

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: IAN HARDAGE, ASSISTANT FIRE MARSHAL  
FIRE DEPARTMENT  
ANNA MCAULIFFE, RESEARCH AND PROGRAM COORD.  
SUBJECT: AWARD OF PROFESSIONAL SERVICES AGREEMENT WITH  
COASTLAND CIVIL ENGINEERING, INC. TO PERFORM FIRE  
CODE PLAN REVIEW AND INSPECTION TECHNICAL  
ASSISTANCE SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Fire Department that the Council, by Resolution, approve a Professional Services Agreement with Coastland Civil Engineering, Inc. of Santa Rosa, CA to provide Fire Code plan review and inspection technical assistance services in an amount not to exceed \$800,000.

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EXECUTIVE SUMMARY

This item will approve a Professional Services Agreement with Coastland Civil Engineering, Inc. to provide Fire Code plan review and inspection technical assistance services.

The Fire Department experienced an increased workload in response to the Tubbs Fire that destroyed approximately 3,000 residential units and 25 businesses. To date the department has reviewed just over 1,100 residential sprinkler plans related to rebuild projects. The department also anticipates an influx of major development projects in the Downtown Area Plan boundary, several of which are already under construction or have building permits.

The Fire Department posted an RFP to perform Fire Code plan review and inspection technical assistance services on April 29, 2019. A review board analyzed the proposals and selected the top candidate, Coastland Civil Engineering, Inc. on May 20, 2019. This item relates to City Council Goal 2A - Promote a City organization that is service sustainable and maintains employee morale and Council Goal 6 - Commit to making Santa Rosa a healthy community where people feel safe to live, work, and play.

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BACKGROUND

In 2018 after the retirement of our long-time Building Plans Examiner, the Fire Department reclassified the Building Plans Examiner position to a Fire Protection Engineer in an effort to prepare for the increase in technical cannabis operations as well as the redevelopment of the downtown area with the construction of multiple mid-rise and high-rise structures. Unfortunately, we were not successful in our recruitment due to a lack of qualified candidates and thus underfilled the position back to a Building Plans Examiner to allow our Plan Review Division to keep pace with the growing workload. 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 a portion of the projects that require longer plan review times. These projects are typically more complex, which affects our ability to meet established turnaround times when keeping them in-house.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

Given the City's inability to attract a qualified Fire Protection Engineer, we have found that a consultant-based solution will meet the needs of the department and the development community. The Fire Department is requesting to add the consulting services to our Plan Review Division with the focus of addressing the continued re-build activities that have seven to ten-day turnaround times, as well as the on-going and pending redevelopment of the downtown area with more complex structures being proposed. This consultant-based service will augment our existing staff, helping to keep projects moving and not delaying necessary permits from being issued.

FISCAL IMPACT

The cost of the professional services agreement with Coastland Civil Engineering, Inc. does not exceed \$800,000. Funds for this contract will be sourced from the increase in revenue due to the upsurge in plan check activity associated with the rebuild process and projected major development projects.

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 Guideline section 15378.

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BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A Professional Services Agreement with Coastland Civil Engineering, Inc.

CONTACT

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