

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Darin White
Fire Chief

SUBJECT: Supplemental Inspection and Plan
Review Services Agreement

DATE: March 20, 2018

City Administrator Approval

Date:

4/12/18

RECOMMENDATION

Staff Recommends The City Council Approve A Resolution Authorizing The City Administrator, Or Her Designee To Enter Into A Professional Services Agreement With West Coast Code Consultants, Inc. For Supplemental Fire Code Inspection and Engineering Plan Review Services, As Needed, For The Period of July 1, 2018 through June 30, 2019, In An Amount Not To Exceed Two Hundred Fifty Thousand Dollars (\$250,000.00).

EXECUTIVE SUMMARY

The Oakland Fire Department (OFD) released a Request For Proposal (RFP) seeking proposals from qualified firms for supplemental field inspection and plan check for commercial, industrial, and residential projects within the City of Oakland (City), to ensure compliance with the adopted fire life safety codes, regulations, standards, and guidelines. Upon conclusion of the proposal period, it was determined that the services offered by West Coast Code Consultants, Inc. best met the needs of the department.

BACKGROUND / LEGISLATIVE HISTORY

OFD has approximately one thousand six hundred and forty-eight (1,648) mandated inspections in its current inventory. The additional inventory consisting of approximately four thousand six hundred and fifty (4,650) inspections include other occupancy or use types such as assembly occupancies, new construction, hazardous materials, and commercial/industrial buildings.

Based on current inspection staffing levels, the Fire Prevention Bureau (FPB) lacks the necessary staffing levels to conduct mandated inspections of all high-rise buildings, schools (including public, private and charter schools), residential occupancies to include apartments, hotels, motels, and care facilities within the City. Additionally, supplemental inspection staffing is needed for conducting routine new construction inspections consisting of inspection services detailed in the Scope of Work. Furthermore, professional on-call plan check services are necessary to assist FPB staff in providing timely plan check review for projects currently under

Item: _____
Public Safety Committee
April 24, 2018

development. Thus, the City is seeking to contract with a qualified firm to provide as needed supplemental engineering plan checking services for building permit applications to maintain acceptable turn-around times during periods with a high volume of activity.

ANALYSIS AND POLICY ALTERNATIVES

Basis for Contract

Adopting the attached resolution will enable the City to enter into a contract with a single consulting firm to provide supplemental field inspection and plan check for commercial, industrial, and residential projects within the City of Oakland to maintain acceptable turn-around times during periods with a high volume of activity. The City sought firms capable of providing the scope of services briefly summarized below.

1. Fire inspection services for new construction, processes and equipment inspections to insure compliance with all applicable state and local laws and regulations wherein fire department approval is necessary. This shall include, but not be limited to the following:
 - Fire sprinkler welds, rough piping installations, hydrostatic tests;
 - Fire pump acceptance tests;
 - Pre-engineered fire extinguishing systems;
 - Fire alarm system component locations, audibility, functionality;
 - Smoke control and exhaust systems;
 - Stand-by power systems;
 - Fire resistive wall/floor construction and opening protection;
 - Means of egress;
 - Public safety radio coverage systems;
 - Two-way communication systems; and
 - Field inspections verifying compliance with adopted building and fire code requirements and/or approved plans for work being performed under approved permits.
2. Annual inspections of state regulated occupancies including high rise buildings, educational facilities, residential developments, places of assembly, and institutional operations.
3. On-call plan check services to provide supplemental engineering review of building permit applications to maintain acceptable turn-around times during periods with a high volume of activity. The selected firm will work under the direction of assigned Fire Prevention Bureau staff and shall clearly document all work completed, as well as systematically track their progress to identify all required re-inspections or non-compliant businesses, as well as any revisions to building plan submissions necessary for compliance with state and local laws pertaining to fire protection/prevention. The granting of all final inspection and plan review approvals will be coordinated with Fire Prevention Bureau staff. Firms responding to this RFQ, should include a plan to provide six hundred (600) inspections (400 mid-rise residential and 200 educational facilities) over the contract periods.

Item: _____
Public Safety Committee
April 24, 2018

Consultation with Labor Organizations

On August 9, 2017, in compliance with the Memorandum of Understanding with the International Federation of Professional & Technical Engineers (IFPTE), Local 21 and the Service Employees International Union (SEIU), Local 1021, Contracts and Compliance formally notified each of the Unions of the proposed RFP for supplemental services. No response was received by the City.

RFP Process and Review

An RFP was prepared in accordance with Oakland Municipal Code Section 2.04.040 number 81415 was issued by the OFD in August 2017 with a close date of September 14, 2017. A total of five (5) firms responded to the RFP. The responding firms are listed in alphabetical order: Bureau Veritas North America, Inc.; Code Consulting Group; Coffmann Engineering; CSG Consultants, Inc.; and West Coast Code Consultants.

A panel of four (4) subject matter experts from the City of Oakland including senior professionals from the Oakland Fire Prevention Bureau, evaluated the proposals using criteria which included relevant experience, qualifications, organization, approach, Local/Small Local Business Enterprise (L/SLBE) certification, and other factors. The panel recommend that West Coast Code Consultants be awarded the contract for the Supplemental Inspection and Plan Review Services. The cost of the services to be provided, the firm's ability to provide both inspection and plan review services, past experience providing services of this type to local jurisdictions, it's capacity, and staff qualifications were the reasons that this firm was selected among the five (5) firms that responded to the RFP.

FISCAL IMPACT

Approval of the resolution does not have a negative impact on the City's budget. Funding for the "as-needed" supplemental services will be fully paid by those individuals or firms receiving said services. Approval of the resolution will allow the City Administrator, or her designee, to appropriate these applicant revenues as they are received.

Funds received for fire code inspectional services shall be deposited and appropriated in the General Purpose Fund (1010); Inspectional Services Org (20331); Other Fees: Fire Plan Checking, Inspection and Testing Account (45414), Service: Contract Account (54911), Project: to be determined prior to the start of the contracted services, Fire Prevention Bureau Program (PS23).

Funds received for fire code plan review services shall be deposited and appropriated in the General-Purpose Fund (1010); Engineering Org (20351); Other Fees: Fire Plan Checking, Fire Plan Check Account (45414), Service: Contract Account (54911), Project: to be determined prior to the start of the contracted services, Fire Prevention Bureau Program (PS23).

PUBLIC OUTREACH / INTEREST

The City's procurement system, iSupplier was used for distribution of the RFP. The RFP was also formally advertised in the East Bay Express, Oakland Post, and San Francisco Chronicle.

COORDINATION

The City Attorney and the Controller's Offices were contacted to review and provide comments on this report and the Council Resolution. Their recommendations have been incorporated and are reflected in the aforementioned documents.

SUSTAINABLE OPPORTUNITIES

Economic: Expedited plan review will result in quicker issuance of building permits and subsequently, building construction. New construction creates jobs during construction and new buildings result in new residences and/or businesses in Oakland.

Environmental: The contract would aid projects throughout the City that have been evaluated under the California Environmental Quality Act (CEQA) for potential adverse environmental impacts.

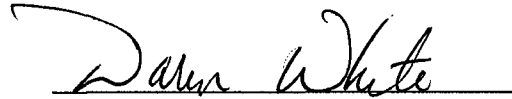
Social Equity: The contract would assist projects occurring throughout the City of Oakland.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council approve a resolution authorizing the City Administrator to enter into a professional services agreement contract with West Coast Code Consultants, Inc. for the supplemental fire code inspection and engineering plan review services, as needed, for the period of July 1, 2018 through June 30, 2019, in an amount not to exceed two hundred fifty thousand dollars (\$250,000.00).

For questions regarding this report, please contact Angela Robinson Piñon, Chief of Staff at (510) 238-4055.

Respectfully submitted,

A handwritten signature in cursive script that reads "Darin White". The signature is written in black ink and is positioned above a horizontal line.

Darin White
Fire Chief

2018 APR 12 PM 4: 53 RESOLUTION No. _____ C.M.S.

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, OR DESIGNEE, TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT CONTRACT WITH WEST COAST CODE CONSULTANTS, FOR SUPPLEMENTAL FIRE CODE INSPECTION AND ENGINEERING PLAN REVIEW SERVICES AS NEEDED FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019, IN A TOTAL AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00)

WHEREAS, the Oakland Fire Department recognizes timely and thorough inspections to ensure compliance with the CA Fire Code are essential to ensuring the safety of residents and safe operations of businesses throughout Oakland; and

WHEREAS, the Oakland Fire Department has approximately one thousand six hundred and forty-eight (1,648) mandated inspections in its current inventory, with an additional inventory consisting of approximately four thousand six hundred and fifty (4,650) inspections which include other occupancy or use types such as assembly occupancies, new construction, hazardous materials, and commercial/industrial buildings; and

WHEREAS, based on current inspection staffing levels, the Oakland Fire Department's Fire Prevention Bureau lacks the necessary inspection staff to conduct mandated inspections of all high-rise buildings, schools (including public, private and charter schools), residential occupancies to include apartment, hotels, and motels, care facilities, and routine new construction within the City of Oakland; and

WHEREAS, professional inspection services are necessary to assist Fire Prevention Bureau staff in providing timely inspections of both mandated, and other types of inspections throughout Oakland; and

WHEREAS, the Oakland Fire Department further recognizes review of proposed plans for fire code compliance is a critical required step to ensure structures are built and/or modified with all applicable fire code laws and regulations, including safety and accessibility; and

WHEREAS, the timely plan review for commercial, industrial, and residential projects within the City of Oakland is essential to maintaining acceptable turn-around times and supporting continued new development and construction activities in Oakland; and

WHEREAS, the increase in construction projects throughout Oakland results in the weekly number of plans received approximating twenty-five (25), and the required plan review services exceeding current staff's ability to provide plan review services within an acceptable timely manner; and

WHEREAS, professional plan review services are necessary to assist Fire Prevention Bureau staff in providing timely plan review for both existing projects in development, and increased new and redevelopment activities; and

WHEREAS, the Oakland Fire Department is seeking to contract with a qualified firm capable of providing inspection services and plan review services, as needed, for the Fire Prevention Bureau to maintain acceptable turn-around times during periods with a high volume of activity; and

WHEREAS, in compliance with the Memorandum of Understanding with the International Federation of Professional & Technical Engineers, Local 21 and the Service Employees International Union, Local 1021, Contracts and Compliance formally notified each of the Unions of the proposed request for proposal (RFP) for supplemental services, and no response was received by the City; and

WHEREAS, the services being sought are for a professional, scientific, or technical nature and are temporary in nature, and shall not result in the loss of employment or salary by any person having permanent status in the competitive service; and

WHEREAS, the Oakland Fire Department prepared and issued an RFP in accordance with Oakland Municipal Code Section 2.04.040, seeking proposals from qualified firms for supplemental field inspection and plan review services for commercial, industrial, and residential projects within the City of Oakland, to ensure compliance with the adopted fire life safety codes, regulations, standards, and guidelines; and

WHEREAS, the Oakland Fire Department used the City of Oakland's procurement system, iSupplier, for distribution of the RFP, as well as formally advertised the RFP in the East Bay Express, Oakland Post, and San Francisco Chronicle; and

WHEREAS, in response to the RFP, proposals were submitted by the following five (5) firms: Bureau Veritas North America, Inc, Code Consulting Group, Coffmann Engineering, CSG Consultants, Inc., and West Coast Code Consultants; and

WHEREAS, A panel of four (4) subject matter experts from the City of Oakland including senior professionals from the Oakland Fire Prevention Bureau, evaluated the proposals using criteria which included relevant experience, qualifications, organization, approach, Local/Small Local Business Enterprise (L/SLBE) certification, and other factors; and

WHEREAS, upon conclusion of the proposal period, it was determined by the panel that the services offered by West Coast Code Consultants, Inc. best met the needs of the department, and as such, recommended that they be awarded an as needed contract for the Supplemental Inspection and Plan Review Services; and

WHEREAS, contracting with West Coast Code Consultants, Inc. for services will not have a negative impact on the City's budget, as funding for said services will be fully paid by those individuals and firms receiving those services; and

WHEREAS, funds received for fire code inspectional services shall be deposited and appropriated in the General Purpose Fund (1010); Inspectional Services Org (20331); Other Fees: Fire Plan Checking, Inspection and Testing Account (45414), Service: Contract Account (54911), Project: to be determined prior to the start of the contracted services, Fire Prevention Bureau Program (PS23); and

WHEREAS, funds received for fire code plan review services shall be deposited and appropriated in the General Purpose Fund (1010); Engineering Org (20351); Other Fees: Fire Plan Checking, Fire Plan Check Account (45414), Service: Contract Account (54911), Project: to be determined prior to the start of the contracted services, Fire Prevention Bureau Program (PS23); and

WHEREAS, adopting this resolution will directly or indirectly support the City Council's goals to "develop a sustainable City" through economic opportunity in that expedited plan review will result in quicker issuance of building permits and subsequently, building construction. New construction creates jobs during construction and new buildings result in new residences and/or businesses in Oakland; and

WHEREAS, adopting this resolution will directly or indirectly support the City Council's goals to "develop a sustainable City" through social equity opportunity in that the contract would assist projects occurring throughout the City of Oakland; now, therefore be it

RESOLVED, that the City Council authorizes the City Administrator to enter into a professional services agreement contract with the consulting firm West Coast Code Consultants, for supplemental fire code inspection services as needed, to conduct supplemental field inspections, to include high-rise buildings, schools (including public, private and charter schools), residential occupancies to include apartment, hotels, and motels, care facilities, and routine new construction within the City of Oakland; and be it

FURTHER RESOLVED, that the City Council authorizes the City Administrator to enter into a professional services agreement contract with the consulting firm West Coast Code Consultants, for engineering plan review services as needed, to review engineering plans for commercial, industrial, and residential projects within the City of Oakland; and be it

FURTHER RESOLVED, that the total amount of the professional service agreement contact with West Coast Code Consultants, shall be for a not-to-exceed amount of two hundred fifty thousand dollars (\$250,000.00); and be it

FURTHER RESOLVED, the professional service agreement contact with West Coast Code Consultants, shall be for the Period of July 1, 2018 through June 30, 2019; and be it

FURTHER RESOLVED, that the City Council authorizes the City Administrator, or designee, to collect, deposit, and appropriate the funds received from individuals and firms requiring fire code inspectional services, in the General Purpose Fund (1010); Inspectional Services Org (20331); Other Fees: Fire Plan Checking, Inspection and Testing Account (45414), Service: Contract Account (54911), Project: to be determined prior to the start of the contracted services, Fire Prevention Bureau Program (PS23), for the Period of July 1, 2018 through June 30, 2019; and be it

FURTHER RESOLVED, that the City Council authorizes the City Administrator, or designee, to collect, deposit, and appropriate the funds received from individuals and firms requiring plan review services, in the General Purpose Fund (1010); Engineering Org (20351); Other Fees: Fire Plan Checking, Fire Plan Check Account (45414), Service: Contract Account (54911), Project: to be determined prior to the start of the contracted services, Fire Prevention Bureau Program (PS23), for the Period of July 1, 2018 through June 30, 2019; and be it

FURTHER RESOLVED, that the services provided pursuant to the contract authorized hereunder are for a professional, scientific, or technical nature and are temporary in nature, and will not result in the loss of employment or loss of salary by any person having permanent status in the competitive service.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, GALLO, CAMPBELLWASHINGTON, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, and PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California