

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

537



FROM: TLMA/Building & Safety

SUBMITTAL DATE: March 12, 2003

SUBJECT: Contracts for Building Plan Check and Structural Engineering Review Professional Services

RECOMMENDED MOTION: That the Board of Supervisors approve the contracts with Willdan, for a total contact amount of \$700,000 and Scott Fazekas Associates, for a total contract amount of \$640,000, for the period May 1, 2003 through June 30, 2005 and Authorize the Purchasing Agent to execute the contracts on behalf of the County.

BACKGROUND:


A primary mission of the department is to perform plan checks and structural engineering services for growth within the County. Building permit volume fiscal year to date is 22% above budgeted amounts. The current staffing levels and fluctuations in demand require utilization of independent contractors to meet peak workloads and ensure the department meets the Board of Supervisors standard for two (2) week plan check turnaround target. The structural plan check and building permit fees and deposits by developers will be used to pay for all of the contractor's charges.

On 6/18/02, agenda number 3.53, the Board approved contract increases for Willdan and Scott Fazekas Associates, which are now expiring. In December 2002, the Purchasing Department resolicited proposals for plan check and structural engineering services. The proposals submitted by Willdan and Scott Fazekas Associates received the highest and second highest evaluation rating. It is estimated that each firm will earn the following contract amounts,

Willdan: Balance of FY03 = \$100,000
 FY04 = \$300,000
 FY05 = \$300,000
 Total Willdan Contract: \$700,000

Scott Fazekas Balance of FY03 = \$40,000.
 FY04 = \$300,000
 FY05 = \$300,000
 Total Scott Fazekas Contract: \$640,00

Continued page two


 Jim Miller, Interim Director of Building & Safety


FINANCIAL DATA:


CURRENT YEAR COST \$140,000.
NET COUNTY COST \$0

ANNUAL COST: \$600,000
IN CURRENT YEAR BUDGET: Yes
BUDGET ADJUSTMENT No
FY:

SOURCE OF FUNDS: Deposit Based Plan Check and Building Permit Fees

C.E.O. RECOMMENDATION: APPROVE


 County Executive Officer Signature

Purchasing:  ASST. Director

Department Recommendation: Policy Consent

Per Executive Office: Policy Consent

PRICE REASONABLENESS: In December 2002, the Purchasing department issued a formal Request for Proposal. Bids were sent to 15 vendors and advertised on the Internet. Five proposal responses were received ranging from \$95 to \$130/hr. Based on the evaluation criteria set forth in the RFP, Willdan and Scott Fazekas Associates were selected as the most responsive and responsible bidders with hourly rates of \$95 and \$95 respectively. Negotiations resulted in the two incumbents maintaining the same rate structure as in their previous contracts.