



Agenda Item 6P
 Approvals: AM
 City Manager AM
 Dept. Head AGD
 Attorney SS
 Finance JW

AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
 Meeting Date: August 20, 2019

Department: Community Development
Prepared By: Jack Holden, Building Official

Subject: *APPROVAL OF FIRST AMENDMENTS TO TWO CONTRACTS: THE PROFESSIONAL SERVICES AGREEMENTS WITH WEST COAST CODE CONSULTANTS & INTERWEST CONSULTING GROUP FOR AS-NEEDED BUILDING PLAN CHECK & BUILDING CODE INSPECTION SERVICES.*

Fiscal Impact: Yes. There is sufficient funding in Account #001-421-43890 (building plan check) and #001-422-43890 (building code inspector) to fund the combined increase of \$110,000 to the Professional Services Agreements.

Summary: Staff is requesting approval of First Amendments to the Professional Services Agreements with West Coast Code Consultants for as-needed building plan check and building code inspection services, and Interwest Consulting Group for as-needed building plan check services. The purpose of these amendments is to provide the contract capacity as allowed by the budget for continued building plan check review and building code inspection services. These services will assist the Building Division in maintaining timeframe requirements of necessary building code inspections and building plan check services.

Background: The Building Division utilizes consultants for building plan check review services to assist city staff with the fluctuating workload. This need was further increased with the departure of the City's Senior Structural Plan Reviewer. Due to the loss of this critical staff member, more plans are being sent to consultants for structural review.

Currently, the daily demand for building code inspections continues to exceed the capacity of the three current building inspectors. Therefore, contract building code inspection services continue to be needed to supplement the building inspector staff.

Discussion: The Building Division continues to receive a large volume of requests for permits which require detailed structural plan review. Although the City anticipates the hiring of a senior structural plan reviewer, we are requesting that the contract amount for plan reviews be increased to provide funding for currently submitted plans to West Coast Code Consultants. Most building plan reviews are completed in-house; however, continuing to have the option of contract building plan services, as the workload fluctuates, remains a critical component in ensuring that the Building Division meets expected deadlines and turnaround times.

In addition, the demand for building code inspections continues to exceed the capacity of the three current building inspectors. Therefore, contract building code inspection services continue to be required to supplement the building inspector staff and enable the Building Division to continue to keep up with inspection demands and meet service level expectations.

Recommended

Action: STAFF RECOMMENDS THAT the City Council

1. Approve, and authorize the Mayor to execute, Amendment No. 1 to Contract AC-826, by and between the City of San Clemente and West Coast Code Consultants, providing as-needed building plan check and building code inspection services for the Building Division. This amendment increases the contract amount from \$25,000 to \$130,000. Of the increased amount, \$15,000 is for plan review services and \$90,000 is for inspection services. An overall increase of \$105,000.
2. Approve, and authorize the Mayor to execute, Amendment No. 1 to Contract AC-827, by and between the City of San Clemente and Interwest Consulting Group providing as-needed building plan check services for the Building Division. This amendment increases the contract amount from \$25,000 to \$30,000. An increase of \$5,000.

Attachment: First Amendment to the Professional Services Agreement with West Coast Consultants for building plan review and building inspector services.

First Amendment to the Professional Services Agreement with Interwest Consulting Group for building plan review services.

Notification: None

**FIRST AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES AND BUILDING
CODE INSPECTION SERVICES**

This First Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services is made and entered into on this ____ day of _____, 2019, by and between the CITY OF SAN CLEMENTE, a California municipal corporation (“City”), and West Coast Code Consultants, Inc. (“Contractor”).

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Original Agreement”) on May 14, 2019.
- B. City and Contractor desire to amend the Agreement in the manner provided herein below.

C O V E N A N T S:

Article 3.1 of the Agreement is hereby amended by increasing the total compensation amount from Twenty-five Thousand Dollars (\$25,000) to One Hundred Thirty Thousand Dollars (\$130,000). An increase of One Hundred Five Thousand Dollars (\$105,000).

Except as expressly amended by this First Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: _____

Its: _____

Dated: _____, 20__

ATTEST:

CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

City Attorney

("CONTRACTOR")

By: _____

Its: _____

Dated: _____, 20__

Finance Authorization

**FIRST AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL (AS-NEEDED) BUILDING PLAN CHECK SERVICES AND BUILDING
CODE INSPECTION SERVICES**

This First Amendment to the Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services is made and entered into on this ____ day of _____, 2019, by and between the CITY OF SAN CLEMENTE, a California municipal corporation (“City”), and Interwest Consulting Group (“Contractor”).

R E C I T A L S:

- A. City and Contractor entered into that certain Professional Services Agreement for on-call (as-needed) building plan check services and building code inspection services (the “Original Agreement”) on May 14, 2019.
- B. City and Contractor desire to amend the Agreement in the manner provided herein below.

C O V E N A N T S:

Article 3.1 of the Agreement is hereby amended by increasing the total compensation amount from Twenty-five Thousand Dollars (\$25,000) to Thirty Thousand Dollars (\$30,000). An increase of Five Thousand Dollars (\$5,000).

Except as expressly amended by this First Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: _____

Its: _____

Dated: _____, 20__

ATTEST:

CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

City Attorney

Finance Authorization

("CONTRACTOR")

By: _____

Its: _____

Dated: _____, 20__