

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: PAUL LOWENTHAL, DIVISION CHIEF FIRE MARSHAL  
FIRE DEPARTMENT  
SADIE BRACY, ADMINISTRATIVE ASSISTANT  
FIRE DEPARTMENT  
SUBJECT: AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT  
NUMBER F002302 WITH BUREAU VERITAS NORTH AMERICA,  
INC. FOR FIRE CODE PLAN REVIEW SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Fire and Finance Departments that the Council, by resolution, approve a First Amendment to Professional Service Agreement Number F002302 with Bureau Veritas North America, Inc., a Delaware Corporation for Fire Code plan review services in an amount of \$100,000, for a total amount not to exceed \$200,000.

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EXECUTIVE SUMMARY

This item will approve a First Amendment to a Professional Services Agreement with Bureau Veritas North America, Inc. to provide Fire Code plan review services.

The Fire Department experienced an additional workload in response to the significant increase in the development of housing stock and commercial development, Tubbs Fire, Glass Fire, and increase in the installation of Energy Storage Systems. The department has also seen a nearly 300% increase in deferred submittals since 2017 for fire plan reviews which includes fire sprinkler systems, fire alarms systems, fire sprinkler riser and private fire mains.

BACKGROUND

In 2021, the Fire department had three vacant positions who shared the responsibility of plan review. This included an Assistant Fire Marshal and two Building Plans Examiners. Although progress has been made, recruitment to fill all of the positions has been challenging due to a lack of qualified candidates. The Fire Department has found it necessary to enter into an agreement with a consultant firm to allow the department the ability to send out projects for plan review. The contracted work is being performed to assist in decreasing turn around time for plan review and in an effort to keep development on track.

#### PRIOR CITY COUNCIL REVIEW

Not applicable.

#### ANALYSIS

Staff has found that a consultant-based solution meets the needs of the department and the development community. The Fire Department is requesting a first amendment to Professional Services Agreement F002302 with Bureau Veritas for increasing the not-to-exceed amount by \$100,000 for up to one additional year for a total amount not to exceed \$200,000 for continued plan review services. This consultant-based service will continue to augment the department's existing staff, helping to keep projects moving and not delaying necessary permits from being issued.

#### FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2021-22 budget within the Fire Department's operating budget, as approved by City Council.

#### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378, and no further environmental review is required.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

#### NOTIFICATION

Not applicable.

#### ATTACHMENTS

- Resolution / Exhibit A (First Amendment to Professional Service Agreement)

#### CONTACT

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