



City of Huntington Beach

File #: 21-222

MEETING DATE: 4/5/2021

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Oliver Chi, City Manager

PREPARED BY: Ursula Luna-Reynosa, Director of Community Development

Subject:

Approve and authorize execution of an amendment to the contract between the City of Huntington Beach and West Coast Code Consultants, Inc., for professional As-Needed Building Plan Review Services in the amount of \$164,000

Statement of Issue:

Staff is requesting approval to amend an existing contract between the City of Huntington Beach and West Coast Code Consultants, Inc., for professional building plan review services. The contract would be increased by \$164,000, from a total of \$200,000 to \$364,000. The proposed amendment is needed to continue to provide professional building plan review services.

Financial Impact:

The West Code Consultants, Inc., amendment will not require additional appropriation as it will be funded from the approved Community Development Department Fiscal Year 20/21 Professional Services budget (account 10060501.69365).

Recommended Action:

Approve and authorize the Mayor and City Clerk to execute, "Amendment No. 1 to Professional Services Contract Between the City of Huntington Beach and West Coast Code Consultants, Inc. for Building Plan Review Services;" from \$200,000 to \$364,000, as approved by the City Attorney (Attachment No. 1).

Alternative Action(s):

1. Deny the Amendment between the City and West Coast Code Consultants, Inc.
2. Continue the item and direct staff accordingly.

Analysis:

The current contract with West Coast Code Consultants, Inc., was approved by the City Council in October 2018 with a budget of \$200,000 and a three-year term. Applicants who desire to construct

projects within the City must submit plans for review to ensure compliance with the California State Building Code. Applicants who submit projects to the City pay fees for these services and expect reasonable turnaround times. The City currently only has one in-house, full-time plan checker, and this employee is not qualified to review structural plans. This staffing level is not qualified to review certain submittals, nor is it sufficient to respond to the volume of applications in a timely manner.

These services have historically been supplemented with professional services provided by building plan review consultants. This approach is a cost-effective method of closing the gap between the demands for building plan review services and the ability of City staff to meet this demand. As such, it is necessary to increase the contract budget to ensure that the City can continue to meet the demand for plan review services.

Environmental Status:

The request is exempt pursuant to Section 15061(b) (3) of the California Environmental Quality Act.

Strategic Plan Goal:

Non Applicable - Administrative Item

Attachment(s):

1. Amendment No.1 to Agreement between City of Huntington Beach and West Coast Code Consultants, Inc. for As-Needed Building Plan Review Services
2. Original Professional Services Contract between the City of Huntington Beach and West Coast Code Consultants, Inc. for dated October 1, 2018 for As-Needed Building Plan Review Services
3. Insurance Certificate
4. West Coast Code Consultants, Inc., Huntington Beach Business License