



CITY OF LONG BEACH

C-15

DEPARTMENT OF DEVELOPMENT SERVICES

333 West Ocean Blvd., 3rd Floor, Long Beach, CA 90802 (562) 570-5237

August 11, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt the attached Resolution authorizing the City Manager to execute a contract and any necessary amendments thereto with Sierra-Cedar, Inc., of Alpharetta, GA, on a sole source basis, for the purchase of computer and consulting services related to the Electronic Plan Check System in an amount not to exceed \$24,000; and

Increase appropriations in the Development Services Fund (EF 337) in the Development Services Department (DV) by \$24,000. (Citywide)

DISCUSSION

On February 10, 2015, the City Council authorized the selection of e-Plan, Inc., as the City's preferred consultant to provide an Electronic Plan Check System (System) to provide a convenient way for applicants and City staff to submit, review and approve construction plans online. As part of the System implementation, the Development Services Department (Department) requires an assessment to help identify configuration changes needed to support integration between the System and existing land management software (formerly known as Hansen).

Three firms were approached for quotes related to this assessment. Two of the firms indicated that they did not have availability to perform the work within the requested timeframe; as a result, they did not provide bids for the requested services. The third, Sierra-Cedar, Inc., proposed to complete the assessment in a six-week period for a total not to exceed \$24,000. Typically, sole source procurements under \$25,000 do not need City Council approval; however, Sierra-Cedar, Inc., has requested that the City enter into a Master Services Agreement, which requires City Council approval. Therefore, staff requests authorization to enter into the agreement.

City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process, but allows for awards without a competitive bid process if accompanied by a Resolution adopted by the City Council.

This matter was reviewed by Deputy City Attorney Linda Vu on July 13, 2015, and by Budget Management Officer Victoria Bell on July 21, 2015.

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TIMING CONSIDERATIONS

City Council action is requested on August 11, 2015, to ensure that the assessment related to the Electronic Plan Check System can be completed.

FISCAL IMPACT

The contract authority requested includes \$24,000 for a six-week assessment of the configuration changes necessary to integrate Electronic Plan Check with existing software. An appropriation increase is requested in the Development Services Fund (EF 337) in the Development Services Department (DV) of \$24,000. The increase will be offset by technology surcharge revenue, which must be spent on technological improvements for the Development Services Permit Center. There will be no local job impact as a result of the recommended action.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


AMY J. BODEK, AICP
DIRECTOR OF DEVELOPMENT SERVICES


JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:


PATRICK H. WEST
CITY MANAGER

AJB:LAF:AA

Attachment: City Council Resolution

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH AUTHORIZING THE CITY
5 MANAGER TO EXECUTE A CONTRACT AND ANY
6 NECESSARY AMENDMENTS THERETO WITH SIERRA-
7 CEDAR, INC. WITHOUT ADVERTISING FOR BIDS, FOR
8 COMPUTER AND CONSULTING SERVICES RELATED TO
9 THE ELECTRONIC PLAN CHECK SYSTEM IN AN
10 AMOUNT NOT TO EXCEED \$24,000
11

12 WHEREAS, on February 10, 2015, City Council authorized the selection of
13 e-Plan, Inc. as the City's preferred consultant to provide an Electronic Plan Check
14 System (the "System") to provide a convenient way for applicants and City staff to submit,
15 review and approve construction plan online; and

16 WHEREAS, as part of the System implementation, the Department of
17 Development Services requires an assessment to help identify configuration changes
18 needed to support integration between the System and existing land management
19 software; and

20 WHEREAS, three firms were approached for quotes related to this
21 assessment and Sierra-Cedar, Inc. was the only firm able to perform the work within the
22 requested timeframe; and

23 WHEREAS, as a result, no useful purpose would be served by advertising
24 for bids for computer and consulting services related to the Electronic Plan System and to
25 do so would constitute an idle and useless act and an unnecessary expenditure of public
26 funds because Sierra-Cedar, Inc. is the only corporation, firm or individual that could or
27 would bid for computer and consulting services related to the Electronic Plan System;

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
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Long Beach, CA 90802-4664

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NOW, THEREFORE, the City Council of the City of Long Beach resolves as follows:

Section 1. The City Manager is hereby authorized to enter a contract and any necessary amendments thereto with Sierra-Cedar, Inc. for computer and consulting services related to the Electronic Plan System in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000).

Section 2. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2015 by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk