



Staff Report

TO: City Council
FROM: Sara Retmier, Chief Building Official
DATE May 16, 2023
SUBJECT: Award of Contracts for On-Call Building and Safety Plan Check Services

Description Selection of four (4) firms to provide on-call building and safety plan check services to meet current needs and further enhance the level of customer service.

Background and Analysis:

Permit processing, building inspection, and building plan check is an important aspect in building and maintaining structures in the City of Beaumont. To assist the City in meeting these needs, staff prepared a request for proposal (RFP) for building and safety on-call plan check services. Highlights of the requested scope entailed the following:

- Off and on-site building plan check services
- Building and safety inspection services
- Staff augmentation

The RFP was advertised on February 23, 2023, in accordance with Beaumont Municipal Code Section 3.02.040, and 11 proposals were received on March 23, 2023. Each firm was evaluated by a 3-person panel based on the following criteria:

- Understanding Scope of Services (15%)
- Demonstrated Professional Skills and Credentials (15%)
- Related Experience (20%)
- Approach to Performing Services (15%)
- Familiarity with City, County and State Procedures (15%)
- Quality of Proposal (15%)
- Cost of Services (5%)

Based on evaluation and scoring, interviews were conducted with the top four (4) candidates. The top candidates and staff's recommendation were then presented to the RFP sub-committee, whom concurred with staff's recommendation. Staff is

recommending the following four (4) consultants to provide building and safety services for the City:

- 4Leaf, Inc.
- Bureau Veritas
- Scott Fazekas & Associates, Inc.
- Willdan

These firms demonstrated the most efficient approach, responsiveness, and ability to provide quality services to the City. Staff believes that having four (4) on-call service providers will allow the City flexibility to meet the current plan check and inspection needs for the City and developers by providing quality plan checks and inspections.

Fiscal Impact:

This contract covers three (3) separate fiscal years and at this time, none of the budgets have been adopted. Therefore, the budget for plan review and inspection services is unknown. These contracts will be used on an “as-needed” basis and the cumulative annual amount will not exceed the current fiscal year’s approved budget for plan review and inspection services. For 2023/2024 fiscal year budget, the amount being requested is \$390,000.

Fees for these services will be paid in accordance with the City of Beaumont’s Adopted Fee Schedule prior to any services being performed. The City attorney has reviewed the proposed contracts. Fees budgeted and will be paid from the following funding sources:

- Building Plan Check Fund 100-2150-7063-0000
- Building Inspection Fund 100-2150-7067-0000
- Developer provided deposits for inspection services (pass through).

Recommended Action:

Award a professional services agreement to 4Leaf, Inc.; Bureau Veritas; Scott Fazekas & Associates, Inc.; and Willdan for on-call Building and Safety services in an annual amount not to exceed the fiscal year’s council approved budget for plan check and inspection fees in the Building and Safety Budget for the year of the contract.

Attachments:

- A. Request for Proposal
- B. 4Leaf, Inc. Proposal
- C. Bureau Veritas Proposal
- D. Scott Fazekas & Associates Proposal
- E. Willdan Proposal