

**CITY COUNCIL RESOLUTION NO. 123-15**

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND AUTHORIZING SERVICE CONTRACTS FOR ON-CALL BUILDING PLAN CHECK AND INSPECTION SERVICES FOR AN AMOUNT NOT TO EXCEED \$750,000 PER VENDOR OVER A THREE YEAR PERIOD WITH AN OPTION TO EXTEND FOR TWO YEARS FROM JANUARY 2016 THROUGH DECEMBER 2018**

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**WHEREAS**, the Richmond Planning and Building Services Department anticipates needing services for plan check services for large projects, building inspection services; 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 professionals drawn from a list of service firms that have undergone a competitive process eliminates much of the delay and costs associated with project-by-project bidding; and

**WHEREAS**, in November 2015, the Richmond Planning and Building Services Department issued a Request for Proposals (RFP) for On-Call Building Plan Check and Inspection Services through the City's BidsOnline system; and

**WHEREAS**, 1383 firms were notified and 8 firms responded to the RFP; and

**WHEREAS**, all 8 firms were reviewed by a panel; however, 7 firms were selected by the panel consisting of Planning and Building Services Department and Fire Department staff for inclusion on the on-call list; 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 RFP; and

**WHEREAS**, the firms recommended for On-Call Building Plan Check and Inspection Services are:

1. A-N West, Inc.
2. CSG Consultants, Inc.
3. TRB+Associates
4. Bureau Veritas
5. Interwest Consulting Group
6. Shums Coda Associates
7. 4Leaf, Inc.

**WHEREAS**, each on-call service contract would be for an amount not-to-exceed \$750,000, over a three year period with an option to extend for two years, January 2016 through December 2018 to potentially 2020; and

**WHEREAS**, firms will be selected to provide on-call building plan check and inspection services for either residential, commercial, or industrial projects, as needed to either expedite plan reviews or inspections services or backfill for peaks in demand for plans review and inspections services; and

**WHEREAS**, the firms on the list will be selected to performs the requested work based on their area of expertise, availability, project understanding, and experience performing a particular plan review and/or inspection types; and

**WHEREAS**, the Planning and Building Services Department will manage the on-call contracts, and the costs of each contract will be paid by the applicants through building plan review and building permit fees.

**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 on-call building plan check and inspection services with the above mentioned firms for an amount not to exceed \$750,000 per vendor over a three year period with an option to extend for two years, January 1, 2016 through December 31, 2018 or potentially 2020, if the option to extend is exercised.

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I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held December 15, 2015, by the following vote:

AYES: Councilmembers Bates, Beckles, Martinez, McLaughlin, Pimplé,  
Vice Mayor Myrick, and Mayor Butt.

NOES: None.

ABSTENTIONS: None.

ABSENT: None.

PAMELA CHRISTIAN  
CLERK OF THE CITY OF RICHMOND  
(SEAL)

Approved:

TOM BUTT

Mayor

Approved as to form:

BRUCE GOODMILLER

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. 123-15**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on December 15, 2015.

  
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Pamela Christian, Clerk of the City of Richmond