND BUILDING PLAN CHECK SERVICES

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to enter into a contract with Scott Fazekas & Associates, Inc. for an amount not to exceed \$1,008,256, or four years whichever occurs first, to provide consulting services for mechanical, plumbing, electrical, and building plan check, without competitive bidding, pursuant to City Charter Subsection 1002(f), contracts for professional or unique services.

BACKGROUND

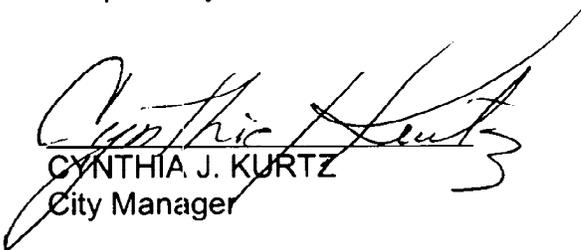
The Planning and Development Department reviews construction plans for all new construction in the City within four weeks from the date of submittal for large projects and two weeks for medium projects. To meet the four-week and two-week turn around, the City has traditionally contracted with outside consultants to augment internal staff resources. Due to the current level of construction activity, it is expected that \$252,064 will cover the costs of checking mechanical, plumbing, electrical, and building plans on an annual basis. The term of this contract shall be four (4) years.

Request for Proposals (RFP) were mailed to eight vendors and posted on the City's Internet site to provide opportunities to potential contractors. Three proposals were received and evaluated using the criteria set forth in the RFP, in accordance with the City's competitive selection process for professional services. Based upon the evaluation criteria, Scott Fazekas & Associates, Inc. was determined to be the most qualified to perform mechanical, plumbing, electrical, and building plan check services for the City (see Attachment A).

FISCAL IMPACT

Customers who request building plan check services pay fees that are deposited into the Building Service Funds to cover the cost of this service.

Respectfully submitted,



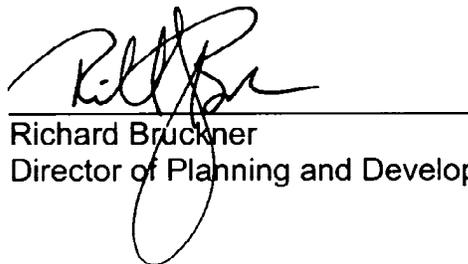
CYNTHIA J. KURTZ
City Manager

Prepared by:



Sarkis Nazerian
Building Official

Approved By:



Richard Bruckner
Director of Planning and Development

ATTACHMENT A

Evaluation Matrix

Vendor Name	Experience (30%)	Capacity to Meet Deadlines 30%	Fees for Services 30%	Certified by State of California as Small Business or Micro Business	Local Pasadena Preference 5%	Total Points (100)
JAS Pacific , Inc	22%	25%	24%	0	0	71
Scott Fazekas & Assoc., Inc	29%	30%	28%	0	0	87
Willdan	26%	29%	28%	0	0	83