



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors DATE: March 12, 2019
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: Plan Check and Inspection Services – Multiple Vendors

ACTION REQUESTED

Approve change orders to agreements with 4Leaf Inc. of Pleasanton, CA, Bureau Veritas North America, Inc. of Sacramento, CA, and Shums Coda Associates, Inc. of Pleasanton, CA for plan check and inspection services in the aggregate amount of \$300,000 for a revised maximum aggregate amount of \$850,000, effective through June 30, 2019.

Approve the option to renew all five existing agreements for plan check and inspection services for three additional one-year periods through June 30, 2022 in the maximum aggregate amount of \$850,000 annually, and authorize the Purchasing Manager to sign all required documents subject to departmental concurrence and available funding.

BACKGROUND

The Community Development Resource Agency's (Agency) Building Services Division reviews construction drawings, conducts on-site inspections, and maintains inspection records throughout unincorporated Placer County. The Agency requires qualified firms to perform plan check and inspection services to support land use planning and environmental stewardship.

On June 27, 2017, your Board approved the award of competitively bid agreements to multiple vendors that were selected by the Agency's Building Services Division from Qualified List 10609 to provide plan check and field inspection services for building permits on an as-needed basis.

The Agency requires the five agreements described below to support its operations. Change orders are necessary to provide the Agency with the means to pay for plan check and field inspection services through June 30, 2019. The Agency estimates that an additional \$300,000 will be needed to cover expenses for future plan check and field inspection services through the end of the agreement term.

Table with 4 columns: Firm, Current Agreement Amount, Requested Increase, New Agreement Amount. Rows include CSG Consultants, Shums Coda Associates, Inc., Bureau Veritas North America, Inc., and 4LEAF, Inc.

Interwest Consulting Group, Inc.	<u>\$10,000</u>	<u>\$0</u>	<u>\$10,000</u>
Totals	\$550,000	\$300,000	\$850,000

The requested increase exceeds the Purchasing Manager's authority and requires your Board's approval in accordance with Procurement Policy. Therefore, your Board's approval is required to increase three agreements in the aggregate amount of \$300,000 for a revised maximum aggregate amount of \$850,000.

FISCAL IMPACT

Upon your Board's approval, change orders will be issued to agreements with multiple vendors noted above through June 30, 2019 in an aggregate increase not to exceed \$300,000. There is no immediate fiscal impact resulting from this action. The resulting expenditures will be funded from existing budgets or project funds, as appropriate.