

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: PAUL LOWENTHAL, DIVISION CHIEF FIRE MARSHAL
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

RECOMMENDATION

It is recommended by the Fire and Finance Departments that the Council, by resolution, approve a Fourth Amendment to Professional Service Agreement Number F002302 with Bureau Veritas North America, Inc., a Delaware Corporation, Houston, Texas, for Fire Code plan review services in an amount of \$75,000, for a total amount not to exceed \$645,000.

EXECUTIVE SUMMARY

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

The Fire Department has one full time Building Plans Examiner to review plans that come thru the Fire Department. We were unsuccessful in hiring a second limited term Plans Examiner and we will need to rely on outside vendors to assist with the volume of submittals and to keep turnaround times of reviews within expectation.

BACKGROUND

The Fire Department has continued to experience a significant workload in response to the ongoing 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 standpipe systems and private fire mains.

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 was challenging due to a lack of qualified candidates.

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Although two of the positions were able to be filled, the Fire Department 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 April 12, 2022 Council approved a First Amendment to Professional Services Agreement with Bureau Veritas North America, Inc. increasing compensation in the amount of \$100,000 for a total not to exceed \$200,000.

On October 12, 2022 the Fire Department entered into a Second Amendment for continued plan review services not to exceed \$295,000 under the City Manager signature authority.

On June 20, 2023, Council approved a Third Amendment to Professional Services Agreement with Bureau Veritas North America, Inc. increasing compensation in the amount of \$275,000 for a total amount not to exceed \$570,000.

Continued need for plan review services resulted in the need for a Fourth and final amendment with Bureau Veritas North America, Inc.

PRIOR CITY COUNCIL REVIEW

On April 12, 2022, Council, by Resolution RES-2022-069, approved a First Amendment to Professional Services Agreement F002302 with Bureau Veritas North America, Inc. for fire code plan review services increasing compensation in the amount of \$100,000 for a total amount not to exceed \$200,000.

On June 20, 2023, Council, by Resolution RES-2023-099, approved a Third Amendment to Professional Services Agreement Number F002302 with Bureau Veritas North America, Inc. for fire code plan review services, extending the time for performance through June 30, 2025, and increasing compensation in the amount of \$275,000 for a total amount not to exceed \$570,000.

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 Fourth Amendment to Professional Services Agreement F002302 with Bureau Veritas to increase the not-to-exceed amount by \$75,000 for a total amount not to exceed \$645,000 and to extend time of performance for one year 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.

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Before the expiration of the contract in 2026 Staff plans to issue a request for bid to find potential consultants that can meet the plan review needs of the department.

FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2024-25 budget within the Fire Department's operating budget, as approved by City Council through PG&E settlement funds.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

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

PRESENTER

Paul Lowenthal, Division Chief Fire Marshal