

RESOLUTION NO. 65-11

RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND AUTHORIZING SERVICE CONTRACTS FOR AS-NEEDED TRANSCRIPTION, PLAN CHECK, AND BUILDING RENTAL INSPECTION SERVICES FOR AN AMOUNT NOT TO EXCEED \$95,000 PER VENDOR OVER A ONE YEAR PERIOD, JULY 2011 THROUGH JUNE 2012

WHEREAS, the Richmond Planning and Building Services Department anticipates needing plan check services for large projects, building inspection services for the rental inspection program, and transcription services for public meetings; and

WHEREAS, the project-by-project bidding process for these services can take up to four months and involve significant per-project staff time and costs; and

WHEREAS, the Richmond Planning and Building Services Department has demonstrated that the use of a pool of transcription, building rental inspection, and plan check services firms that have passed a competitive process on an as-needed basis eliminates much of the delay and costs associated with project-by-project bidding; and

WHEREAS, in January 2010, the Richmond Planning and Building Services Department issued a Request for Proposals (RFP) for transcription services through the City's BidsOnline system;

WHEREAS, twenty-eight firms were notified and six firms responded to the RFP; and

WHEREAS, the transcription proposal were reviewed and ranked by Finance Department staff based on their demonstrated experience, management methodology, and costs; and

WHEREAS, in June 2011, the Richmond Planning and Building Services Department issued a Request for Qualifications (RFQ) for building inspection and plan check services, among other categories, through the City's BidsOnline system; and

WHEREAS, more than 950 vendors were notified and seven firms submitted qualifications for plan check and building inspection services; and

WHEREAS, the seven firms were reviewed by a panel consisting of Planning and Building Services Department staff; and

WHEREAS, in evaluating the proposals, the panel evaluated the responses based on each firm's technical qualifications and experience, qualifications and experience of key project staff and subconsultants, and compliance with the requirements of the RFQ; and

WHEREAS, the eight firms recommended are:

Transcription Services:

1. Lisa's Word Processing
2. eScribe Solutions, Inc.
3. LegalLock Secure Transcriptions

Building Inspection Services:

1. OutsourceIt, Inc. (OSI)
2. Sterling Co.'s, Inc.

Plan Check Services:

1. Shums Coda Associates
2. CSG Consultants, Inc.
3. Precision Inspection Company, Inc.

WHEREAS, each as-needed service contract would be for an amount not-to-exceed \$95,000, over the one year period, July 2011 through June 2012; and

WHEREAS, firms hired to provide as-needed transcription, plan check, and building inspection services will provide the Planning and Building Services Department services for specific projects including the rental inspection program, plan check services for large projects, and transcription services for public meetings; and

WHEREAS, the firms on the list will be asked to submit proposals for particular projects, with the best qualified firm selected; and

WHEREAS, the Planning and Building Services Department will manage the contracts.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Richmond hereby authorizes the Planning and Building Services Department to enter into Service Contracts for as-needed transcription, plan check, and building inspection services with the above mentioned firms for an amount not to exceed \$95,000 per vendor over the one year period, July 2011 through June 2012.

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond, California at a joint meeting thereof held July 19, 2011, by the following vote:

AYES: Councilmembers Bates, Beckles, Booze, Ritterman, Rogers, Vice Mayor Butt, and Mayor McLaughlin.

NOES: None.

ABSTENTIONS: None.

ABSENT: None.

DIANE HOLMES
Clerk of the City of Richmond

(SEAL)

Approved:

GAYLE MCLAUGHLIN
Mayor

Approved as to form:

RANDY RIDDLE
City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 65-11**, finally passed and adopted by the City Council of the City of Richmond at a joint meeting held on July 19, 2011.