



CITY COUNCIL AGENDA REPORT

MEETING DATE: September 6, 2016

ITEM NUMBER: **CC-9**

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH INTERWEST CONSULTING GROUP FOR BUILDING OFFICIAL SERVICES

DATE: AUGUST 19, 2016

FROM: OFFICE OF THE CHIEF EXECUTIVE OFFICER

PRESENTATION BY: THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

FOR FURTHER INFORMATION CONTACT: ASHLEY M. GARCIA AT (714) 754-5249

RECOMMENDATIONS:

1. City Council approve the Professional Services Agreement with Interwest Consulting Group to perform Building Official services in an amount not to exceed \$150,000.
2. Authorize the Chief Executive Officer and City Clerk to execute the agreement; and
3. Authorize the Chief Executive Officer and City Clerk to accept and execute future amendments to the agreement.

BACKGROUND:

The Development Services Department requires the continued use of contract plan check and inspection services in order to provide building safety services in a timely and efficient manner. An expanded need arose in August 2016 for Building Official services. Interwest Consulting Group provides quality building assistance to local governments, including Certified Building Officials on an interim basis.

ANALYSIS:

Use of contract plan check and staffing services continues to be a cost effective means of providing certain Building Safety services. The use of core City staff supplemented by contracts for certain Building Safety services is common practices for cities throughout the state. The City intends to fill the role of Building Official with a full-time staff person. During the recruitment process, the duties and responsibilities of the position will be carried out by a Certified Building Official from Interwest Consulting Group.

ALTERNATIVES CONSIDERED:

The alternative to the proposed City Council action would be to not move forward with the contract for the stated Building Official services. Due to the volume of work and large number of projects currently being handled by the Building Safety Division, a significant lack of supervision/implementation of current projects would be experienced.

FISCAL REVIEW:

Funding for this agreement is to come from salary savings from the current vacant Building Official position in Development Services.

LEGAL REVIEW:

The City Attorney's Office has reviewed the attached Professional Services Agreement and approved it as to form.

CONCLUSION:

Staff requests that the City Council approve the attached Professional Services Agreement with Interwest Consulting Group to perform Building Official services, and authorize the Chief Executive Officer and City Clerk to execute the agreement. Staff also requests City Council's authorization for the Chief Executive Officer to augment the scope of work as necessary and execute future amendments to the agreement.

ASHLEY M. GARCIA
Management Analyst

THOMAS R. HATCH
Chief Executive Officer

THOMAS DUARTE
City Attorney

STEPHEN DUNIVENT
Interim Finance Director

ATTACHMENTS:

[1 Professional Services Agreement with Interwest Consulting Group, Inc.](#)