



On Call Plan Review Professional Service Contracts

August 6, 2024

Background

- The Community Development Department requires on-call plan check services to supplement in house plan check staff. This is a fee for service that is collected at the time of plan check submission.
- The city is committed to complete plan check review in a timely manner. Consultants are used for cost effective measures to ensure that plan check turnaround times remain consistent.

Background (cont.)

- **April 3, 2024** - Request for Qualifications (RFQual) was posted in compliance with Chapter 3.03 of the Huntington Beach Municipal Code. Fourteen (14) proposals were received.
- The reviewing committee selected the three most qualified consultants based on a scoring system established by Purchasing:
 - Scott Fazekas & Associates, Inc.
 - CSG Consultants, Inc.
 - True North Compliance, Inc.

Analysis

- Community Development is requesting a \$1,500,000 contract authority based on a review of fiscal year expenses from the last 6 years.
- Permit Center operations remain steady and workload is anticipated to increase with an annual projected expense of \$500,000 per year for normal operations.
- Once executed, the contracted consultants do not have any guarantee of work. The work assigned will be according to plan check demand received through the permitting process. The funds used to pay for consultants is approved and requested through the normal budget process.

Summary

- **Recommended Action:** Approve the contracts submitted for approval to ensure that plan check turnaround times remain consistent.
- **Alternative Action:** Do not approve the contracts and direct staff accordingly. Plan check turnaround times are likely to increase and service levels will decrease until new contracts are approved.

Questions?

