



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Authorize Amending Existing Contracts for Building Plan Check and Inspection Services (F19-063).

REPORT IN BRIEF

Approval is requested to amend the existing contracts with Shums Coda Associates, 4Leaf, Municipal Plan Check Services and CSG Consultants for building plan check and inspection services. The Shums Coda Associates contract amount will increase \$50,000 for a new total not-to-exceed amount of \$350,000. The 4Leaf contract amount will increase \$150,000 for a new total not-to-exceed amount of \$450,000. The Municipal Plan Check contract amount will increase \$100,000 for a new not-to-exceed amount of \$300,000. The CSG Consultants contract amount will increase \$203,000 for a new not-to-exceed amount of \$301,000. Approval is requested to delegate authority to the City Manager to amend these contracts, within budgeted funding.

EXISTING POLICY

Pursuant to Section 2.08.040 of the Sunnyvale Municipal Code, City Council approval is required for the procurement of goods and/or services exceeding \$100,000 in any one transaction.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the action will have a significant effect on the environment.

BACKGROUND AND DISCUSSION

Development activity continues to increase in Sunnyvale and Silicon Valley, which reflects the area's appeal for residential development and business opportunities. The current pace of growth is demonstrated by new development, the modernization of existing buildings and updates currently in progress to four of the City's major Specific or Precise Plans. Concurrently, the Building Division is facing staffing shortages across all levels and there is a lack of available qualified Building Division candidates. As of February 2019, there are five vacant Building Division positions. The Bay Area job market remains competitive and this presents a challenge when recruiting to hire regular full time staff. Consulting firms offer the benefit of flexible schedules for their contract staff and can provide a wider range of services to the City.

Four consulting firms, Shums Coda Associates, 4Leaf, Municipal Plan Check Services and CSG Consultants are currently under contract with the City to provide plan check review and building inspection services. Contracting with multiple consultant firms is critical because it allows for cross-coverage if a firm does not have qualified staff available at the time of an assignment. To date, approximately 85% of these four existing contracts has been expended.

On November 7, 2017, City Council approved Budget Modification No. 19 in the amount of \$503,000 in project 829761 - Building Permitting to cover contracts for building plan check and inspection services (RTC No. 17-0974). Due to staff vacancies, FY 2017/18 consultant fees were paid using the Building Division's operating budget, and the project 829761 budget was never utilized. To fund increases to the current consultant agreements, staff is requesting to use the existing project 829761 budget. For a more stable staffing solution, a departmental restructure proposal will be presented for City Council consideration at a future City Council meeting.

Based on the experience of the consultant firms and the professional qualifications of their personnel to perform plan check review and building inspection services, staff recommends increasing the not-to-exceed amounts of the current contracts as follows: Shums Coda Associates, from \$300,000 to \$350,000; 4Leaf, from \$300,000 to \$450,000; Municipal Plan Check Services, from \$200,000 to \$300,000; and CSG Consultants, from \$98,000 to \$301,000. Staff is also requesting that the City Manager be authorized to renew these agreements and modify contract amounts as needed, within the approved budget funding.

FISCAL IMPACT

Project 829761- Building Permitting currently has \$503,000 available to address the demand for increased services which cannot be effectively managed with the existing staff resources. There would be no additional fiscal impact with the approval of the requested contract amendments.

PUBLIC CONTACT

Public contact was made by posting the City Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center and Community Center, and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Take the following actions:

- Authorize the City Manager to execute amendments to four (4) existing contracts: the Shums Coda Associates contract amount will increase \$50,000 for a new total not-to-exceed amount of \$350,000; the 4Leaf contract amount will increase \$150,000 for a new total not-to-exceed amount of \$450,000; the Municipal Plan Check Services contract amount will increase \$100,000 for a new not-to-exceed amount of \$300,000; and the CSG Consultants contract amount will increase \$203,000 for a new not-to-exceed amount of \$301,000; in substantially the same form as Attachments 1 through 4 to the report.
- Authorize the City Manager to renew these contracts and modify contract amounts, within approved budget funding.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Trudi Ryan, Director of Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Amendment to Temporary Personnel Services Agreement - Shums Coda Associates
2. Draft Amendment to Temporary Personnel Services Agreement - 4Leaf
3. Draft Amendment to Temporary Personnel Services Agreement - Municipal Plan Check
Services
4. Draft Amendment to Temporary Personnel Services Agreement - CSG Consultants