



ITEM NUMBER:
DATE:

A - 6
8/12/08

Atascadero City Council

Staff Report – Community Development Department

Acceptance of Proposals for Contract Plan Check Services for Building Services

RECOMMENDATION:

Council place on eligibility list, and award contracts for plan check services to, California Code Check, Wildan Engineering, and NAFFA International.

DISCUSSION:

The City of Atascadero is responsible for enforcement of the California Code of Regulations (Title 24) as are all jurisdictions in the State of California. These provisions of the California Code of Regulations deal primarily with Public Health and Life Safety issues. Enforcement of these laws in the City of Atascadero are the responsibility of the City of Atascadero Building Services.

Two chief components of Building Service's responsibilities involve Plan Review and Building Inspection. Plan review is performed both in-house, by the Plans Examiner/Building Inspector, and by an outside plan check service. The Plans Examiner/Building Inspector is responsible for both the bulk of single-family, accessory structures, and tenant improvement plan reviews. Due to the complexity and size of new commercial, industrial, multi-family and residential tract plan checks, most of these reviews are performed by the outside plan check service. The outside plan check service also has a large staff and is able to turn around large plan checks in a timely manner.

The Plans Examiner/Building Inspector position was established to allow flexibility in dealing with the cyclical nature of building activity in Atascadero. During the past high rate of building activity, Atascadero, like most surrounding jurisdictions, turned to the private sector to assist with plan reviews. The City has established a good working relationship with California Code Check as a contract plan checker.

Award of the bid will establish a list, or pool, of qualified plan review services that the City may turn to on an as-needed basis. It is staff's intention to use California

Code Check as the primary plan check consultant to ensure consistency in plan check corrections and timeframe turn-arounds. Staff may rotate work among Wildan and NAFFA based on special needs and time constraint issues.

FISCAL IMPACT:

The plan check contract is expected to exceed \$100,000 per year. The cost is paid for by a percentage of the building plan check fee, which is collected at the time of permit submittal.

ATTACHMENTS:

- Attachment 1: List of Proposals Received
- Attachment 2: Example of Review and Ranking Matrix
- Attachment 3: Request for Proposals

Attachment 1: List of Proposals Received

1. Interwest Consulting Group
2. Roy Harthorn
3. Esgil
4. JAS Pacific
5. Wildan
6. NAFFA
7. California Code Check

Attachment 2: Example of Analysis Matrix

Outside Contract Plan Check Service Analysis Matrix

Weighting

Rating System

A = Extremely Important 5
 B = Very Important 4
 C = Average Importance 3
 D = Below Average Importance 2
 F = Very Little Importance 1

A = Excellent 5pts
 B = Above Average 4 pts
 C = Average 3 pts
 D = Below Average 2 pts
 F = Fail 0 pts

| Weighting | Qualification Criteria | Firm 1 | Firm 2 | Firm 3 | Firm 4 | Firm 5 | Firm 6 | Firm 7 |
|------------------|--|--------|--------|--------|--------|--------|--------|--------|
| 4 | Experience Background Certifications | | | | | | | |
| 3 | Capacity for workload Support staff Turnaround time | | | | | | | |
| 4 | Availability, Ability to Coordinate well with City staff | | | | | | | |
| 3 | Liability insurance, Length of time in industry | | | | | | | |
| 5 | Knowledge of local conditions, Physical location | | | | | | | |
| 3 | Direct cost as percentage of plan check fee | | | | | | | |
| Totals | | | | | | | | |



CITY OF ATASCADERO

6907 EL CAMINO REAL, ATASCADERO, CA 93422

REQUEST FOR PROPOSAL

Contract Plan Check Services

City of Atascadero Building Services

GENERAL

The City of Atascadero (the City) is requesting proposals from qualified firms or individuals for contracted Plan Review Services for the fiscal years beginning July 1, 2008 through June 30, 2013. Plan Checks are to be performed in accordance with the State of California Code of Regulations and City Municipal Code.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, the SEALED PROPOSAL *must be received* by the Chief Building Official of the City of Atascadero at the City Hall at 6907 El Camino Real, Atascadero, California, 93422, by **Friday, June 6, 2008, at 5:00 p.m.** The City reserves the right to reject any or all proposals submitted.

During the evaluation process the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City may use more than one firm or individual to complete this work. It is the City's intent to pre-qualify several individuals or firms to be placed on an approved pre-qualified list and have the option of using any at a given time. This affords the City the maximum amount of flexibility to assure the work is completed in a timely manner and at a high quality. There is no maximum number of firms the City may place on the list.

It is anticipated the pre-qualification list will be completed June 30, 2008.

TERM OF ENGAGEMENT

Once pre-qualified, a firm or individual will remain on the list through the fiscal year ending June 30, 2013. Under the provisions of the City Purchasing Policy, an agreement based on an awarded proposal may include annual renewal provisions for up to five years.

SCOPE OF WORK TO BE PERFORMED

The City desires the Contractor to evaluate Plans in conformance with State and Local Regulations. The work will involve residential and commercial buildings of varying size and scale. Levels of services include the following:

- Building Review (a review of the proposed structure only, exclusive of the site-related aspects of the project), and
- Structural Engineering Review (a review of the structural design of the proposed project only)

Review of public improvements or City-owned capital improvements are not to be considered as part of this proposal.

The Contractor will coordinate with the Administrative Support Specialist, Plans Examiner/Inspector, and Building Official. It is considered advantageous and in the City's best interest if a certain level of consistency can be achieved through proper coordination. Examples of this are working from the same or similar 'generic' plan review lists and making careful study of local ordinances and conditions. Please include a brief description of how your firm is qualified to provide this type of support.

The Contractor is also expected to prepare monthly activity reports.

There is no specified minimum or maximum amount of Plan Reviews associated with this proposal. The volume of projects will vary, based on in-house workload and complexity of projects.

Background Information

The City, incorporated in 1979, has a population of approximately 27,500. The City is a general law City and operates under the City Council/City Manager form of government. The City is located approximately 20 miles north of San Luis Obispo in the County of San Luis Obispo. The City's fiscal year begins on July 1st and ends on June 30th.

Plan review by the Building Services Division of the City is performed primarily by a Plans Examiner/Inspector, who also performs field inspections as required according to workload demand. A full-time Administrative Support Specialist performs distribution of documents for plan review. The fluctuating demand for permits causes the City to seek outside contractors to perform Plan Checks during the heavy demand periods.

The City uses a custom built permit tracking software program (BuildPerm), and uses an in-house plan check correction list.

ASSISTANCE TO BE PROVIDED TO THE CONTRACTOR

The City of Atascadero agrees to the following:

- Comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this agreement;
- Maintain clear records of work performed by the Contractor within the City's guidelines for maintenance of Building Records and archiving;
- Present invoices or work orders to the City's financial officer in a timely manner upon presentation by the Contractor.

PROPOSAL REQUIREMENTS

General Requirements

The following materials are required to be received by *June 6, 2008, at 5:00 p.m.*, for a proposing firm or individual to be considered:

Title Page

Title page showing the request for proposals' subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal

Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, and a statement why the firm believes itself to be best qualified to perform the services.

Detailed Proposal

The detailed proposal should follow the order set forth below in TECHNICAL PROVISIONS of this request for proposals.

Submittal

Proposers should forward proposals in a SEALED ENVELOPE. The outside of the envelope shall indicate:

- Name and address of contractor
- Type of service on which proposal is submitted
- Date and time of proposal opening

Completed proposals shall be received by *June 6, 2008 at 5:00 p.m.* at the following address:

City of Atascadero
6907 El Camino Real
Atascadero, CA 93422
Attn: Ken Forman, Chief Building Official

Contact Person

Ken Forman, Chief Building Official, is the designated contact person for prospective proposers. Mr. Forman may be reached by telephone at (805) 470-3438.

Review of Proposals

After the proposals are received, the City shall review and evaluate all proposals for their responsiveness to the Request for Proposal. An evaluation will also be made to determine that the proposer possesses the professional qualifications to satisfactorily do the required services. Contacts with the proposer's previous clients of like projects will be made. It is anticipated that the review period will take approximately 30 days.

The City will consider the following in its review of the proposals:

- a. The proposer's understanding of the Scope of Work based on the clarity of the proposal and responsiveness to these instructions for submitting proposals.
- b. Ability to perform the Scope of Work efficiently and in accordance with the requirements of City, State and Federal regulations.
- c. The proposers, its employees, agents, and subcontractors experience and past performance in completing projects of similar type, size, scope, and complexity. The proposer's time and accurate completion of like services within budget.

- d. The feasibility of the service based on, but not limited to, the proposed performance and payment schedule, and the methodology to be used by the proposer to complete the work.
- e. Experience in devising, facilitating and conducting a public process.
- f. Other section criteria may be included at the discretion of the selection committee.

Interview of Proposers

After completion of the proposal review process, the City may notify those proposers deemed responsive to the RFP for further evaluation and negotiations. All proposers so notified may be required to make presentations and negotiate in good faith in accordance with direction from the City. Any delay caused by a proposer's failure to respond to the direction from the City may lead to the rejection of the proposal. The City reserves the right to reject any or all proposals, and to waive any irregularity. An award of contract, if made by the City, will be based on a total review and analysis of each proposal.

Award of Contract

If the City determines, after evaluation and negotiations, to award a contract, the selected proposer will be sent a notice of contract terms. The selected firm or individual shall be required to enter a Consultant Services Agreement with the City, which is subject to the approval of the City. A sample of the City's consultant services agreement may be requested.

Incurred Expenses

The City will not be responsible for any costs incurred by proposers in the preparation and submittal of the proposal.

Public Information

The City holds the names of the proposers and the contents of their proposals in confidence until after the proposal submission deadline has passed and the written report to the City recommending a selection or other action has been issued by the City Manager. At such time, all proposals become public records and will be available in the offices of the City for inspection, except for certain excluded materials, which are permanently confidential. These consist of personal financial statements, credit reports, and rating sheets and notes resulting from the evaluation process. Proposers are, therefore, requested to submit any required financial statements on separate sheets.

Return five (5) copies of the proposal by 5:00 p.m., Friday, June 6, 2008 to:

City of Atascadero
6907 El Camino Real
Atascadero, CA 93422
Attn: Ken Forman, Chief Building Official

TECHNICAL PROVISIONS

General Requirements

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to Review Plans in conformity with the requirements of this request for proposals. As such, the substance of the proposals will carry more weight than their form or manner of presentation. The Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to the Plan Reviews. It should also specify an approach that will meet the request for proposal's requirements.

Other Information

Proposals must also include the following items:

- General background of the firm, available resources, and range of services.
- Portion of contract to be performed by subcontractors and subcontractor qualifications.
- Turnaround time frames are to be provided for each different service level: Building Code Review and Structural Engineering Review.
- Listing of insurance carried by your firm.
- A listing of available references.

License to Practice in California

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in California.

Firm Qualifications and Experience

The proposer should state the size of the firm and the number and nature of the professional staff to be employed on this project on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this project. Indicate how the quality of staff over the term of the contract will be assured.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the primary service provider should be noted, if applicable.

Rates

The proposal should include a schedule of professional fees and expenses for each of the 5 fiscal years being proposed (fiscal years 2008/09 through 2012/13).

Out-of-Pocket Expenses

Include all estimated out-of-pocket expenses or miscellaneous charges that may be incurred for each of the 5 fiscal years being proposed (fiscal years 2008/09 through 2012/13).

City Staff Hours

An estimate of the number of “additional” City staff hours required to assist the Plan Reviewers and the tasks to be performed by City staff.

Manner of Payment

Indicate method and frequency of payments and the address to which payments should be sent.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected. The firm selected will be required to enter into a written contract with the City. A copy of the City’s standard contract is attached. The City reserves the right, without prejudice, to reject any or all proposals.

INFORMATION REQUESTS

All questions regarding this request for proposals are to be directed to Ken Forman in the Building Division of the Community Development Department at following contact numbers:

Phone: (805) 470-3438

Fax: (805) 470-3439

Distribution List:

CALIFORNIA CODE CHECK
ATTN: BRYAN SPAIN
1015 NIPOMO STREET, SUITE 200
SAN LUIS OBISPO, CA 93401
805-541-1441

WILLDAN
ATTN: GREG ADAMS
2014 TULARE ST SUITE 515
FRESNO, CA 93721

ESGIL CORPORATION
ATTN: NIALL FITZ
9320 CHESAPEAKE DRIVE, SUITE 208
SAN DIEGO, CA 92123
858-560-1468

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BOB FIELDING
21900 ADOBE RD
RENO NV. 89511

INTERWEST CONSULTING GROUP
PAUL ARMSTRONG
4113 BELLFLOWER
LONG BEACH, CA 90808

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IMAD NAFFA
7571 N REMINGTON SUITE 101
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