

# Agenda Report

April 28, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Planning & Community Development Department

**SUBJECT: AMENDMENT TO CONTRACT NO. 21,248 WITH SCOTT FAZEKAS AND ASSOCIATES, INC., TO INCREASE THE TOTAL NOT TO EXCEED AMOUNT BY \$500,000 FROM \$100,000 TO \$600,000 TO PROVIDE BUILDING PLAN REVIEW SERVICES AND INCREASE THE REMAINING CONTRACT YEAR EXTENSIONS FROM \$100,000 PER YEAR TO \$300,000 PER YEAR**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the City Manager to amend Contract No. 21,248 with Scott Fazekas and Associates by increasing the contract amount by \$500,000 thereby increasing the not to exceed amount from \$100,000 to \$600,000 for continued plan check services;
2. Authorize the City Manager to extend the contract for up to three additional years for an amount not to exceed \$300,000 per year. It is further recommended that, to the extent that this additional work might be viewed as a separate project which should be competitively bid, the City Council find that this extra work should not be subject to competitive bidding pursuant to City Charter Section 1002(F), contracts for professional and unique services; and grant the proposed contract an exemption from the competitive bidding selection process of the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interest are served; and,
3. Appropriate \$500,000 from Building Services Fund (8115-204-447200) to the Planning and Community Development Department's fiscal year operating budget to cover expenses related to building plan review services as provided in Contract No. 21,248.

## **BACKGROUND:**

The Planning and Community Development Department's Building & Safety Division reviews construction plans for all new construction in the City. The demand for these services fluctuates over time in response to a variety of factors. To meet peak demand for plan check services, the City has traditionally contracted with outside consultants to augment internal staff resources instead of hiring permanent full-time staff, which may not be necessary over a longer period of time.

In October 30, 2012, twelve proposals were received in response to a Request for Proposals (RFP) for plan check services 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 was determined to be the most qualified to perform the required services for the City. A contract was issued on March 1, 2013, for \$100,000 for one year with up to four additional one year periods in amounts of \$100,000 per extension.

On March 2014, the City entered into the first one year optional extension period. This report requests that the contract not to exceed amount for the first extension be increased to cover the costs associated with the increased demand for plan check services the Department is currently experiencing. In addition, staff is requesting to increase the not to exceed amount of the remaining optional contract extensions from \$100,000 per year to \$300,000 per year. Over the last year, the City has seen a sustained increase in the volume of plan check submittals and a greater need for contract services to keep up with the demand. During the past six months, the City has experienced submittals of many large projects, resulting in an increase of 44 percent in valuation compared to last year, requiring additional resources to complete plan reviews.

## **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 15061 (b) 3. This contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA.

**FISCAL IMPACT:**

The cost of this action will be \$500,000, which will be covered by approval of the recommendation. Funding for this action will be addressed by the utilization of appropriations in the Building Services Fund in account 8115-204-447200. It is anticipated that \$500,000 of the cost will be spent during the current fiscal year.

Respectfully submitted,



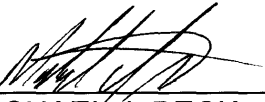
VINCENT P. BERTONI, AICP  
Director of Planning & Community  
Development Department

Prepared by:



Sarkis Nazerian  
Building Official

Approved by:



MICHAEL J. BECK  
City Manager