

# Agenda Report

October 19, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Planning & Community Development Department

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH JASON ADDISON SMITH CONSULTING SERVICES AND BUREAU VERITAS, TO PROVIDE BUILDING INSPECTION SERVICES FOR THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT, BUILDING AND SAFETY DIVISION**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed herein is 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 enter into a contract for Building Inspection Services following a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047 for an amount not to exceed \$100,000 or a three-year period, whichever occurs first with Jason Addison Smith Consulting Services, Inc.; and
3. Authorize the City Manager to enter into a contract for Building Inspection Services following a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047 for an amount not to exceed \$100,000 or a three-year period, whichever occurs first with Bureau Veritas; and
4. Authorize the City Manager to extend each contract for up to two additional one-year periods not to exceed \$100,000 per year.

## **BACKGROUND:**

The City's Planning & Community Development Department, Building and Safety Division provides building, mechanical, plumbing, electrical and all construction related inspection services for all new construction projects throughout the City. The City has traditionally contracted with outside consultants during peak construction demand times

to augment internal staff resources, rather than hiring permanent full-time staff which may not be supported by revenues during slower periods.

Prior years, the City has contracted building inspection services with Wildan, Transtech, JAS Consulting, and CSG Consulting. The City continues to experience significant increase in construction activity due to the high volume of entitlement applications, in addition to permitted major construction projects underway. As such, it is anticipated that an increased number of inspections will be required, and in order to keep up with daily inspection requests it is necessary to supplement the operation with contracted services. Contracted services will allow the City to continue providing timely “next day” inspection services and maintain high quality customer service.

A Request for Proposals (RFP) for building inspection services was issued on August 21, 2020 with sixteen (16) proposals received by the proposal due date, provided below:

<b>Firm</b>	<b>City</b>	<b>Score (average)</b>
Bureau Veritas	Pasadena, CA	85
JAS Consulting, Inc.	Upland, CA	85
Interwest Group	Irvine, CA	75
Willdan Engineering	Industry, CA	67
True North Compliance Services, Inc.	Long Beach, CA	58.5
J Lee Engineering Inc.	Alhambra, CA	57.5
American Engineering Laboratories, Inc.	La Habra, CA	57.5
Gateway Science and Engineering, Inc.	Pasadena, CA	57.5
Premier Inspection Services	La Canada, CA	55
The Code Group (VCA)	Orange, CA	55
TRB and Associates, Inc.	Long Beach, CA	50
Vital Inspection Services	Anaheim, CA	50
Transtech Engineers, Inc.	Chino, CA	49.5
CSG Consulting, Inc.	Orange, CA	45.5
NV5, Inc.	Irvine, CA	45
Universal Engineering Sciences	Irvine, CA	35

To be considered for selection, proposals were to demonstrate substantial knowledge and experience in building inspection services for public and private development projects in municipalities and jurisdictions similar to the City of Pasadena. Proposals were also to demonstrate, at a minimum, the ability to provide dependable, cost-effective, qualified inspection personnel with expert knowledge in building construction, the Building Standards Code, Pasadena Municipal Code, and all other State and local laws within the last five (5) years, and have the ability to provide all materials, resources, vehicles, tools, and training.

A panel of staff evaluated proposals based on the criteria set forth in the RFP, and in accordance with the City’s competitive selection process for professional services. Based on staff’s analysis (as summarized in Attachment A) of the proposals received, both Jason Addison Smith Consulting Services, Inc. and Bureau Veritas were

determined to have the most qualified and experienced personnel to provide the necessary building inspection services for the City.

The City has previously contracted with JAS Consulting for building inspection services, in which the contract has since expired. JAS Consulting has continuously provided the City with quality personnel that works effectively and efficiently under the direction of City staff, performing both residential and commercial inspection in a timely matter. Contracted inspectors have embraced the City's high customer services standard and work well with customers, taking the time to explain code requirements and maintain a solution oriented approach when addressing needs of corrective measures.

Although the City has no prior working relationship with Bureau Veritas, the submitted proposal demonstrates substantial knowledge and experience in building inspection services for public and private development projects within jurisdictions similar to the City of Pasadena, and also maintains offices within the City of Pasadena. In addition, the proposal demonstrated the ability to provide responsive, dedicated, and qualified personnel to ensure the City continues to provide high quality service to the community.

As such, it is recommended that contracts be awarded to both consultants for building inspection services in the amount not to exceed \$100,000 per consultant, for an initial three year term, with two optional one-year renewals subject to City Manager approval.

**COUNCIL POLICY CONSIDERATION:**

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

**ENVIRONMENTAL ANALYSIS:**

This project is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule). The contract award 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 proposed contracts with Jason Addison Smith Consulting Services, Inc. and Bureau Veritas will have a fiscal impact of up to \$200,000, this amount includes the option for two additional one-year extensions. The FY 2021 Operating Budget includes \$250,000 appropriations in the Building Fund for contract building inspection services.

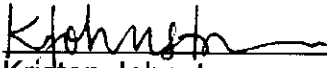
Respectfully submitted,



---

DAVID M. REYES  
Director of Planning & Community  
Development Department

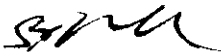
Prepared by:



---

Kristen Johnston  
Acting Management Analyst IV

Approved by:



---

STEVE MERMELL  
City Manager

Attachments: (1)

Attachment A – Evaluation Summary