



Agenda Date: 12/4/2007
Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Hillary Gitelman - Director of Conservation, Development, & Planning
Building Inspection
REPORT BY: Barbette Ruffino, ADMINISTRATIVE OFFICE ASSISTANT, 299-1330
SUBJECT: Amendment of Contract #6851 with Interwest Consulting Group

RECOMMENDATION

Director of Conservation, Development and Planning requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6851 with Interwest Consulting Group increasing the amount by \$100,000 for a new maximum of \$150,000 with no change in terms, for services related to review of certain development plans for code compliance and code check.

EXECUTIVE SUMMARY

On August 3, 2006 the County entered into Agreement No. 5876-AUD with Interwest Consulting Group to assist with review of building plans for code compliance at a total cost of \$49,758. The Director of Conservation, Development and Planning wished to continue utilizing Interwest's services in FY 2007/2008 and subsequent fiscal years and returned to the Board of Supervisors on July 10, 2007 with an amendment to Agreement No. 5876-AUD (#6851) increasing the maximum yearly contract amount to \$50,000 per fiscal year. The Director would now like to increase that maximum amount by \$100,000 for a new contract maximum of \$150,000.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | This contract was budgeted in the recommended 07/08 budget for the Building Department at a maximum amount of \$50,000. On September 11, 2007 the Board of Supervisors approved the transfer of an additional \$50,000 from the fund balance to cover the cost of additional plans examiner services. The remaining funds will come from funds that were originally budgeted to be used toward computer equipment that will not be purchased until FY 2009. |

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| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | The Building Department has established a four week initial plan check review time as one of it's performance targets. To meet this goal, the Chief Building Official may opt to use an outside plan review firm when the workload cannot be accomplished by department staff. The use of this service would fluctuate depending on the level of permits submitted and would be used to ensure good customer service. The Building Department also collects a plan review fee from the applicant at the time of submittal that fully covers the cost of the outside plan review. |
| Is the general fund affected? | No |
| Future fiscal impact: | The commitment of up to \$150,000 per year would continue in future fiscal years unless the contract is terminated or amended by either party. |
| Consequences if not approved: | There are times when our initial plan check of building permits will take longer than established performance targets. |
| Additional Information: | |

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In order to achieve adopted performance targets related to plan review of building permits, the Chief Building Official sometimes finds it necessary to use an outside firm to supplement efforts of department staff. In FY2006/2007, the County entered into a contract with Interwest Consulting Group for this purpose. The Contractor will perform multi-disciplinary plan review services including checking plans for compliance with currently adopted building and fire codes, as well as review of structural calculations, soils reports, Title 24 reports and other project related information supplied by the applicant or the County. As well as meeting the performance measures that we have targeted in our budget the timeliness of permit review is very important to the building community and the taxpayer seeking a building permit. Providing good customer service includes issuing permits in a timely manner. The need for these services will fluctuate depending on the number of building permits submitted and the Chief Building Official would like the flexibility to use the Contractor when needed in peak times. The Building Department collects a plan review fee from the applicant which fully funds this contract. The Director of Conservation, Development and Planning proposes to continue the current arrangement in future fiscal years and seeks to amend the contract accordingly. Approval is needed from the Board of Supervisors to increase the maximum contract amount from \$50,000 per fiscal year to \$150,000 per fiscal year.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi