

# Agenda Report

December 3, 2012

**TO:** Honorable Mayor and City Council

**FROM:** Planning and Community Development Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH SCOTT FAZEKAS AND ASSOCIATES, INC. TO PROVIDE BUILDING PLAN REVIEW SERVICES IN AN AMOUNT NOT TO EXCEED \$100,000 PER YEAR**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(F) contracts for professional or unique services, with Scott Fazekas and Associates, Inc. to perform building plan review consulting services as needed for a period of one year or until an amount not to exceed \$100,000 is expended, whichever comes first; and
2. Authorize the City Manager to extend the contract for up to four additional one year periods in amounts not to exceed \$100,000 per year and without further City Council consideration.

**BACKGROUND:**

The Planning and Community Development Department's Building & Safety Division reviews construction plans for all new construction in the City. To meet the turnaround times for plan checking, the City has traditionally contracted with outside consultants to augment internal staff resources. The contract with Scott Fazekas and Associates, Inc. is necessary to maintain service levels during peak periods, utilize their services when staff is out and for special projects where staff does not possess the required expertise. Staff anticipates the submittal of a few large projects in the future that will require the services of Scott Fazekas and Associates Inc. to provide technical expertise and to efficiently meet plan check turnaround times as part of customer service.

On October 17, 2012, the Request for Proposals (RFP) was posted on the City's internet site to provide opportunities to potential contractors to provide the required service. Twelve 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 and Associates, Inc. was determined to be the most qualified to perform the required services for the City (see Attachment A).

**COUNCIL POLICY CONSIDERATION:**

The proposed contract furthers City Council's strategic plan goals of ensuring public safety and increasing conservation and sustainability. Additionally, it furthers the City's mission to deliver exemplary municipal services.

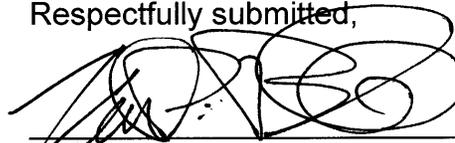
**ENVIRONMENTAL ANALYSIS:**

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15301 (Existing Facilities). The exemption covers the repair, maintenance, or minor alteration of existing public or private facilities, involving negligible or no expansion of the use. Section 15301 (c) specifically identifies existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities.

**FISCAL IMPACT:**

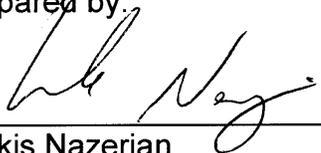
Funds are presently budgeted through the Building Fund in account 8115-204-447200. The Building Fund is an Enterprise Fund and is separate from the General Fund. Fees for building plan check services are deposited into the Building Fund.

Respectfully submitted,



VINCENT P. BERTONI, AICP  
Director  
Planning and Community Development  
Department

Prepared by:



Sarkis Nazerian  
Building Official

Approved by:



MICHAEL J. BECK  
City Manager

Attachment:

Attachment A – Building Plan Check RFP Evaluation Criteria

ATTACHMENT A

BUILDING PLAN CHECK RFP EVALUATION CRITERIA									
Name	Experience 20%	Meet Plan check deadline 10%	Fee 15%	Qualification Conflict 25%	Customer Service 20%	Local Business 5%	Small & Micro- business 5%	Total 100%	
1 Bureau Veritas	18	8	6	23	14	0	0	69	
2 CAOD Offload	Incomplete data								
3 Dahl Taylor & Associates	8	4	4	5	0	0	0	21	
4 Esgil Corporation	18	8	9	23	14	0	5	77	
5 Interwest Consulting	18	8	10	18	14	0	0	68	
6 J. Lee Engineering, Inc.	17	7	5	10	10	0	5	54	
7 Krazan & Associates	11	7	3	21	8	0	0	50	
8 PBS Engineers	5	2	2	5	5	0	5	24	
9 Scott Fazekas & Associates	18	9	13	23	17	0	0	80	
10 Transtech Engineers, Inc.	10	7	4	7	8	0	5	41	
11 VCA Code	12	7	6	12	15	0	0	52	
12 Willdan Engineering	18	9	11	20	18	0	0	76	

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment of 2000  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

*(If printing, please print legibly. Use additional sheets as necessary.)*

**1. Contractor/Organization Name:**

Scott Fazekas & Associates, Inc.

**2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:**

<u>Scott R. Fazekas</u>

**3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:**

<u>Scott R. Fazekas</u>	<u>100%</u>

Prepared by: Scott R. Fazekas 

Title: President / CFO.

Date: 10/25/12

For office use only: Contract/Transaction No. _____ If not a contract, type of transaction: _____
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