



# STAFF REPORT

AGENDA NO: 8I

MEETING DATE: June 7, 2021

**To: Honorable Mayor and City Council**

**Date: June 7, 2021**

**From: Kevin Gardiner, Director of Community Development – (650) 558-7253**

**Subject: Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Bureau Veritas North America, Inc. Related to Plan Check and Inspection Services Provided by the Building Division of the Community Development Department**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to renew the service agreement with Bureau Veritas North America, Inc., for plan check and inspection services

## **BACKGROUND**

On October 6, 1992 the City of Burlingame Building Division entered into a contract with Linhart Petersen Powers Associates for building inspection and plan check services. On October 31, 2006, Linhart Petersen Powers Associates was acquired by Bureau Veritas NA, an international company.

The Building Permit/Plan Check fees paid by applicants cover the costs of Bureau Veritas' services to the City. As such, these are considered to be pass-through fees.

In 2016, the City renewed its service agreement with Bureau Veritas through June 30, 2019, with options to renew for two additional one-year terms. The City exercised its option to renew for the two additional one-year terms. The term of the current contract between the City and Bureau Veritas ends on June 30, 2021.

## **DISCUSSION**

Bureau Veritas is one of three consulting firms selected through a competitive Request for Proposals (RFP) to provide professional plan review and building inspection services to the Building Division. (CSG Consultants and 4LEAF, Inc. were also selected and provide services to the Building Division).

Staff has negotiated the following scope of services with Bureau Veritas:

- **Plan Review:** Bureau Veritas will perform plan reviews to check plans for compliance with the California Building Codes as generally found in Title 24 Parts 2, 2.5, 3, 4, 5, 6, 8 and 12

including structural, fire/life safety, disabled access, and energy conservation requirements, as amended by City.

- **Comment Lists and Plans Delivery:** Plan reviews result in typed lists of comments, which refer to specific details and drawings, and reference applicable code sections. Bureau Veritas will transport plan comments to a City contact person, via FAX and/or reliable overland carrier. Overnight delivery is available at no extra cost. Depending on the City's preferred process, the firm will also provide plan check comments and perform rechecks directly with the City, or the applicant/designer, returning approved documents to the City after the plan review process is completed.
- **Turn-Around Schedules:** Plan reviews will generally be completed/returned to the City within approximately ten working days of the date the plans are received by Bureau Veritas. Other turnaround schedules will be accommodated at the request of the City. Large, unusually complex plan reviews may require up to a 15 day turnaround.
- **Technical Support:** Technical support will be provided when mutually agreed between the City and Bureau Veritas. City staff will attend pre-construction or pre-design meetings, field visits upon request, and provide support for field inspection personnel on an as-needed basis.
- **Inspection Services:** Bureau Veritas will provide building inspector(s) as requested by the City. The scope of inspection services to be provided will be defined below or as defined uniquely for each project or as determined by the firm and the City. Inspectors will report directly to the Chief Building Official or other person designated by the City for all project-related work. In general, the inspection services to be provided may include, but are not limited to, field observation of all construction activity, preparation of daily reports, review of submittals and other duties as assigned.
- **Permit Issuance Services:** Bureau Veritas staff will calculate and collect permit and inspection fees and issue permits on City forms. All permits will be issued in compliance with the City's adopted building codes in the time frame required by the City. Firm staff will be available to assist permit applicants on all appropriate codes and regulations including flood zone requirements, hazardous materials disclosure reporting, contractor's licensing verification, worker's compensation insurance verification, etc. as needed by the City.

### **FISCAL IMPACT**

There is no fiscal impact on the City's General Fund, as building permit plan check fees, which are taken in at the time of the initial applicant submittal, cover the cost of Bureau Veritas North America, Inc. services. Any funds that are remaining at the end of the fiscal year are put into the building enterprise fund reserves.

Exhibits:

- Resolution
- Professional Services Agreement
- Professional Services Agreement Attachments