

TO: Andrew P. Powers, City Manager

FROM: Kelvin Parker, Community Development Director

DATE: June 20, 2023

SUBJECT: **On-Call Professional Services Agreements for Building & Safety Services**

RECOMMENDATION:

1. Approve on-call professional services agreements with five firms to assist the Building Division with inspections and plan check services for a two-year period ending June 30, 2025, with not-to-exceed amounts of \$200,000 per fiscal year, for a not-to-exceed total of \$400,000 per agreement, and not-to-exceed amounts of \$125,000 for each individual Task Order.
2. Find that this action is not a project as defined under the California Environmental Quality Act.

FINANCIAL IMPACT:

Financial Impact to be Determined. Funds will be identified on a case-by-case basis and will be charged to the appropriate Adopted FY 2023-24 and FY 2024-25 General Fund Budget.

BACKGROUND:

The Community Development Department utilizes professional consultants and contractors on a regular basis for a variety of projects. On-call agreements with pre-qualified companies are often used to ensure projects are completed in a timely and efficient manner. These agreements and services are also available for use during emergency situations.

Through the on-call agreement process, staff utilizes the services of pre-qualified consultants, who perform building inspections, and plan checks in compliance with applicable State of California Building, Mechanical, and Electrical Plumbing codes, as well as State energy efficiency and accessibility standards on an as-needed basis. Companies recommended for on-call agreements are selected based on their expertise for one or more service categories noted in their Statement of

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Qualifications (SOQ) in response to a Request for Qualifications (RFQ). Specific projects are authorized through individual task orders up to \$125,000.

The Community Development Department issued a formal RFQ for Professional Consulting Services on March 24, 2023, which was publicly advertised in the Thousand Oaks Acorn newspaper on March 24, 2023, and on the City's e-procurement website per City purchasing requirements (Thousand Oaks Municipal Code Section 3-10.401d). Professional disciplines specified in the RFQ related to Building Consulting Services included: Registered California Engineers, California Access Specialists (CASP), International Code Council (ICC) certified Building Official, Plan Examiners, Inspectors, and Permit Technicians as well as California licensed engineers.

DISCUSSION/ANALYSIS:

The City issued a formal RFQ for Professional Consulting Services in three categories: Environmental Consulting Services, Planning Consulting Services, and Building Consulting Services. A total of 17 SOQs were received. Out of those 17, 11 SOQs applied to the Building Consulting Services discipline. Based on staff's review of the 11 Building Consulting Service SOQs and verification of listed references, staff is recommending that five of the responding companies be offered contracts and be added to the City's Master On-Call Professional Services list (Attachment #1). A sample On Call Agreement is included here as Attachment #2. Six firms did not meet the requirements of the RFQ.

Task Orders are issued for each specific project. Pre-approved companies are contacted to provide proposals for specified projects, and selection is determined under the following criteria, as provided by the City's Purchasing Policy:

1. For Task Orders up to \$75,000, award will be made either on a rotational basis based on the consultant's expertise or based on a minimum of three proposals obtained from the approved list of on-call companies for that specific service category. A Task Order is then negotiated with the company that provides the proposal with the best value.
2. For Task Orders greater than \$75,000 and up to \$125,000, proposals are requested from the list of approved on-call companies (minimum of three proposals) for that specific service category. A Task Order is then negotiated with the company that provides the proposal with the best value.
3. Services estimated to cost over \$125,000 must be selected through a formal RFP process with a separate agreement approved by City Council.

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Authorized funds will be identified for each issued Task Order. The Agreements recommended for approval are for a maximum of \$200,000 annually (total \$400,000 per agreement term) and are scheduled to expire on June 30, 2025, to be consistent with the City's existing on-call agreements.

Copies of the standard on-call agreements with the selected firms are available for review by request to the Community Development Department by email at communitydevelopment@toaks.org or by phone at 805-449-2500.

This action is not a project as defined under the California Environmental Quality Act because this action will not result in a direct or foreseeable physical change in the environment.

COUNCIL GOAL COMPLIANCE:

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

F. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

PREPARED BY: Michelle McMurtry, Office Supervisor

Attachments:

Attachment #1 – Company List

Attachment #2 – On Call Agreement Template