



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 11/09/04
AGENDA ITEM 4
WORK SESSION ITEM _____

TO: Mayor and City Council
FROM: Director of Community and Economic Development
SUBJECT: Authorization to Execute Agreements with Plan Check Consultants

RECOMMENDATION:

It is recommended that the City Council approve the attached resolution authorizing the execution of agreements for the provision of plan check services.

BACKGROUND:

The City of Hayward has historically entered into agreements with private firms for plan check services that exceed the availability or capacity of City staff. This arrangement benefits the City in a variety of ways. It allows the City to employ the number of staff necessary to meet the average level of demand for plan check services, yet remain flexible enough to provide additional or more specialized plan check services when required. Keeping a series of firms under contract and available to respond also insulates the City from the difficulty of trying to find qualified firms or persons to assist us on short notice. The agreements with these firms are structured to pay standard compensation for services provided in response to specific permit applications. The cost of these services is fully compensated by the plan check fee charged the applicant. Keeping several firms under contract allows the City to distribute the work to firms based on their specific area of specialization and on their staff availability. The continuous relationship also encourages the firms to give the City special consideration on turnaround time and priority of review.

The City last solicited plan check firms about three years ago. Recently, the staff again solicited firms by means of a Request for Qualifications. Currently, the City has agreements with four plan check firms. All of these have worked with the City for many years and generally we have been pleased with their service and professionalism. A review of these agreements indicates that several need to be re-approved because of expiration dates or limited dollar amounts. Staff is recommending that all of these contracts be re-authorized for a period of three years with the addition of one more. The continuous nature of the need for these services and the likelihood that the work required under each contract will exceed \$25,000 per fiscal year suggest that multi-year agreements will provide greater reliability of service and avoid an undue administrative burden. The Council has approved multi-year contracts for plan check services in the past, with the proviso that they are subject to annual appropriation.

Staff is, therefore, recommending authorization to enter into agreements in an amount not to exceed \$75,000 per fiscal year per firm. A few of the longstanding contracts were for this amount, and it will allow the staff to assure that exceptionally large projects such as subdivisions which involve complex plan sets or complex industrial projects can be reviewed in a timely and fully professional manner. Each of the recommended firms has demonstrated the capacity to perform thorough review of plans, timely turnaround of reviews and excellent customer service. At the end of this three-year period staff will again issue a request for qualifications for plan check services.

The five firms for which authorization to execute agreements is sought are:

Linhart Petersen Powers
Berryman & Henigar
ASI
RK Associates
Kutzman & Associates

Staff recommends that the City Council approve the attached resolution authorizing the execution of agreements for plan check services with each of the above named firms for a period of three years in an amount not to exceed \$75,000 per firm per fiscal year.

Prepared by:



Hillary Herman
City Building Official

Recommended by:



Sylvia Ehrenthal
Director of Community and Economic Development

Approved by:



Jesús Armas, City Manager

Attachment: Draft Resolution

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

*me
10/20/04*

RESOLUTION AUTHORIZING CITY MANAGER TO
EXECUTE AGREEMENTS WITH PLAN CHECK
CONSULTANTS

BE IT RESOLVED, by the City Council of the City of Hayward that the City Manager is hereby authorized to enter into and execute agreements for plan check services with each of the following named firms for a period of three years, in an amount not to exceed \$75,000 per firm, per fiscal year, in a form to be approved by the City Attorney:

- Linhart Petersen Powers
- Berryman & Henigar
- ASI
- RK Associates
- Kutzman & Associates

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2004

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward