

May 16, 2023

**C-6**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Authorize the City Manager, or designee, to execute all documents necessary to amend Contract No. 36111 with Bureau Veritas North America, Inc., of Santa Ana, CA; Contract No. 36113 with CSG Consultants, Inc., of Orange, CA; Contract No. 36133 with Interwest Consulting Group, of Irvine, CA; Contract No. 36110 with JAS Pacific, of Upland, CA; Contract No. 36109 with TRB & Associates, of Long Beach, CA; Contract No. 36114 with True North Compliance Services, of Long Beach, CA; Contract No. 36104 with The Code Group dba VCA Code, of Orange, CA; and Contract No. 36112 with Willdan, Inc., of Anaheim, CA, for as-needed plan review and inspection services, to increase the annual aggregate contract amount by \$2,000,000, for a revised annual aggregate amount not to exceed \$3,500,000. (Citywide)

**DISCUSSION**

City Council approval is requested to amend Contract No. 36111 with Bureau Veritas North America, Inc.; Contract No. 36113 with CSG Consultants, Inc.; Contract No. 36133 with Interwest Consulting Group; Contract No. 36110 with JAS Pacific; Contract No. 36109 with TRB & Associates; Contract No. 36114 with True North Compliance Services; Contract No. 36104 with The Code Group dba VCA Code; and Contract No. 36112 with Willdan, Inc., to continue the as-needed plan review and inspection services for the Department of Development Services (Department) Building and Safety Bureau (Bureau).

On September 7, 2021, the City Council awarded contracts to Bureau Veritas North America, Inc.; CSG Consultants, Inc.; Interwest Consulting Group; JAS Pacific; TRB & Associates; True North Compliance Services; The Code Group dba VCA Code; and Willdan, Inc., as part of its adoption of RFP DV21-038 for as-needed plan review and inspection services, for an annual aggregate amount of \$1,500,000, for a period of two years, with the option to renew for three additional one-year periods.

Since the initial award, the Bureau has relied on these contracts for supplemental assistance resulting from vacancies and workforce shortages caused by employee turnover, retirements, short-term illnesses, and medical leaves. Recently, the Bureau has experienced an unusually high turnover rate and seen workload increases and shortened review requirements due to changes in State law. Subsequently, the need for these supplemental services has increased, and the current authority is no longer sufficient for the remaining contract term. The Department is exploring options for more long-term solutions in the future, including requesting additional staff as part of the Fiscal Year 2024

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budget. In the meantime, the Department requests City Council authority to increase the annual aggregate authority for these contracts to sustain operations and avoid impacts to customers.

This matter was reviewed by Deputy City Attorney Erin Weesner-McKinley on April 26, 2023, Purchasing Agent Michelle Wilson on April 12, 2023, and Revenue Management Officer Geraldine Alejo on April 13, 2023.

#### TIMING CONSIDERATIONS

City Council action to amend Contract Nos. 36111, 36113, 36133, 36110, 36109, 36114, 36104, and 36112 is requested on May 16, 2023, to ensure there is no interruption in services.

#### FISCAL IMPACT

The requested action increases the aggregate contract authority by \$2,000,000, for a revised total annual aggregate contract authority not to exceed \$3,500,000. The contract authority will be used on an as-needed basis and is appropriated in the Development Services Fund Group in the Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The number of additional local jobs associated with this recommendation is unknown.

#### SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



CHRISTOPHER KOONTZ  
DIRECTOR  
DEVELOPMENT SERVICES

APPROVED:



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THOMAS B. MODICA  
CITY MANAGER