



**COUNTY OF PLACER**  
**Community Development Resource Agency**

John Marin, Agency Director

**BUILDING**

Bob Martino  
Acting Chief Building Official

**MEMORANDUM**

**TO:** Honorable Board of Supervisors

**FROM:** Bob Martino, Acting Chief Building Official  
Building Department, Community Development Resource Agency

**DATE:** October 23, 2007

**SUBJECT:** Professional Consultant Service Agreements and award Blanket Purchase Orders for Plancheck and Inspection Services.

**ACTION REQUESTED:**

The Building Department respectfully requests your Board approve the award of four (4) Blanket Purchase Orders in the total amount of \$80,000.00 as a result of RFP No. 9686 for Plan Review and Inspection Services for the Building Department, and authorize the Purchasing Manager to sign the awarding documents and to transfer funds between agreements on an as-needed basis.

**BACKGROUND:**

On September 18, 2007 your Board approved a list of a list of eight qualified consulting firms to provide plan review and inspection services to the Building Department as a result of RFQ No. 9686. The firms were evaluated under the requirements of RFQ No. 9686 and the list is effective until September 18, 2010. The firms who were named to the qualified list are Coastland Engineering, Interwest Consulting Group, Bureau Veritas, CSG Consulting, Tom Jennings, Willdan, McKenny Krug, and Buehler & Buehler.

Plan review and inspection by outside consultants is sometimes utilized to respond to workload spikes, complicated structural review, and to accommodate large scale project demands for numerous types of building projects within Placer County including the Tahoe area. The Building Department has made a commitment to its stakeholders to provide timely plan review and daily inspection service for the benefit of our customers and their projects. Also, on large scale projects outsourced plan review services are occasionally requested and/or inspection services to provide around-the-clock inspection which cannot be accommodated without the use of consultant services.

The Building Department is requesting that blanket purchase orders be awarded to four (4) of the qualified firms: Coastland Engineering, Interwest Consulting Group, Bureau Veritas, and CSG Consulting. The term of this agreement shall be for a one year period and subject to annual renewals by the Purchasing Manager during the effective time of the qualified list.

**FISCAL IMPACT:**

Services performed under these contracts will be entirely funded from plancheck fees collected from the respective projects. Sufficient inspection and/or plan review deposits will be required on large projects in order to cover the cost of these services.

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