

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: MARK SETTERLAND, CHIEF BUILDING OFFICIAL
PLANNING AND ECONOMIC DEVELOPMENT

SUBJECT: FIFTH AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT – CALIFORNIA CODE CHECK, INC.

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Planning and Economic Development Department that the Council, by motion, approve the Fifth Amendment to the Professional Services Agreement with California Code Check, Inc., located in Atascadero, California, for plan check review services, adding an additional amount of \$100,000, for a total contracted amount not to exceed \$395,000.

EXECUTIVE SUMMARY

This motion will amend an agreement with California Code Check, Inc. for plan check review services in the additional amount of \$100,000. It is related to Council Goal 1.2: Develop a comprehensive housing strategy.

BACKGROUND

1. The Building Division of the Planning and Economic Development Department is responsible for reviewing building permit applications for compliance with the Building Code in order to protect the health and safety of the public.
2. As a result of increasing permit activity, the Department has relied on consultants to assist with plan check and inspection services.
3. As part of the FY 2015/16 Budget Amendment, Council approved additional funding to the Planning and Economic Development Department to obtain consultants to assist with the current work load; \$100,000 of the funds are being applied to the Professional Services Agreement with California Code Check, Inc.

PRIOR CITY COUNCIL REVIEW

The Second Amendment to the Professional Services Agreement with California Code Check, Inc., increasing compensation by \$100,000 for a total contracted amount not to exceed \$295,000, was approved by the Council In October 2014.

ANALYSIS

1. Amending the existing Agreement with California Code Check, Inc. will allow the Department to continue using outside services for the review of Building Permit applications, allowing projects to move through the permitting process as expeditiously as possible.
2. The Department entered into the original Professional Services Agreement with California Code Check in July 2014 for a one year term. The agreement has been amended to increase funding and extend the term, as follows:
 - First Amendment August 2014 increasing compensation by \$50,000 (for a total contracted amount not to exceed \$95,000);
 - Second Amendment October 2014 increasing compensation by \$100,000 (for a total contracted amount not to exceed \$195,000);
 - Third Amendment December 2015 extending term to December 31, 2016; and
 - Fourth Amendment December 2015 increasing compensation by \$100,000 (for a total contracted amount not to exceed \$295,000).
3. The current amendment will bring the total to \$395,000 and the expiration of the term to March 31, 2017. As of March 2016, a total of \$157,500 had been paid to the vendor.
4. The City Attorney's Office has reviewed and approved the Fifth Amendment to the Professional Services Agreement and upon Council approval, it is ready for execution by all parties.

FISCAL IMPACT

The funds for the amendment to this agreement were appropriated to the Department's FY 15/16 budget at the March 15, 2016 Council meeting.

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.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

Attachment 1 – Fifth Amendment to Professional Services Agreement Number F000814
with California Code Check, Inc.

CONTACT

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