

REPORT TO CITY COUNCIL

DATE: APRIL 10, 2013

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: AMIR HAMIDZADEH, BUILDING OFFICIAL

SUBJECT: AUTHORIZATION TO SOLICIT REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS (RFQ/RFP) FOR PLAN REVIEW AND INSPECTION SERVICES FOR THE BUILDING AND SAFETY DEPARTMENT

The request before the City Council is for the City's Building and Safety Department to solicit for qualifications and proposals to provide the department with a consulting firm to assist with plan review and inspection services.

As you are aware, the Building and Safety Department currently has three (3) personnel and two consultants who are responsible for permitting, plan review, and inspection of all construction activities throughout the City. We have been fortunate that our current consultants have helped us with the workload and we have been able to maintain the great service we provide to our community. Additionally, watching the recent construction activities and the potential of upcoming projects, such as the City's new Recreation Center on Ladyface Court, 4 new buildings for the Agoura Business West LLC, William Homes 24 residential homes (old Rio Pharm project), and others, the Building Department require the services of consultants. In order to assure that we continue to provide the same level of service to our community, it is important that we have two consulting firms under contract in order to assist us with plan review and inspection services throughout the year. The contract will not only utilize these consultants for our daily activities, but also in the event of any natural disaster.

Following is the scope of work for such services that the qualified consultants would provide:

Plan Review Services:

- Review of Construction plans and other related documents for compliance with the following codes:
 - Architectural - Latest City Adopted Building and Residential Code
 - Structural - Latest City Adopted Building and Residential Code
 - Electrical - Latest City Adopted Electrical Code
 - Plumbing - Latest City Adopted Plumbing Code
 - Mechanical - Latest City Adopted Mechanical Code

- Fire - Latest City Adopted Fire Code
- Energy - Latest City Adopted Title 24 Energy Code
- Accessibility - Latest City Adopted Title 24 Accessibility Codes (State and Federal)
- Green Building - Latest City Adopted Green Building Code
- Other City Ordinances, Policies, Procedures
- Maintain close liaison with other city departments and public agencies in order to make sure all appropriate requirements are incorporated in the construction documents
- Shall be available to address applicant's concerns and discuss plan review corrections
- Shall be able to review plans and return to applicant/City within ten (10) business days

Inspection Services:

- Shall provide inspection services and assure that the construction meets the plans and is in compliance with the latest adopted codes, policies and procedures
- Shall be available to provide inspection services upon 48 hour notice
- Shall be available during an emergency or natural disaster to assist the City with inspection services

Other Services:

- Shall be available to assist with the code adoption process, if necessary
- Shall be available during an emergency or natural disaster to assist the City with the plan review services

As the City Council has continuously committed to the safety and welfare of the community, and in order to build a better and safer place to live and work, the City will be seeking qualified firms capable of providing plan review and inspection services throughout the year and in the event of an emergency and natural disaster.

RECOMMENDATION

Staff respectfully recommends the City Council authorize staff to solicit request for qualifications and request for proposals (RFQ/RFP) for plan review and inspection services for the Building and Safety Department.