

# Agenda Report

TO: CITY COUNCIL DATE: APRIL 14, 2008

THROUGH: FINANCE COMMITTEE (April 14, 2008)

FROM: CITY MANAGER

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

## **RECOMMENDATION**

It is recommended that the City Council:

1. Authorize the City Manager to enter into a contract with Scott Fazekas & Associates, Inc., for an amount not to exceed \$2,000,000 for a term of four years, to provide consulting services for building, mechanical, plumbing and electrical plan check.
2. Approve a Journal Voucher recognizing and appropriating \$828,000 from the unappropriated Building Services Fund reserve to account Consulting Services in the Building Services Fund 8115-204-447200.

## **BACKGROUND**

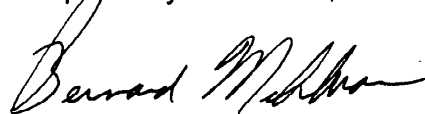
The Planning and Development Department's Building & Safety Division reviews construction plans for all new construction in the City within four weeks from the date of submittal for large projects and two weeks for medium projects. To meet the four-week and two-week turn around, the City has traditionally contracted with outside consultants to augment internal staff resources. Due to the current level of construction activity and difficulty filling vacant positions, it is expected that this contract will cover the costs of checking building, mechanical, plumbing and electrical plans.

Request for Proposals (RFP) were mailed to five vendors and posted on the City's Internet site to provide opportunities to potential contractors. Nine 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 building, mechanical, plumbing and electrical plan check services for the City (see Attachment A).

**FISCAL IMPACT**

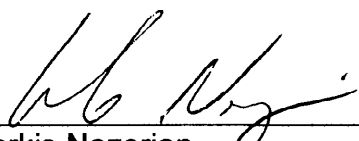
Customers who request building plan check services pay fees that are deposited into the Building Service Fund to cover the cost of this service. Sufficient funds for this contract are available in the Building Services Fund.

Respectfully submitted,

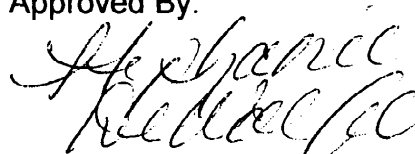


BERNARD MELEKIAN  
City Manager

Prepared by:

  
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Sarkis Nazerian  
Building Official

Approved By:

  
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for Richard Bruckner  
Director of Planning and Development

ATTACHMENT "A"

**Evaluation criteria for plan check services**

	Experience	Deadlines	Fees	Qualification Stability	Customer service	Pasadena	Small Business	Total
Possible points	20	20	20	15	15	5	5	<b>100</b>
AAE Incorporated	7	12	10	7	7	0	0	<b>43</b>
BJY Northwest	12	18	12	10	7	0	0	<b>59</b>
Harris & Associates	10	15	17	10	10	0	0	<b>62</b>
Khatri International	5	10	0	5	5	5	5	<b>35</b>
P & D Consultants	12	15	5	11	11	0	0	<b>54</b>
SFA & Associates Inc.	19	20	19	14	14	0	0	<b>86</b>
SPS Plan Check Services Inc.	10	10	18	8	7	0	0	<b>53</b>
Transtech Engineers Inc.	10	15	15	5	10	0	5	<b>60</b>
Wildan	14	12	17	12	12	0	0	<b>67</b>