



City of Huntington Beach

File #: 19-1204

MEETING DATE: 12/16/2019

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Oliver Chi, City Manager

PREPARED BY: David A. Segura, Interim Fire Chief

Subject:

Approve and authorize execution of three Professional Services Contracts with Bureau Veritas North America, Inc., CSG Consultants, Inc. and 4Leaf, Inc. for Fire Prevention Inspection and Plan Review Services

Statement of Issue:

The Fire Department requires professional fire prevention inspection and plan review services on an as-needed basis. These services are critical to keeping pace with the development occurring in the community, as well as providing essential fire protection/life safety fire prevention services. To provide these services, three qualified firms have been selected.

Financial Impact:

Funds would be made available from currently budgeted projects and are included in the *Fire Prevention Professional Services* (10065201.69365) and *Oil Production Professional Services* (10065204.69365) accounts. Additional City Council authorization will be requested for unbudgeted projects, as necessary.

Recommended Action:

A) Approve and authorize the Mayor and City Clerk to execute "Professional Services Contract Between the City of Huntington Beach and Bureau Veritas North America, Inc. for Fire Prevention and Plan Review Services;" and,

B) Approve and authorize the Mayor and City Clerk to execute "Professional Services Contract Between the City of Huntington Beach and CSG Consultants, Inc. for Fire Prevention and Plan Review Services;" and,

C) Approve and authorize the Mayor and City Clerk to execute "Professional Services Contract Between the City of Huntington Beach and 4Leaf, Inc. for Fire Prevention and Plan Review Services."

Alternative Action(s):

Do not authorize one or more of the contracts and provide staff with alternative direction.

Analysis:

Applicants who submit development projects to the City pay fees for plan checks and inspections and expect reasonable service levels. When City staff can no longer meet demands of increased development activity, these services have historically been supplemented with professional fire prevention inspection and plan review services. This approach is a cost effective method of closing the gap between the demands for these services and the ability of City staff to meet this demand.

Typical fire prevention inspection and plan review services include:

- Perform field inspections of operational fire permits, fire protection systems, fire master plans and architectural plans to ensure compliance with applicable codes, specifications and City standards
- Provide all necessary liaisons with applicant business owners, City representatives, Fire Marshal, etc.
- Perform plan review consultations
- Determine plan compliance with applicable codes, specifications and City standards
- Submit list of items requiring correction to achieve conformance with City regulations
- Provide written reports of findings and recommendations
- Provide representation at meetings related to fire inspections and plan reviews with customers and City staff as requested by the Fire Marshal or designee

In Fiscal Year 2018/19, the Fire Prevention Division conducted 10,050 inspections and 1,870 development and fire protection/life safety plan check reviews that yielded approximately \$1.2 million in annual revenues. These inspections covered businesses, residential facilities, hazardous materials occupancies, oil wells, and new construction. This Division also performed annual inspections of approximately 1,992 multi-family residential complexes, as mandated by the State.

In compliance with Chapter 3.03 of the Municipal Code, proposals for these services were requested and six (6) firms responded. Representatives from City departments ranked the proposals based on qualifications, experience and references. Upon final review, it was determined that Bureau Veritas North America, CSG Consultants and 4Leaf will best meet the needs of the City. Each of the three proposed contracts are for a three-year term. Based on anticipated project plan review and inspection needs, the agreement with Bureau Veritas North America will have an amount not to exceed \$462,000. The contracts with CSG Consultants and 4Leaf will each be for \$123,750. The total for all three contracts will be \$709,500, or \$236,500 for each of the three years of the proposed agreements.

In order to meet the demand for these services, approval of the attached contracts is recommended.

Environmental Status:

Not applicable.

Strategic Plan Goal:

Enhance and modernize public safety service delivery

Attachment(s):

1. Professional Services Contract between the City of Huntington Beach and Bureau Veritas North America, Inc. for Fire Prevention Inspection and Plan Review Services

2. Professional Services Contract between the City of Huntington Beach and CSG Consultants, Inc. for Fire Prevention Inspection and Plan Review Services
3. Professional Services Contract between the City of Huntington Beach and 4Leaf, Inc. for Fire Prevention Inspection and Plan Review Services