



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Contract for Plan Check and Building Inspection Services for Public Safety Facilities

RECOMMENDED MOTION

Direct staff to prepare a contract with Contra Costa County Building Inspection Division for plan check and building inspection services for construction of the Public Safety Facilities. Staff will return with a draft contract for City Council approval at the next City Council meeting.

SUMMARY

Construction of the Public Safety Facilities requires plan check and building inspection services. In order to maintain the project's construction schedule, staff has requested proposals from seven contractors to provide these services. Staff has evaluated the seven proposals and recommends entering into a contract with Contra Costa County Building Inspection Division for these services.

BACKGROUND

On May 8, 2008, Community Development Director Jeremy Graves sent a request for proposal (RFP) to five consulting firms and two county building divisions seeking assistance in the provision of plan check and building inspection services for the Public Safety Facilities project. The RFP requested bids for three options: plan check only, building inspection only, and a combination of both. The proposals were due on May 14, 2008. See **Attachment 1** for the RFP.

ISSUES

Proposals were submitted by the seven contractors. The Community Development Director with the assistance of Building Inspector Kenneth Henry and Swinerton Management Project Manager Loren Umbertis evaluated the proposals and made the findings listed below. See **Attachment 2** for a comparison table of the proposals; copies of the proposals are available for review at the Community Development Department.

Plan Check Services:

- All contractors met the specified time line for completion of plan check by July 28, 2008.
- Two contractors indicated additional charges would be incurred for more than two plan rechecks; four contractors did not limit the number of plan rechecks.

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- Four contractors provided fixed-cost charges ranging from \$8,500 to \$19,138.
- Three contractors provided not-to-exceed charges ranging from \$15,000 to \$28,585.

Building Inspection Services:

- Six of the seven contractors submitted proposals for building inspection services.
- All of the contractors have certified and licensed inspectors capable of performing the required inspections.
- All of the contractors have adequate procedures for ensuring timely inspections.
- Three contractors provided fixed-cost charges ranging from \$9,500 to \$34,645.
- Three contractors provided not-to-exceed charges ranging from \$38,400 to \$143,808.

CONCLUSION

The proposal submitted by the Contra Costa County Building Inspection Division (“CCCBID”) fully meets the City’s requirements for plan check and building inspection services (see **Attachment 3** for proposal). This proposal, with a total cost of \$19,711 for plan check and building inspection services, is the lowest overall cost by a single contractor. Some of the individual aspects of this proposal include:

- CCCBID provides plan check and inspection services for 13 cities in Contra Costa County as well as the unincorporated area of the county. In addition, CCCBID provides plan check and inspection services for Vallejo in Solano County and Albany in Alameda County.
- CCCBID has recently completed plan check services for a major expansion of a hospital in Walnut Creek.
- No charges for re-checks of construction plans.
- No mileage charges.
- No limit on the number of inspections (assuming adequate progress is made on inspections).
- Three inspectors would be assigned to the project to ensure full coverage during vacations and absences.
- Initial contacts by Sausalito staff with CCCBID’s contract cities have yielded “good” job ratings. Staff will complete these background contacts and provide an update at the Council meeting.

In conclusion, this proposal appears to provide the most cost-effective option. While the overall cost of \$19,711 is slightly higher than the sum of the two lowest individual plan check and building inspection costs ($\$8,500 + \$9,500 = \$18,000$), this additional cost is offset by the benefits of using the same contractor for both plan check and building inspection services.

FISCAL IMPACT

Funding for this request is provided by the voter-approved bond proceeds.

STAFF RECOMMENDATION

Staff recommends the City Council direct staff to prepare a contract with the Contra Costa County Building Inspection Division for plan check and building inspection services for construction of the Public Safety Facilities. Staff will return with a draft contract for City Council approval at the next City Council meeting.

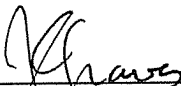
Alternatives

1. Direct staff to prepare a contract with an alternate contractor. If an alternate contractor is identified at the May 20, 2008 City Council meeting, the construction schedule for the Public Safety Facilities would not be affected.
2. Direct staff to investigate additional proposals for the specified services. This action would adversely affect the construction schedule for the Public Safety Facilities.
3. Utilize the City's Building Inspector to conduct the building inspections for the Public Safety Facilities. This action would adversely affect the Building Inspector's ability to continue providing timely building inspections for the ongoing commercial and residential development projects.

ATTACHMENTS


- 1 Request for proposal dated May 8, 2008
- 2 Comparison of Proposals for Plan Check and Building Inspection Services, dated May 15, 2008
- 3 Proposal submitted by Contra Costa County Building Inspection Division, dated May 14, 2008

PREPARED BY:



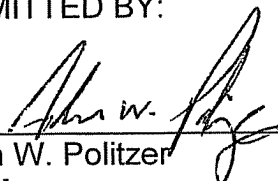
Jeremy Graves, AICP
Community Development Director

REVIEWED BY:



Mary Wagner
City Attorney

SUBMITTED BY:



Adam W. Politzer
City Manager

Staff Report-CC-PSF Plan Check Contract

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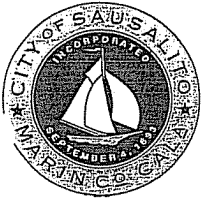
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CITY OF SAUSALITO

420 Litho Street • Sausalito, CA 94965

Telephone: (415) 289-4100

www.ci.sausalito.ca.us

May 8, 2008

Thom Huggett
Building Inspection Department
County of Contra Costa
thugg@bi.cccounty.us

**RE: Sausalito Public Safety Facilities
Request for Proposal for Plan Check and Building Inspection Services**

Dear Mr. Huggett:

The City of Sausalito is seeking assistance in the provision of Plan Check and Inspection Services for the Sausalito Public Safety Facilities project involving the construction of a new 11,000 square foot fire station and a new 9,000 square foot police station. The total construction costs are estimated to be approximately \$12,000,000. Construction is scheduled to commence in September of 2008 and take 16 months.

You are invited to submit a proposal for one or more of the following three Scopes of Work. A copy of the City's standard consulting services agreement is attached.

Plan Check Only

Provide a not-to-exceed cost, unit hourly costs, and schedule to completely review a 95% set of construction drawings, issue comments, review comment responses, and recommend approval for the issuance of a building permit for an Essential Services fire station and police station. The 65% Construction Drawings are available for your review at <ftp://glass.hosting4less.com/> [user name is: glass-swinerton, password is: loren]. The 95% set of construction drawings are scheduled to be available on June 16, 2008. The initial plan check of the construction drawings must be completed within ten working days of receipt of the 95% drawings. The plan check process must be completed by July 28, 2008.

Building Inspection Only

Provide a not-to-exceed cost to conduct on-site inspection services on behalf of the City based upon a construction schedule of approximately 16 months. Your proposal should include all necessary inspections required for the Essential Services Facilities, including, but not limited to, structural, mechanical, electrical, plumbing, and building inspections. In addition, the proposal should include hourly rates for each type of inspection service. All inspectors must be certified to provide inspection services for an Essential Services Facility. Your inspection reports will be provided directly to the City of Sausalito and a general contractor to be determined. Special inspections will be procured under a separate contract with a qualified Special Inspection Agency and Special Inspection Reports will be made available as required.

FAX NUMBERS:

Administration: (415) 289-4167
Recreation: (415) 289-4189

Community Development: (415) 339-2256

Library: (415) 331-7943
Public Works: (415) 289-4138

**ATTACHMENT 1
(2 PAGES)**

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Plan Check and Building Inspection

Provide a not-to-exceed cost proposal to provide both of the above-described Scopes of Work as a single Scope of Work. It is anticipated that provision of plan check and building inspection services by a single entity will provide costs savings to the City.

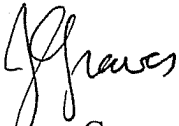
Submittal Information

The proposals are due by **3:00 p.m. on Wednesday May 14, 2008**. An electronic copy should be submitted to jgraves@ci.sausalito.ca.us and three printed copies should be submitted at the following address.

Community Development Department
420 Litho Street
Sausalito, CA 94965

If you have any questions or need additional information, please contact Loren Umbertis of Swinerton Management & Consulting at 415/271-2486 or me at 415/289-4133.

Sincerely,



Jeremy Graves, AICP
Community Development Director

- c: Adam Politzer, City Manager
- Loren Umbertis, Swinerton Management & Consulting

Attachment: Standard Consulting Services Agreement

PSF-RFP for Plan Check and Inspection Service-1

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**Public Safety Facilities
Comparison of Proposals for Plan Check and Building Inspection Services**

Name	Plan Check Only	Building Inspection Only	Plan Check & Building Inspection	Comments / Assumptions
Contra Costa County Building Inspection Division	\$9,455 Fixed	\$10,256 Fixed	\$19,711 Fixed	Plan rechecks – No limit Inspections – No limit
Phillips Group* (Santa Rosa)	\$14,500 Fixed	\$9,500 Fixed	\$24,000 Fixed	Plan rechecks – No limit Full inspections – No limit Partial inspections – Limited
Bureau Veritas (Pleasanton)	\$15,000 NTE**	\$38,400 NTE	\$53,400 NTE	Plan rechecks – 2 Inspections – 384 hrs
Marin County Building Division	\$19,138 Fixed	\$34,645 Fixed	\$53,783 Fixed	Plan rechecks – No limit Inspections – No limit
CSG Consultants, Inc. (San Mateo)	\$8,500 Fixed	\$125,000 NTE	\$133,500 NTE	Plan rechecks – No limit Inspections – 1,380 hrs
Coastland (Santa Rosa)	\$28,585 NTE	\$143,808 NTE	\$172,393 NTE	Plan rechecks – 2 Inspections – 1,238 hrs
Code Source (Sebastopol)	\$16,000 NTE	Not Bid	Not Bid	Plan rechecks – Not specified

** Recommended by Glass Architects, architect for PSF

* NTE = Not-to-Exceed Charge

Prepared May 15, 2008

Staff Report – CC-PSF Plan Check Contract – Table

ATTACHMENT 2

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3. 7/20/2018

10/20/2018 - 10/25/2018

DATE	TIME	LOCATION	ACTIVITY	REMARKS
10/20/2018	10:00
10/21/2018	10:00
10/22/2018	10:00
10/23/2018	10:00
10/24/2018	10:00
10/25/2018	10:00

10/20/2018 - 10/25/2018

10/20/2018 - 10/25/2018

Department of
Conservation &
Development

Building Inspection Division

County Administration Building
651 Pine Street, Third Floor, North Wing
Martinez, CA 94553-1229
Phone: (925) 646-4108
FAX (925) 646-1219

Contra
Costa
County



Dennis M. Barry, AICP
Interim Director

Thomas J. Huggett, SE
Interim County Building Official

RECEIVED

MAY 14 2008

CITY OF SAUSALITO
COMMUNITY DEVELOPMENT

May 14, 2008

Mr. Jeremy Graves, AICP
Community Development Director
City of Sausalito
420 Litho Street
Sausalito, CA 94965

RE: **Sausalito Public Services Facilities**
Request for Proposal for Plan Check and Building Inspection Services

Dear Mr. Graves,

Please find attached our proposal to provide plan check and inspection services for the City's Public Safety Facilities project. The County is prepared and well qualified to provide full services for the plan checking and inspection of this project.

We are a full service building inspection department that provides the full range of building inspection services for Contra Costa County, including many of the incorporated cities. Our professional staff includes California Licensed Civil and Structural Engineers, International Code Council Certified Plans Examiners and Building Inspectors, and State of California Certified Energy Plans Examiners. Our staff has extensive experience checking and inspecting a large range of commercial buildings, including essential facilities such as police and fire stations, and hospitals.

We are able to meet your time schedules as outlined in your RFP. We will provide a ten working-day turnaround for initial plan check, and reply to back checks in a timely manner so that, as much as it is in our control, the plan check process will be completed by the time outlined in the contract agreement. We are able to provide Monday-Friday next-day inspections once construction has begun, and can provide weekend overtime inspections by special arrangement.

If you have any questions regarding our proposal or require further assistance, please feel free to contact me at (925) 335-1108.

Sincerely,

A handwritten signature in black ink, appearing to read "Thom Huggett".

Thom Huggett, SE
Interim Deputy Director

ATTACHMENT 3
(9 PAGES)

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CITY OF SAUSALITO, CALIFORNIA

Public Safety Facilities Project

Plan Check and Inspection Services Proposal

INTRODUCTION

The Contra Costa County Building Inspection Division (BID) provides comprehensive building inspection services throughout the unincorporated area of Contra Costa County, as well as to the incorporated cities of Antioch, Brentwood, Clayton, El Cerrito, Hercules, Lafayette, Moraga, Orinda, Pinole, Pittsburg, San Pablo, Walnut Creek, and Albany in Alameda County, and Vallejo in Solano County. These services include the following: plan check, field inspections, building official duties, code enforcement, permit issuance, grading, public information, record keeping, reporting, administration and coordination of building standards, and the collection of fees for a variety of districts and agencies. The Department has been performing these services in the unincorporated areas since 1947 and in cities since 1964.

Recent Clients

The BID has entered into a contract with the City of Walnut Creek to perform engineering plan check services. The County BID has reviewed and approved over 532 plans for the City of Walnut Creek totaling a valuation (value of construction cost) of over \$150 million.

The BID contracted with the City of Pittsburg to perform Chief Building Official and project management services for the Los Medanos Energy Center (LMEC), and Chief Building Official, project management, plan checking and field inspection services for the Delta Energy Center (DEC). These two energy plants are the largest electrical generation facilities in the United States. In order to assist the City of Pittsburg in these endeavors, the BID permanently assigned six staff persons on the job site to ensure the smooth completion of these projects.

These ventures are indicative of the Division's willingness and capability to assist its neighbors wherever possible.

An Award-Winning Division

The Division requires all construction inspectors to be “combination certified”. As a result, 95% of the inspectors have been certified. The Division emphasizes training and has doubled its training budget in the last two years. In order to ensure the adequacy of its training programs, the Division actively participates as instructors and seminar leaders in programs provided through the California Building Officials (CALBO) and International Conference of Building Officials (ICBO).

The Division is a recognized leader in training creative and knowledgeable staff to deliver superior building inspection services to residents throughout Contra Costa County. The Building Industry Council (BIA) has recognized it as the “best building department” in the Bay Area. The Division was the recipient of three out of five “wise old owl” awards given annually by the BIA. In 1994, the Division received a “Challenge Award” by the California State Association of Counties (CSAC) for developing a comprehensive and customer oriented “Automated Building Inspection Request System”. This automated system has served as a model throughout the state. In 1999, the Division received the CSAC Challenge Awards Honorable mention on four (4) of its programs. These programs include: 1) Permit Streamlining – Cutting Through the Red Tape; 2) Building 2000 – Vision of the Future (educational media outreach program); 3) Preserving Neighborhoods – A Code Enforcement Renaissance; and 4) Fueling a Partnership with Local Refineries. Also in 1999, the Contra Costa Economic Partnership recognized the Division for “its commitment to streamlining the business permitting process”, and making it more customer friendly, and presented the County Administrator with a “1999 Smart Permitting Award”. In 2004, the BID received the Contra Costa County Board of Supervisors “Award for Excellence.”

I. PLAN CHECK SCOPE OF SERVICES

Plan Check Services

The County will provide professional, International Code Council (ICC) and State certified and licensed staff to perform plan checking of all aspects of the City's proposed Public Safety Facilities project. Staff will also be available to handle field issues and problems that may arise during construction. Files and records will be kept and maintained.

In response to the Request for Proposal (RFP), the County will provide a professional level of plan checking to verify compliance of the project with State and local building and zoning ordinances. All plan reviews and comments will be contained in clear, concise documents and letters, with copies to the designer and the City. Plan checking will be performed in a timely manner as stated in the RFP.

Plan Checking Staff

Plan checking will be performed by:

1. Structural review by California Registered Civil/Structural Engineers.
2. Fire and life safety, and disabled access review by ICC Certified Plans Examiners.
3. Title 24 energy conservation plan review by California State Certified Energy Plans Examiners.
4. Plumbing, mechanical and electrical plan review by ICC Certified Building, Plumbing, Mechanical and Electrical Inspectors.

Preliminary Meetings

Preliminary meetings to review code compliance of the project with the architect, engineer, City and/or contractor will be provided upon request before and during the project at no additional charge. Engineering and plan check staff will be able to meet either in our office or the City of Sausalito offices.

Turn-Around Time

Initial plan checks will be completed within 10 working days. Back checks will be completed within 5 working days. We will work with the project engineer and architect in any manner to ensure that the time deadlines outlined in the RFP are met.

II. INSPECTION SCOPE OF SERVICES

Inspection Services

The County will provide professional, ICC and State certified and licensed staff to perform field inspection of all aspects of the City's proposed Public Safety Facilities project. The County has a large pool of inspectors with varied residential, commercial and industrial experience. One inspector will be assigned to the project, as well as a backup inspector to cover on vacation days. These inspectors are backed up by several experienced and qualified senior and supervising inspectors to aid them in handling difficult or out-of-the-ordinary situations.

In response to the Request for Proposal (RFP), the County will provide a professional level of building inspection to verify compliance of the project with State and local building and zoning ordinances. All inspections shall be documented and any correction notices shall be clearly written with copies to the contractor, City and the inspector. The inspector will also review Special Inspection reports prepared by third party Special Inspectors for compliance to the project specifications and the building code.

Field Inspection Staff

Field inspections will be performed by:

1. ICC Certified Combination Inspectors certified in building, plumbing, mechanical and electrical codes and inspection procedures, and who will stay current with the project.
2. ICC Certified Combination Senior and Supervising Inspectors certified in building, plumbing, mechanical and electrical codes and inspection procedures to provide backup and to handle unusual or out-of-the-ordinary situations.

Preliminary Meetings

Preliminary meetings to review code compliance and the construction sequence of the project with the architect, engineer, City and/or contractor will be provided upon request before or during the project at no additional charge. Inspection staff will be able to meet either at the job site, or in County or the City of Sausalito offices.

Inspection Times

Inspections can typically be scheduled until midnight the day before the inspection date on the County's automated system for Monday to Friday inspections, which are normally performed between the hours of 8:00 a.m. to 5:00 p.m. Weekend and/or over-time inspections can also be setup by special arrangement at an additional charge (see fee schedule).

III. GENERAL SERVICES AND REQUIREMENTS

The County will also provide for the following with regard to this project:

1. Represent the City as requested in meetings with the contractor, engineer and/or architect.
2. Submit reports to the City on a daily, weekly and/or monthly basis as requested.

3. Provide all vehicles and equipment for County personnel assigned to this project. All County plan check and inspection staff shall be equipped, at the County's expense, with mobile communication devices, such as cell phones and/or radios.
4. The City shall have the right to approve all County personnel assigned to this project. It is understood that upon request of the City, the County shall replace any personnel assigned to this project.
5. Maintain complete, clear and concise records of plan checking and field inspection activities.
6. County will pay for over-night and/or courier services for plans and documents sent from the County office to the City offices.
7. The County is unaware of the existence of any conflict of interest with any private clients at this time that may impact the availability to provide the required services. Each year, all County technical employees are required to complete the State of California's Statement of Interest Form 700 to determine the existence of any potential or actual conflict of interest situation. The County also has a policy on this issue and staff is periodically reminded of its importance.

IV. INDEMNIFICATION

County agrees to indemnify and hold harmless City from the County's share of liability for damages caused by the negligence or willful misconduct of the County, its officers, agents or employees in the County's performance under this Agreement. County's obligations under this section shall not apply to any claim, cost or liability caused in whole or in part by the negligence or willful misconduct of the City. Under no circumstances shall County have any liability to City or to any other person or entity, for

consequential or special damages, or for any damages based on loss of use, revenue, profits or business opportunities arising from or in any way relating to County's performance under this Agreement. City shall defend, indemnify and hold harmless County, its officers and employees from all claims, suits or actions of every name, kind and description brought by or on account of injuries to or death of any person or damage to property resulting from anything done or omitted to be done by City, its officers, agents or employees under or in connection with this Agreement or with any work, authority or jurisdiction of City.

V. COST FOR SERVICES

The cost for these services is a fixed sum as follows:

1. Fire Station
 - a. Plan checking fee: \$5,231.93
 - b. Field inspection fee: \$5,675.32
 - c. Total fee: \$10,907.25
2. Police Station
 - a. Plan checking fee: \$4,222.93
 - b. Field inspection fee: \$4,580.80
 - c. Total fee: \$8,803.73
3. Total for project: \$19,710.98
4. The cost for overtime and/or weekend inspections shall be \$180 per hour with a four hour minimum, in addition to the base amount listed above.
5. Plan checking fees only: \$9,454.86
6. Field inspection fees only: \$10,256.12

Note: These fees are based on 70% of the estimated fees if these buildings were being constructed in Contra Costa County.

VI. CONCLUSION

The Contra Costa County Building Inspection Division has a rich and well documented history of providing quality building department services to a variety of jurisdictions. Our extensive experience, coupled with our highly qualified and technical staff, enables the BID to provide the highest level of service available. We look forward to the opportunity of partnering with the City of Sausalito to serve both the City and its residents.

The first part of the document is a list of names of people who have been
 mentioned in the records of the court. The names are listed in alphabetical order
 and include the following: *[The text is extremely faint and difficult to read, but appears to list names and possibly dates or locations.]*