

**CITY MANAGER'S REPORT
FEBRUARY 12, 2018 CITY COUNCIL REGULAR MEETING**

ITEM: APPROVE TASK ORDER NO. 5 WITH INTERWEST CONSULTING GROUP FOR PROFESSIONAL BUILDING DIVISION SERVICES AND RELATED BUDGET AMENDMENT

RECOMMENDATION: Adopt a Resolution Approving Task Order No. 5 with Interwest Consulting Group to Provide Professional Building Division Plan Check Services and Related Budget Amendment

SUMMARY:

Staff is requesting that Council approve Task Order No. 5 for additional plan check services by Interwest on a time and material basis not to exceed \$200,000. Task Order No. 5 will expire on June 30, 2019 and will be paid in FY 17/18 and FY 18/19. The cost of providing these services will be charged to developers for plan check services. Developers will pay an initial fee based on estimated construction cost that covers a maximum of three review cycles. Most plans are approved within three plan review cycles, however, those that require additional review, will be charged an additional hourly rate by the City, and paid to Interwest.

BACKGROUND:

On July 18, 2016 City Council approved a Master Agreement and Task Orders No. 1 and No. 2 with Interwest Consulting Group (Interwest). Additionally, City Council approved Task Order 3 on April 17, 2017. Task Order No. 4 was issued on January 18, 2018 to provide plan check services for the Public Works Department. The Master Agreement with Interwest allows staff to issue task orders when building activity increases and there is a need to increase plan review services beyond current staffing levels. The ability to use the services of outside consultants makes it possible maintain sufficient levels of permanent staff without having to resort to layoffs if construction slows down.

Under the current Master Agreement, Interwest is paid 65% of the plan check fees collected by the City for projects they review. Interwest currently handles all of River Islands plan checks and complex structural plan check for major commercial and industrial developments like the Tesla expansion as well as residential projects city-wide. Developers have been satisfied with the services rendered.

REASON FOR RECOMMENDATION:

In order to address continued construction activity, staff recommends that City Council approve Task Order No. 5 with Interwest to provide plan check services. The proposed Task Order No. 5 will be fully funded by by plan check fees collected from development. Cost for plan check services will only be paid if the revenue is received.

FISCAL IMPACT:

The plan review services for Task Order No. 5 will be fully funded from plan check fees collected from developers. Currently the budget has \$53,000 therefore, a budget amendment is required for an additional \$147,000 is needed to cover Interwest total contract cost.

Staff requests the following budget Amendment:

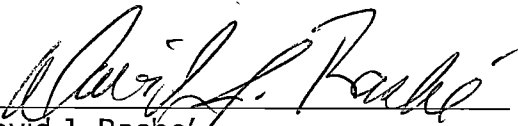
Increase Revenue	
1010-50-30-341-02-08	\$ 30,769.00
1010-50-30-341-02-11	\$ 30,769.00
1010-50-30-341-02-13	\$ 30,769.00
1010-50-30-341-02-02	\$133,847.00

Increase Appropriations	
1010-50-30-420-01-02	\$ 20,000.00
1010-50-30-420-01-03	\$ 20,000.00
1010-50-30-420-01-04	\$ 20,000.00
1010-50-30-420-01-00	\$ 87,000.00

ATTACHMENTS:

- A. Resolution approving Task Order No. 5 with Interwest Consulting Group to Provide Plan Check Services in the Building Division.
- B. Task Order No. 5 for Plan Check Services in the Building Division.

APPROVALS:




David J. Rashe
Chief Building Official Consultant

February 6, 2018
Date



Cari James
Director of Finance

2/6/18
Date



Salvador Navarrete
City Attorney

2-6-18
Date



Stephen J. Salvatore
City Manager

2.6.18
Date

RESOLUTION NO. 18-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP
APPROVING TASK ORDER NO. 5 WITH INTERWEST CONSULTING GROUP TO
PROVIDE PROFESSIONAL BUILDING DIVISION PLAN CHECK SERVICES
AND RELATED BUDGET AMENDMENT**

WHEREAS, the City requires contract professional services to keep pace with ongoing development; and

WHEREAS, City Council approved a Master Agreement with Interwest Consulting Group for professional services in July 2016 along with Task Orders No. 1 and No. 2; and

WHEREAS, City Council approved Task Order No. 3 on April 17, 2017 for additional Building Division Plan Check Services; and

WHEREAS, on January 18, 2018 Task Order No. 4 was issued to provide Plan Check Services for the Public Works Department; and

WHEREAS, additional Plan Check Services are required on a time and material basis not to exceed \$200,000;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve Task Order No. 5 for Building Division Plan Check Services with Interwest Consulting Group and the following Budget Amendment:

Staff requests the following budget Amendment:

Increase Revenue

1010-50-30-341-02-08	\$ 30,769.00
1010-50-30-341-02-11	\$ 30,769.00
1010-50-30-341-02-13	\$ 30,769.00
1010-50-30-341-02-02	\$133,847.00

Increase Appropriations

1010-50-30-420-01-02	\$ 20,000.00
1010-50-30-420-01-03	\$ 20,000.00
1010-50-30-420-01-04	\$ 20,000.00
1010-50-30-420-01-00	\$ 87,000.00

The foregoing resolution was passed and adopted this 12th day of February, 2018, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

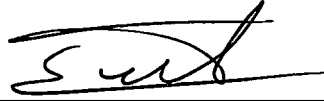
ABSTAIN:

SONNY DHALIWAL, MAYOR

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

**CITY OF LATHROP
TASK ORDER NO. 5**

**PURSUANT TO MASTER CONSULTING AGREEMENT DATED
JULY 18, 2016 WITH INTERWEST CONSULTING GROUP TO PROVIDE
PROFESSIONAL PLAN CHECK SERVICES IN THE BUILDING DIVISION**

THIS TASK ORDER NO. 5, dated for convenience this **12th day of February 2018** is by and made and entered into by and between **Interwest Consulting Group** (“CONSULTANT”) and the CITY OF LATHROP, a California municipal corporation (“CITY”);

RECITALS:

WHEREAS, on July 18, 2016, CONSULTANT entered into a Master Agreement and Task Order No. 1 and No. 2 (“AGREEMENT”) with the CITY, by which the CONSULTANT has agreed to provide **Building Division Professional Plan Check Services**; and

WHEREAS, on April 17th City Council approved Task Order No. 3 to provide additional Building Division Professional Plan Check Services; and

WHEREAS, CONSULTANT is specially trained, experienced, and competent to perform Building Division Professional Plan Check Services, which are required by this agreement; and

WHEREAS, on January 18, 2018 the City issued Task Order No. 4 for Plan Check Services to the Public Works Department; and

WHEREAS, CONSULTANT submitted a scope of work dated January 31, 2018 to provide plan check services to the Building Division not to exceed \$200,000; and

WHEREAS, CITY selected the CONSULTANT pursuant to said qualifications; and

WHEREAS, CONSULTANT is willing to render such Building Division Professional Plan Check Services, as hereinafter defined, on the following terms and conditions;

NOW, THEREFORE, CONSULTANT and the CITY agree as follows:

AGREEMENT

CITY OF LATHROP – Task Order No. 5 with Interwest Consulting Group Professional Plan Check Services in the Building Division

(1) **Incorporation Of Master Agreement**

This Task Order No. 5 hereby incorporates by reference all terms and conditions set forth in the Master Agreement for Consulting Services for this project, unless specifically modified by this Task Order.

(2) **Scope of Service**

CONSULTANT agrees to perform Building Division Professional Services in accordance with the scope of work and fee proposal attached hereto as Exhibit "A" to this Task Order.

CONSULTANT agrees to diligently perform these services in accordance with the upmost standards of its profession and to the CITY'S satisfaction.

(3) **Effective Date and Term.**

The effective date of this Task Order No. 5 is February 12, 2018, and it shall terminate no later than June 30, 2019.

(4) **Compensation**

CITY hereby agrees to pay CONSULTANT hourly rates and other charges not to exceed \$200,000 for the Building Division Professional Plan Check Services. CONSULTANT shall be paid any uncontested sum due and payable within thirty (30) days of receipt of billings containing all information pursuant to Paragraph 5 below. Compensation for any task must be equal to or less than the percentage of task complete. In no event shall CONSULTANT be entitled to compensation for work not included in Exhibit "A", unless a written change order or authorization describing the extra work and payment terms has been executed by CITY's authorized representative prior to the commencement of the work.

(5) **Notice to Proceed**

Prior to commencing work under this agreement, CONSULTANT shall receive a written "Notice to Proceed" from CITY. A Notice to Proceed shall not be issued until all necessary bonds and insurance have been received. City shall not be obligated to pay CONSULTANT for any services prior to issuance of the Notice to Proceed.

CITY OF LATHROP – Task Order No. 5 with Interwest Consulting Group Professional Plan Check Services in the Building Division

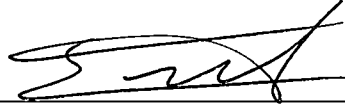
(6) **Signatures**

The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

CITY OF LATHROP – Task Order No. 5 with Interwest Consulting Group Professional Plan Check Services in the Building Division

Approved as to Form:

City of Lathrop
City Attorney



Salvador Navarrete

2-6-18

Date

Recommended for Approval:

Chief Building Official Consultant

David J. Rashe'

Date

Accepted By:

Reso No. _____

City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

Stephen J. Salvatore
City Manager

Date

CONSULTANT:

Interwest Consulting Group
Ron Beehler, SE
Regional Manager
1613 Santa Clara Drive, Suite 100
Roseville, CA 95661
Phone: (916) 204-1070
Fed ID # _____
Bus License # _____

Signature

Date

(Print Name and title)



January 31, 2018

David Rashe
Building Official
Lathrop City Hall
390 Towne Centre Drive
Lathrop, CA 95330

RE: Proposal to Provide Plan Review, Building Inspection and Permit Technician Services

Dear Mr. Rashe,

Interwest Consulting Group Company, is pleased to submit our proposal to provide Building Inspection, Permit Technician and Plan Review Services to the City of Lathrop, as needed, to comply with State laws. We understand with the improving economy and recent changes in State Law, the City of Lathrop is seeking the services of building and safety consulting firms to address accessibility, peak work load demands and to maintain timely services. We understand the City is seeking consulting firms to provide professional services for the plan review of commercial and residential structures to verify compliance with the most current adopted versions of the California Building Standards Code, Lathrop City Ordinances, and relevant State and Federal Laws. We further understand that services may include coordination between City agencies, designers, and builders in the community

All proposed services will be directed from our local Roseville office. The team members will be carefully screened and selected specifically for their unique experience, licenses, certifications and proposed significant contribution to the City. Of special note is the high degree of work experience and familiarity with building department policies and procedures gained thru experience providing services similar to those being requested.

We view the key elements to serving the City of Lathrop as follows:

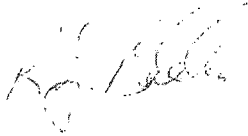
- ✓ Providing **qualified and experienced staff** to perform professional building permit processing, inspection and plan check services.
- ✓ **Providing qualified and experienced staff** to provide plan reviews particularly Certified Accessibility Specialists and Licensed Structural Engineers.
- ✓ Providing a **high level of customer service** for internal and external customers.
- ✓ Balancing the needs of the community by providing as needed services to address peak workload demands, in order to maintain reasonable response times for department services.

Interwest Consulting Group Company, provides building plan review, building permit processing and inspection services to many communities throughout California and presently provides these services to the City of Clovis, City of Modesto, City of Manteca, City of Tracy, City of Turlock, City of Sonora, Fresno County and many more central and northern California communities.

Will Crew, CBO (209) 552-1070 wcrew@interwestgrp.com will be the main point of contact for all services

Please call me at 916.204.3178 if you have any questions related to this proposal or would like to discuss any of the services provided by Interwest Consulting Group.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Beehler".

Ron Beehler, SE, CBO
Regional Manager
Building Safety Services

INTRODUCTION

Interwest Consulting Group has been in business just over 13 years and currently employs over 260 employees spanning a multitude of disciplines, roles and job placements to municipalities within code enforcement, building and safety and public works departments throughout California. We work hard to keep it simple. Our sole job is to eliminate as much red tape and municipal hassles as possible. We specialize in delivering services to you on time—thoroughly managed and completed by the best in the business.

We specialize in tailoring staffing and services to fit client needs. When work levels are high, we increase staffing to meet the demand. When work slows down, we can fade into the background without compromising service. Our services can quickly grow to provide an entire team of experts on a project or satisfy a client need with a single individual. We can also draw upon our many other professionals located within offices throughout California if required.

We offer top personnel with extensive experience. All are seasoned jurisdictional staffs who understand the procedures, policies and deadlines necessary to keep governments running smoothly. We work strictly for city and county municipalities thus avoiding any conflict of interest. Since we work so closely with our clients, we know successful customer service is best delivered by people who shine in their professions. All of our staff offers exceptional experience and long-standing relationships within the industry.

SCOPE OF SERVICES

We understand the City is looking for a consultant who can provide an experienced team to provide as needed plan review, permit technician and building inspection services. Our personnel will seamlessly integrate and coordinate with the City departments and provide uninterrupted, efficient, and cost effective building department services to the public.

Interwest Consulting Group has a proven track record providing these same services to jurisdictions and has the resources to remain flexible with experienced staff that is available to provide the services immediately to the City of Lathrop.

The proposed team is comprised of highly experienced, customer-service oriented professionals who have successfully served many client jurisdictions. We view our role and mission is to provide the following:

- ✓ *A team of professionals with high-level experience and skills in successful management of building department services, staff with a **customer service focus** and thorough knowledge of building department policies and procedures, and promoting cooperation and partnership with other City departments and outside agencies.*
- ✓ *Licensed Plan Review Engineers and/or ICC certified Plans Examiners for thorough and timely plan reviews to ensure compliance to all Building Codes and City and State laws and requirements.*
- ✓ *Licensed Structural Engineers who have extensive experience with large and complex projects.*
- ✓ *CASp Certified Staff who are intimately familiar with the regulatory requirements related to ensuring buildings comply with the latest accessibility guidelines and requirements.*
- ✓ *Certified Inspector(s) with broad experience in jurisdictional procedures and the highest commitment to customer service.*
- ✓ *Services in a **cost-effective manner** that remains within budget constraints.*
- ✓ *Provide pick up and delivery of all plans to and from the City at **no cost to the City***

COMPENSATION

For complete plan review services for projects reviewed in our offices, we propose a fee equal to 65% of the plan review fees based on your adopted fee schedule. Plan review services will include an initial first review and two back check reviews of the plans. Any additional plan review services required beyond the third review will be billed at our hourly rates listed within the Schedule of Hourly Billing Rates shown below.

For in-house services, we propose utilizing the hourly rates listed within the Schedule of Hourly Billing Rates for the specific classification utilized for services. We are willing to negotiate a mutually acceptable fee for large projects and special projects on a case-by-case basis.

For structural only and other partial reviews such as foundation only, preliminary reviews or other, we propose to negotiate a mutually agreeable fixed fee based on the specific services requested, or provide services on an hourly basis using the rates listed in our Schedule of Hourly Billing Rates shown below.

SCHEDULE BILLING RATES

CLASSIFICATION	HOURLY BILLING RATE
Licensed Structural Engineer.....	\$ 125
Senior Plans Examiner	\$ 95
CASp.....	\$ 90
Building Inspector.....	\$ 88
Permit Technician.....	\$ 62
Code Enforcement Officer.....	\$ 90

Other:

- Expedited Plan Review*150% of the the Plan Review Fee for the specific project.
Expedite services utilize turn-around times of one half the agreed upon times for non-expedite projects.
- Inspection/Permit Technician Overtime.....150% of Above Listed Hourly Rates
- Miscellaneous charges will include:
- Mileage within the City for Inspections**.....Current IRS Rate

*Fee may be subject to neogitation depending on the complexity of the project.

**Milage will not be charged should the City provide a vehicle

The City of Lathrop agrees to provide the following: office cubical, computer and a desk phone for Interwest staff assigned to the City office.

**PAGE LEFT
INTENTIONALLY
BLANK**