



CITY COUNCIL AGENDA REPORT

MEETING DATE: DECEMBER 6, 2016

ITEM NUMBER: **CC-4**

SUBJECT: EMERGENCY PURCHASE FOR PROFESSIONAL INSPECTION SERVICES TO PROVIDE AS-NEEDED STAFF SUPPORT FOR COMMERCIAL INSPECTIONS

DATE: NOVEMBER 9, 2016

FROM: BUILDING DIVISION/DEVELOPMENT SERVICES DEPARTMENT

PRESENTATION BY: JAY TREVINO, ECONOMIC DEVELOPMENT AND DEVELOPMENT SERVICES DIRECTOR/CONSULTANT

**FOR FURTHER INFORMATION CONTACT: RANDY BUCK, CHIEF OF INSPECTIONS
(714) 754-527318**

RECOMMENDED ACTION:

Receive and File.

BACKGROUND:

The current City Commercial Inspector is on leave and there is no other City staff with commercial building code knowledge. The department contacted the five current consultants under contract with the City, Scott Fazekas and Associates, Melad and Associates, CSG and Associates, Interwest and Bureau Veritas and Associates, and at this time they have no one available to meet the City's need.

Currently, there is one vacancy in the Building Division of the Development Services Department. The vacancy is for a full-time Senior Building Inspector, this position is responsible for and considered a vital position to commercial building inspections.

ANALYSIS:

It is estimated that recruitment of this position will take six to nine months to complete. In the interim, in order to move forward with commercial building inspections, there is an immediate need to retain the services of a certified, Commercial Building Inspector.

The scope of work requires that the consultant provide a qualified Commercial Building Inspector to conduct inspection services throughout various construction projects. This includes, but is not limited to, permit counter and plan check staffing.

Pursuant to the City's Purchasing & Policy Manual, Article 17 Emergency Purchasing, Section 17-100 Emergencies, #1 an Emergency Purchase has been processed to retain the services of The Code Group, Inc. dba VCA Code (Attachment 1) in an amount not to exceed \$128,000 to assist the Building Division with the staff shortage. The attached (attachment 2) Emergency Justification Form explains the emergency purchase in more detail.

ALTERNATIVES CONSIDERED:

The alternative to the proposed City Council action would be to cancel the contract for the Commercial Building Inspection Services. Due to the volume of work and the large number of

construction projects currently being handled by the Building Division, construction projects will be interrupted and essentially “shutting down” ongoing construction.

FISCAL REVIEW:

Funding for these services came from citywide salary savings from the vacant positions.

LEGAL REVIEW:

A legal review is not required for the proposed action.

CONCLUSION:

It is recommended that the City Council receive and file the report in accordance with the adopted Purchasing Procedures.

JAY TREVINO
Economic Development and
Development Services Director/Consultant

RANDY BUCK
Chief of Building Inspections

Attachments: 1- [The Code Group, Inc. dba VCA Code Proposal](#)
 2- [Emergency Justification Form](#)