



Staff Report

TO: City Council

FROM: Carole Kendrick, Interim Community Development Director
Sara Retmier, Chief Building Official

DATE: August 20, 2024

SUBJECT: Purchase Order for Scott Fazekas & Associates in an Amount Not-to-Exceed \$250,000

Description To approve a purchase order for Scott Fazekas & Associates (SFA) for plan check services.

Background and Analysis:

The City of Beaumont, after a competitive bid process, awarded contracts to four (4) consulting firms to provide plan check and inspection services on an as-needed basis. These contracts were effective July 1, 2023, and have a 3- year contract term.

Each fiscal year a new purchase order is created for each of the four businesses, and the budgeted amount is distributed based on the department's needs. For fiscal year 2024/2025 the total approved plan review budget is \$200,000.

The City of Beaumont has received a plan check submittal for a 600,000 square foot distribution facility. This project was not anticipated during the budget process. Plan review fees in the amount of \$197,923.49 were collected at time of submittal. Based on the contract with SFA, the plan review services provided will be billed to the City in the amount of \$138,546. A purchase order in an amount not-to-exceed \$250,000 is requested to cover not only this singular project, but also future projects submitted throughout the fiscal year.

Fiscal Impact:

There are sufficient funds available in the Building & Safety Department approved budget to cover the additional expenses. However, if necessary, a budget adjustment to cover the additional funding for plan check services will be brought forward as part of the quarterly update to Council.

The estimated cost to prepare this report is \$450.

Recommended Action:

Approve a purchase order in the amount of \$238,546 for Scott Fazekas & Associates.

Attachments:

A. Contract