



## City Council Staff Report

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**Subject:** Fire Plan Review and Inspection Services On-Call Contract Awards

**Date:** June 25, 2024

**Submitted By:** Ryan Brayton, Deputy Fire Chief  
Reginald Williams, Fire Chief

**Department:** Fire

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**Recommendation:**

- A. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract to 4LEAF, Inc. and Authorizing the City Manager to Execute the Agreement.
- B. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract to Bureau Veritas, Inc. and Authorizing the City Manager to Execute the Agreement.
- C. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract to Shums Coda and Associates, Inc. and Authorizing the City Manager to Execute the Agreement.
- D. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract to CSG Consultants and Authorizing the City Manager to Execute the Agreement.
- E. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract to BPR, Inc. and Authorizing the City Manager to Execute the Agreement.

**Background:**

The Fire Department is responsible for conducting fire plan reviews of new construction and tenant improvement projects. This responsibility was shifted from the Community Development Department to the Fire Department to improve efficiency, streamline processes, and ensure specialized oversight.

Fire plan reviews are cyclical. The workload varies based on the number of improvement projects and new constructions. To maintain an acceptable level of service when fire plan review activities increase beyond the capacity of in-house staff, it is prudent to have qualified firms on retainer. This approach allows the department to distribute work and maintain the current level of services on an as-needed basis, depending on funding availability.

Accordingly, on April 25, 2024, the City issued a request for qualifications (RFQ) for fire plan

review and inspection services for the fiscal years ending June 30, 2025, 2026, and 2027, with the option to extend two additional one-year terms. Renewal is based on the quality and good standing of the professional services consultant. The RFQ was published on the City and trade websites, and seven proposals were received.

Fire Department staff evaluated the seven proposals based on the firm's experience and qualifications, understanding of the services proposed, and completeness of the proposal and any supporting documents. Five firms were deemed responsible and responsive bidders for this on-call fire plan review services:

- Shums Coda
- CSG
- 4Leaf
- Bureau Veritas
- BPR

Human Resources staff met and conferred with the Public Service Employees Bargaining Unit represented by AFSCME regarding the contracts.

In order to allow staff the flexibility to select the appropriate consultant for each as-needed assignment, each contract has a total contract not-to-exceed amount of \$250,000, or \$50,000 per fiscal year. Staff does not anticipate spending more than the \$50,000 that is budgeted for the fiscal year between the five contracts, and staff will have full discretion on how the work and associated funds are allocated amongst the five contractors.

**Fiscal Impact:**

Funding for fire plan review is provided through building and fire fees collected with the permitting process. No additional fiscal impact has been identified, as the work will be assigned to contractors on an as-needed basis. Sufficient funds are available in the Fiscal Year 2024/25 Operating Budget, and will be included in future Operating Budgets based on the department's operating requirements and funding availability for the applicable budget-adopted fiscal year.

**ATTACHMENTS:**

1. [Resolution A](#)
2. [Resolution A Exhibit A- 4Leaf, Inc Contract](#)
2. [Resolution B](#)
4. [Resolution B Exhibit A- Bureau Veritas Contract](#)
5. [Resolution C](#)
6. [Resolution C Exhibit A- Shums Coda and Associates Contract](#)
7. [Resolution D](#)
8. [Resolution D Exhibit A- CSG, Inc Contract](#)
9. [Resolution E](#)
10. [Resolution E Exhibit A- BPR Consulting Group, Inc. Contract](#)