



City Council Staff Report

Subject: Building Services Contract Amendment

Date: June 25, 2024

Submitted By: Mike McGee, Chief Building Official
David Mohlenbrok, Community Development Director

Department: Community Development

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Execute Amendment No. 1 to the Contract Services Agreement with Bureau Veritas North America, Inc. for Building Plan Review and Inspection Services.

Background:

The Building Division in the Community Development Department consists of the Chief Building Official, one Building Inspector II position, and two Building Inspector I positions. Given the Building Division's number of staff and their qualifications, consultants have been used to provide the more experienced plan reviews and inspections.

On December 13, 2022, the City Council adopted Resolution No. 2022-262, approving a contract for services with Bureau Veritas North America, Inc., for building plan review, inspection and related services, in an amount not to exceed \$640,000. The original contract was for one year, with the option of three additional one year extensions under the same terms. At this time, an amendment is needed to increase and clarify the contract amount because the original contract language was intended to reflect that the \$640,000 not to exceed amount was per calendar year, for each year of the contract term. However, the contract language has been interpreted as the \$640,000 not to exceed amount was for the potential four year duration of the contract. The purpose of the contract amendment with Bureau Veritas is due to the higher use of the firm's services for staffing the front counter and providing interim Chief Building Official Services, and for continued building plan review and inspection services.

Beginning in Fiscal Year (FY) 2022/23 and continuing during FY 2023/24, there have been an increase in larger and more complex projects, in particular multi-family projects (e.g., West Oaks Townhomes, Stanford Terrace, Terracina at Whitney Ranch, Placer Creek Apartments, Lonetree Apartments (Phases 1 and 2), West Oaks Apartments, and Estia), as well as an increase in larger and more complex commercial buildings and tenant improvements projects (e.g., Lucid Motors, Placer County Office of Education, CPC Scientific, Walmart tenant

improvements, and Whitney Ranch Retail). Due to the complexity of these types of projects, which require highly experienced plan reviewers and inspectors to ensure that all of the code requirements and life safety requirements have been met, the Building Division has needed, and will continue to need to rely upon contracted services at a level higher than anticipated.

Beyond the increased use of consultants for plan review and inspection service and for staffing the front counter and an interim Chief Building Official noted above, the Fire Department has been utilizing the Building Division's consultant contracts to perform fire plan reviews to help ensure a timely review. The need for the Fire Department to continue to use the Building Division's consultant contracts is anticipated to end soon, as the Fire Department is establishing a separate fire plan review contract.

To maintain the City's desired customer service levels to provide an acceptable level of plan review, building inspection and permit technician services when building activities increase beyond the capacity of the services that can be provided in-house by the Building Division and Permit Center staff, and to compensate for City position vacancies, the consultant services are necessary. Amendment No. 1 would do the following:

- Amend Section 2. Subsection A to correct and clarify the intent of the total sum of compensation is to be a not to exceed amount \$640,000 per calendar year, for each year of the Agreement term.
- Amend Section 4. Subsection A to extend the term of the Agreement through December 13, 2025.

Fiscal Impact:

When plan reviews are submitted to the City a plan review deposit is collected for the entirety of the anticipated plan review costs, based on the project's valuation. If a plan review goes beyond three rounds of review, then additional fees are collected based on the direct costs of those performing the plan review. Interim staffing services are covered with salary savings from the vacant positions. Therefore, there is no new fiscal impact associated with the approval of the recommended amendment, as the cost of services are incorporated in the department's approved operating budget.

ATTACHMENTS:

1. [Resolution - Bureau Veritas Contract Amendment No. 1.](#)
2. [Resolution Exhibit A - Bureau Veritas Contract Amendment No. 1.](#)