

R-23

September 7, 2021

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFQ DV21-038 and award contracts to Bureau Veritas North America, Inc., of Santa Ana, CA; CSG Consultants, Inc., of Orange, CA; Interwest Consulting Group, of Irvine, CA; JAS Pacific, of Upland, CA; TRB & Associates, of Long Beach, CA; True North Compliance Services, of Long Beach, CA; The Code Group, dba VCA Code, of Orange, CA; and Willdan, Inc., of Anaheim, CA, for as-needed plan review and inspection services, in a total annual aggregate amount not to exceed \$1,500,000, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contracts, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into contracts with 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., for the provision of as-needed plan review and inspection services. The Development Services Department's (Department) Building and Safety Bureau (Bureau) has seen steady increases in the demand for plan review and inspection services and experienced vacancies and workforce shortages caused by employee turnover, retirements, short-term illnesses, employee medical leaves, and temporary duty.

The Request for Qualifications (RFQ) was advertised in the Long Beach Press-Telegram on April 23, 2021, and 1,031 potential proposers specializing in professional, scientific, architectural, and technical services, civil engineering, and construction were notified of the RFQ opportunity. Of those proposers, 76 downloaded the RFQ via the City's electronic bid system. The RFQ document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFQ announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 35 local, minority-owned, and women-owned business groups. There were 16 proposals received by the RFQ due date, May 18, 2021. Of those 16 proposers, one was a Minority-owned Business Enterprise (MBE), none were Women-owned Business Enterprises (WBEs), three were certified Small Business Enterprises (SBEs), and two were Long Beach businesses (Local). The selection committee determined that Bureau Veritas North America, Inc., of Santa Ana, CA, CSG Consultants, Inc., of Orange, CA, Interwest Consulting Group, of Irvine, CA, JAS Pacific, of Upland, CA, TRB & Associates, of Long Beach, CA, True North Compliance Services, of Long Beach, CA, The Code Group, dba VCA Code, of Orange, CA, and Willdan, Inc., of Anaheim, CA, were the most qualified firms to provide the services.

The selected firms demonstrated competence and experience in their knowledge of plan review and inspection services as it pertains to building and safety concerns in the City. The selected firms also demonstrated the ability to provide experienced key personnel on an as-needed basis. As noted above, two of the firms are located in Long Beach.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFQ specifications. Through outreach, 38 Long Beach vendors were notified to submit proposals, of which two downloaded and submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Erin Weesner-McKinley on August 3, 2021, Business Services Bureau Manager Tara Mortensen on August 6, 2021, and by Budget Management Officer Rhutu Amin Gharib on August 18, 2021.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFQ DV21-038 and award contracts concurrently is requested on September 7, 2021, to ensure contracts are in place expeditiously and the Department does not have a gap in its ability to retain plan check and inspection services as needed and in a timely manner.

FISCAL IMPACT

The total annual aggregate amount of the contracts will not exceed \$1,500,000 for a period of two years, with the option to renew for three additional one-year periods. The contract authority requested by the Department is based on current projections and provides leeway in allocating authority to multiple vendors. The Development Service Fund Group in the Development Services Department has sufficient appropriation for the current work at this time. Any work not currently budgeted will only proceed at such time that appropriations have been approved by the City Council. 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 until as-needed services occur.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



OSCAR W. ORCA
DIRECTOR OF DEVELOPMENT SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER