

## REPORT TO CITY COUNCIL

**DATE:** AUGUST 11, 2010

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER

**BY:** AMIR HAMIDZADEH, BUILDING OFFICIAL

**SUBJECT:** AWARD CONTRACTS FOR PROFESSIONAL PLAN REVIEW AND INSPECTION SERVICES FOR THE CITY OF AGOURA HILLS BUILDING AND SAFETY DEPARTMENT

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On May 26, 2010, City Council authorized staff to issue Requests for Qualification/Proposals (RFQ/RFP) for a consulting firm to provide professional plan review and inspection services for the City of Agoura Hills Building and Safety Department.

Eleven proposals were received prior to the deadline of June 21, 2010. The proposals were distributed among staff for review and rating. The top 3 consultants were contacted to be interviewed on July 1, 2010. Following are staff's ranking of the consultants based on their qualifications and bid proposals:

<b>Consultants</b>	<b>Rank</b>	<b>Plan Review Services</b>	<b>Inspection Services</b>
California Code Check	1	70% of City's Plan Review Charges + Free In-House P/C	\$67 / Hr
JAS Pacific, Inc.	2	65% of City's Plan Review Charges + Free In-House P/C	\$58 / Hr + Mileage
BroadSpec	3	53% of City's Plan Review Charges + Some In-House P/C	\$60 - \$75 / Hr
EsGil Corporation	4	50% of City's Plan Review Charges + Free Expedite	\$83 / Hr
Interwest Consulting Group	5	60% of City's Plan Review Charges + 1.5x for Expediting	\$70 - \$80 / Hr Min. 4 Hours
Charles Abbott Associates, Inc.	6	70% of City's Plan Review Charges + 1.5x for Expediting	\$90 - \$110 / Hr
Bureau Veritas	7	55% of City's Plan Review Charges + Expediting Charges	\$65 - \$75 / Hr
CSG Consultants Inc.	8	60% of City's Plan Review Charges + 90% Expediting Fee	\$75 / Hr 4 hour intervals
Willdan Engineering	9	65% of City's Plan Review Charges	\$88 - \$104 / Hr

Scott Fazikas & Associates, Inc.	10	75% of City's Plan Review Charges	No Inspection Offered
Allana Buick & Bers	11	\$160 / Hr	\$95 - \$125 / Hr

One of the top 3 firms was California Code Check, who is currently our consultant and has been providing these services for our City since 1999. Because of our knowledge and familiarity of the firm and our daily interactions with their staff, no formal interview was conducted with this firm. The other two firms that were invited for interviews were JAS Pacific and BroadSpec.

Out of the two interviewed firms, staff unanimously picked JAS Pacific, Inc., as the best suited firm to serve our community. This firm not only was the lowest bidder for inspection services, but they had a very low plan review fee and do not have any added cost for expediting plan reviews. JAS Pacific had agreed to provide free in-house plan review services for our customers, which would be a great service to all who live and work in our community. They also have many qualified staff who are well known in the building industry within the state.

**RECOMMENDATION**

Staff respectfully recommends the City Council award the contracts for professional plan review and inspection services for the City of Agoura Hills, Building and Safety Department to California Code Check, and JAS Pacific, Inc., and authorize the Mayor to sign the contract agreement.