

CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 11/14/06

AGENDA ITEM 3

WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: Director of Community and Economic Development

SUBJECT: Authorization to Execute Agreement with West Coast Code Consultants, Inc. for Plan Check Services

RECOMMENDATION:

It is recommended that the City Council approve the attached resolution authorizing the execution of a one year agreement 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 several 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 two years ago by means of a Request for Qualifications. Currently, the City has agreements with five plan check firms. These contracts were for a period of three years upon annual approval for renewal. The agreements are for an amount not to exceed \$75,000 per fiscal year per firm. Several of the firms with whom we had contracted in the past have experienced a change in ownership and are not able to meet our target times for plan review. Although we have requested annual renewal of our previously negotiated contracts staff is requesting the addition of a new firm, West Coast Code Consultants, to provide additional plan review services. A proposal to provide plans check services from West Coast Code Consultants has been compared with the proposals from our other outside consultants. The qualifications of plans checking staff, turn around times, and fees compare favorably with the other firms. This contract will be for a trial period of one year after which a new request for qualifications will be sent out to find firms to provide services for the next three years.

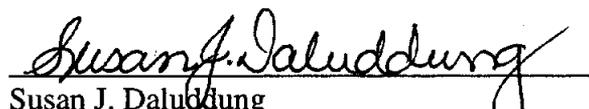
Staff recommends that the City Council approve the attached resolution authorizing the execution of this agreement for plan check services with West Coast Code Consultants for a period of one year in an amount not to exceed \$75,000.

Prepared by:



Margret Elliott
City Building Official

Recommended by:



Susan J. Daluddung
Director of Community and Economic Development

Approved by:



Jesús Armas, City Manager

Resolution

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. 06-

Introduced by Council Member _____

Mal
10/30/06

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE AN AGREEMENT WITH WEST COAST CODE CONSULTANTS, INC. FOR PLAN CHECK SERVICES

BE IT RESOLVED, by the City Council of the City of Hayward that the City Manager is hereby authorized to negotiate and execute an agreement with West Coast Code Consultants, Inc., for plan check services for a period of one year, in an amount not to exceed \$75,000, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2006

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____

City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward