



Agenda Date: 7/10/2007  
Agenda Placement: 6A

## 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 to Agreement AUD 5876

---

### **RECOMMENDATION**

Director of Conservation, Development and Planning requests approval of and authorization for the Chair to sign Amendment No. 1 to an agreement (formerly No. AUD 5876-07) with Interwest Consulting Group increasing the amount by \$50,000 for the term July 1, 2007 through June 30, 2008 and automatically renewing for each fiscal year to assist the Building Department in its review of building plans for code compliance.

### **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 wishes to utilize Interwest's services in FY2007/2008 and subsequent fiscal years for up to a maximum of \$50,000 per year. By amending the contract to roll over from year to year unless terminated or amended, the cumulative total of this contract will exceed \$50,000 and therefore requires Board of Supervisors' approval.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This contract is currently budgeted in the recommended 07/08 budget for the Building Department. In fiscal year 06/07 Interwest Consulting was paid \$42,721.11. This contract amendment will bring the total amount paid to the vendor over a two year period to \$92,721.11.
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.

Is the general fund affected? No

Future fiscal impact: The commitment of up to \$50,000 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. The Director of Conservation, Development and Planning proposes to continue the current arrangement in future fiscal years and seeks to amend the contract accordingly. With a roll-over provision, the total contract amount of up to \$50,000 per year will go over the cumulative limit imposed by the Auditor's office and requires approval from the Board of Supervisors.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi