

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: PAUL LOWENTHAL, DIVISION CHIEF FIRE MARSHAL  
FIRE DEPARTMENT  
SUBJECT: THIRD 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 Third Amendment to Professional Service Agreement Number F002302 with Bureau Veritas North America, Inc., a Delaware Corporation for Fire Code plan review services increasing compensation by \$275,000, for a total amount not to exceed \$570,000.

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EXECUTIVE SUMMARY

This item will approve a Third Amendment to a Professional Services Agreement with Bureau Veritas North America, Inc. to provide Fire Code plan review services. The third amendment increases compensation by \$275,000 for a total not-to-exceed amount of \$570,000 and extends the time for performance under the agreement through June 30, 2025.

The Fire Department has one full time Building Plans Examiner to review all of the plans that come thru the Fire Department. We rely on outside vendors to assist with the volume of submittals and to keep turnaround times of reviews within expectation.

BACKGROUND

In 2022, 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.

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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. Recruitment to fill those 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.

On May 26, 2021, the City Manager approved Professional Services Agreement Number F002302 in the amount of \$100,000 for services through June 30, 2022.

On April 12, 2022, Council by Resolution RES-2022-069, approved a First Amendment adding compensation in the amount of \$100,000 for a not to exceed amount of \$200,000.

On October 12, 2022, the City Manager approved a Second Amendment adding compensation in the amount of \$95,000, for a not to exceed amount of \$295,000 for continued services through June 30, 2023.

#### PRIOR CITY COUNCIL REVIEW

Resolution RES-2022-069 approved by Council on April 12, 2022.

#### 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 third amendment to Professional Services Agreement F002302 with Bureau Veritas for increasing the not-to-exceed amount by \$275,000 for up to two additional years for a total amount not to exceed \$570,000 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 2023-24 budget through approval of the City Council to support plan review. Funding is from a PG&E settlement funds.

#### 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

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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 (Third Amendment to Professional Service Agreement)

PRESENTER

Paul Lowenthal, Division Chief Fire Marshal