

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

205



FROM: TLMA/BUILDING AND SAFETY

SUBMITTAL DATE:
October 1, 2007

SUBJECT: APPROVE THE AGREEMENTS FOR PLAN CHECK REVIEW AND ENGINEERING SERVICES FOR RIVERSIDE COUNTY TRANSPORTATION LAND MANAGEMENT AGENCY

RECOMMENDED MOTION: That the Board of Supervisors:

1. Pursuant to the applicable California Code 459.4, that the Board of Supervisors approve and execute the personal service agreements and;
2. Approve the annual aggregate amount of \$500,000 to be utilized among the following contractors as the need dictates:
 - Scott Fazekas and Associates – Primary
 - California Code Check – Secondary
 - Willdan Group, Inc. – Tertiary
3. Authorize the Purchasing Agent to execute the amendments on behalf of the County and exercise the option to renew the agreements annually for up to four (4) additional one-year periods and approve annual increases not to exceed the CPI.

(Continued on Page 2)

Nick Anderson
Director of Building and Safety

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 445,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	07/08
SOURCE OF FUNDS: 100 Percent Deposit Based Building Permit Fees			Positions To Be Deleted Per A-30	<input type="checkbox"/>
			Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: _____
Tina Grande

County Executive Office Signature

Prev. Agn. Ref.: _____ **District:** ALL **Agenda Number:** _____

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.26

FORM APPROVED COUNTY COUNSEL
BY:
NEAL R. KIPNIS
DATE: 10/26/07

Departmental Concurrence

PURCHASING & FLEET SERVICES:
Robert Howdyshell, Director

Dep't Recomm.: Consent Policy

Per Exec. Ofc.: Consent Policy

BOARD OF SUPERVISORS

**FORM 11: APPROVE THE AGREEMENTS FOR PLAN CHECK REVIEW AND
ENGINEERING SERVICES FOR RIVERSIDE COUNTY TRANSPORTATION
LAND MANAGEMENT AGENCY**

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BACKGROUND

Over the past year the building industry has faced a significant downturn in activity, which has led to a decrease in the number of plans reviewed by the Building and Safety Department. In response to this, the department has reduced staff through attrition and by not filling vacant positions. While staffing levels are appropriate for normal day-to-day workloads, the seasonal nature of the construction industry creates peaks that cannot be met with existing staff.

In order to meet peak demands, the department needs to contract with plan review service providers. By having these providers available, the department can ensure that it meets the Board of Supervisors standard for two week plan check turnaround.

The contractors' charges will be paid through permit fees. One hundred percent of the fees paid to the contractors will be reimbursed to the department.

PRICE REASONABLENESS

In May 2007, County Purchasing issued a formal bid, Request for Proposal (RFP) TLARC139 for Plan Check Services on behalf of (TLMA) Transportation Land Management Agency. The RFP was sent to nine (9) potential bidders and advertised on the purchasing web site. The County received eight (8) responses ranging from \$95.00 per hour to \$170.00 per hour for plan check services. A comprehensive analysis was performed by County Purchasing and the TLMA evaluation team. The initial review process included a functional review of the responses. Each response was scored based on the evaluation criteria set forth in the RFP. Based on an overall summation of the proposals submitted and the volume of services required within the County, TLMA is requesting to award contracts to three vendors; Scott Fazekas and Associates, California Code Check, and Willdan Group Inc. The decision was made to go with the three lowest and most responsive vendors, with the annual aggregate amount of \$500,000 to be utilized as required between all vendors. TLMA will utilize the lowest cost provider that provides the appropriate services and then move on to the next available vendor until all services are met.

REVIEW/APPROVAL

County Purchasing and County Counsel concurs with this request.

