

CITY OF OAKLAND

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OFFICE OF THE CITY CLERK
OAKLAND

2016 JUN 30 AM 11:49

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Rachel Flynn
Director, Planning and
Building

SUBJECT: On-Call Plan Check Services

DATE: June 20, 2016

City Administrator Approval

Date:

6/29/16

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator, Or Designee, To Enter Into Professional Services Agreements For On-Call Building Plan Check Services In An Amount Not-To-Exceed One Million Dollars (\$1,000,000) Each, For A Total Not-To-Exceed Amount Of Two Million Dollars (\$2,000,000), For A Two-Year Term, With Three One-Year Options To Extend, With (1) CSG Consultants, Inc., And (2) TRB+ Associates, Inc.

EXECUTIVE SUMMARY

The professional services agreements are needed to provide additional capacity for plan check services in order to facilitate timely plan check review for both new and existing private development projects in response to increasing volume of applications for such projects; and, as necessary.

BACKGROUND / LEGISLATIVE HISTORY

The Bureau of Building in the Planning and Building Department (PBD) assists builders, property owners, architects, engineers, and realtors in understanding and processing permits related to building construction. The Bureau of Building includes engineering plan check staff that review and approve building proposals for code compliance related to building safety, accessibility, energy conservation, and other related issues.

In March 2016, PBD Bureau of Building issued a Request for Proposals (RFP) to provide On-Call Plan Check Services. The professional services agreement for two firms is a not-to-exceed amount of one million dollars (\$1,000,000) for each firm; the total not-to-exceed amount of the two firms is two million dollars (\$2,000,000).

Item: _____
CED Committee
July 12, 2016

ANALYSIS

Adopting the attached resolution will enable the City to enter into contracts with two consulting firms to provide supplemental engineering plan checking of building permit applications to maintain acceptable turn-around times during periods with a high volume of activity.

Prior to the issuance of the RFP, and in accordance with current Memorandum of Understanding (MOUs) terms, PBD issued formal notification to International Federation of Professional and Technical Engineers (IFPTE) Local 21 and Service Employees International Union (SEIU) 1021. IFPTE Local 21 did not provide a response, and SEIU 1021 approved issuance of the RFP following a meet and confer.

A panel of four subject matter experts from the City of Oakland included senior professionals from the Bureau of Building and the Oakland Fire Prevention Bureau. The panel evaluated the proposals using criteria which included relevant experience, qualifications, organization, approach, Local/Small Local Business Enterprise (L/SLBE) certification, and other factors. The firms recommended for On-Call Plan Check Services are:

1. CSG Consultants, Inc.; and,
2. TRB+ Associates, Inc.

FISCAL IMPACT

Each agreement for the two firms will be for an amount not to exceed \$1,000,000 dollars, over a two-year term, with three one year options to extend. Funding for the on-call contract work will be fully paid by the requesting applicants. As a result, approval of these resolutions will allow the City Administrator, or designee, to appropriate these applicant funds as they are received. Approval of this resolution does not have a negative impact on the City's budget.

Funds shall be deposited and appropriated in Development Services Fund (2415), Admin: Engineering Org (84411), Permits: Construction Account (42211), Services: Contract Account (54911), Project to be determined, Engineering & Architectural Plan Approval Program (PS30).

PUBLIC OUTREACH / INTEREST

The City's procurement system, iSupplier was used for distribution of the RFP. The RFP was also formally advertised in the Oakland Tribune.

COORDINATION

This report and resolution were coordinated with PBD Bureau of Building, and reviewed by the City Attorney's Office, and Controller's Bureau.

SUSTAINABLE OPPORTUNITIES

Economic: Expedited plan check 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 contracts would provide assistance on projects throughout Oakland that would adhere to City environmental standards.

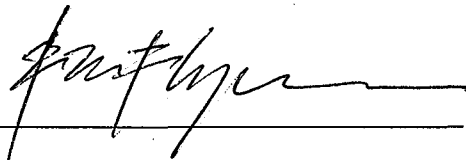
Social Equity: The contracts would provide assistance on projects throughout Oakland that would positively impact Oakland and its citizens.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator, Or Designee, To Enter Into Professional Services Agreements For On-Call Building Plan Check Services In An Amount Not-To-Exceed One Million Dollars (\$1,000,000) Each, For A Total Not-To-Exceed Amount Of Two Million Dollars (\$2,000,000), For A Two-Year Term, With Three One-Year Options To Extend, With (1) CSG Consultants, Inc., And (2) TRB+ Associates, Inc.

For questions regarding this report, please contact Dave Harlan, Principal Civil Engineer, at 510-238-6321.

Respectfully submitted,



RACHEL FLYNN
Director, Planning and Building Department

Prepared by:
Dave Harlan, Engineering Manager
Bureau of Building

Item: _____
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July 20, 2016

FILED
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OAKLAND

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Approved as to Form and Legality


Office of the City Attorney

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR DESIGNEE TO ENTER INTO PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL BUILDING PLAN CHECK SERVICES IN AN AMOUNT NOT-TO-EXCEED ONE MILLION DOLLARS (\$1,000,000) EACH, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF TWO MILLION DOLLARS (\$2,000,000), FOR A TWO-YEAR TERM, WITH THREE ONE-YEAR OPTIONS TO EXTEND, WITH (1) CSG CONSULTANTS, INC., AND (2) TRB+ ASSOCIATES, INC.

WHEREAS, the Bureau of Building in the Planning and Building Department assists builders, property owners, architects, engineers, and realtors in understanding and processing permits related to building construction; and

WHEREAS, one of the many functions of the Bureau of Building engineering plan check staff is to review and approve building proposals for compliance with the current edition of the California Building Standards Code (Title 24 of the California Code of Regulations) and the local amendments to the California Building Standards Code, which can be found in the Oakland Building Construction Code (Oakland Municipal Code (O.M.C.) Chapter 15.04) and the Oakland Building Maintenance Code (O.M.C. Chapter 15.08); and

WHEREAS, engineering plan check staff's review of building proposals for code compliance is a critical component and a required step to ensure that structures are built in accordance with all applicable laws and regulations, including safety, accessibility, and energy conservation; and

WHEREAS, these plan check duties must be completed within a reasonably timely manner; and

WHEREAS, similar to other departments within the City, the Bureau of Building experienced substantial cuts to its staff and did not fill vacancies as they developed. As such, the Bureau of Building remains considerably understaffed; and

WHEREAS, professional on-call building plan check services are necessary to assist Bureau of Building staff to facilitate timely plan check review for both existing projects in development, and increased new and redevelopment application activity; and

WHEREAS, Bureau of Building staff anticipates that permit applications for private development projects of all sizes may benefit from on-call plan check services; and

WHEREAS, on-call plan check services will be fully funded by applicants requesting these services; and

WHEREAS, the City Council finds that the City lacks qualified personnel to perform the necessary work and that the performance of these contracts are in the public interest because of economy or better performance; and

WHEREAS, through the City's competitive request for proposals process in accordance with O.M.C. section 2.04.051 for professional consulting services, the two firms named in the title were identified as the most responsive and qualified consultant team to provide the desired professional services described herein; and

WHEREAS, none of the responding firms, including the two firms named in the title, meet the City's 50% Local/Small Local Business Enterprises (LBE/SLBE) Program requirements; and

WHEREAS, both firms are required and agree to comply with the Equal Benefits Ordinance (O.M.C. Chapter 2.32) prior to contract award as compliance was not established during the proposal phase; and

WHEREAS, the City Council finds that the services provided pursuant to the agreements authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, the City Council finds that the agreements directly or indirectly support the City Council's goal to "Develop a Sustainable City"; and

WHEREAS, the City Council finds that the agreements shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore be it

RESOLVED: That the City Council finds and determines the foregoing recitals to be true and correct and hereby adopts and incorporates them into this Resolution as findings and determinations of the City Council; and be it

FURTHER RESOLVED: That the City Administrator or designee is hereby authorized to negotiate and enter into a professional services agreement for on-call building plan check services with (1) CSC Consultants, Inc. and (2) TRB+ Associates, Inc.; and be it

FURTHER RESOLVED: That the City Council hereby finds that a waiver of the City's 50% Local/Small Local Business Enterprises (LBE/SLBE) Program requirements is in the best interests of the City for the reasons set forth herein and in the staff report accompanying this Resolution, and hereby waives this requirement; and be it

FURTHER RESOLVED: That the work shall be assigned on an as-needed basis and the total amount of each contract shall not exceed One Million Dollars (\$1,000,000), for a total not to exceed amount of Two Million Dollars (\$2,000,000), for a two-year term with three optional two-year extensions; and be it

FURTHER RESOLVED: That funds shall be deposited and appropriated in Development Services Fund (2415), Admin: Engineering Org (84411), Permits: Construction Account (42211), Services: Contract Account (54911), Project to be determined, Engineering & Architectural Plan Approval Program (PS30); and be it

FURTHER RESOLVED: That the City Administrator or designee is hereby authorized to approve any subsequent amendments to or extensions of said agreements including those related to an increase in total compensation, or the appropriation of funds contingent upon available funds, provided that such amendments or extensions shall be approved for form and legality by the City Attorney and a copy shall be kept on file with the City Clerk; and be it

FURTHER RESOLVED: That the agreements shall be approved for form and legality by the City Attorney and a copy shall be kept on file with the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, AND PRESIDENT GIBSON
MCELHANEY

NOES -

ABSENT -

ABSTENTION -

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