

Minor, Beth

From: Rice, Danille
Sent: Friday, June 7, 2019 10:58 AM
To: ORG - Clerk's Office; ORG - Manager's Office; Council Agenda Email; Council, City
Cc: Stump, Molly; Hoyt, George
Subject: June 10 Council Agenda Questions for Item 5: Amendment to Construction Plan Check and Inspections OnCall Contracts

**Council Question Response**

Dear Mayor and Council Members:

On behalf of City Manager Ed Shikada, please find below the staff responses to inquiries made by Council Member Tanaka in regard to the June 10, 2019 Council Meeting agenda.

Item 5: Amendment to Construction Plan Check and Inspections OnCall Contracts

1. **How many total on call staff did the companies provide in the previous three years?**

The City has approximately 19-20 part-time and full-time contractor positions related to these three contracts.

2. **How many hours did they work in total?**

The contractors provided through these three contracts worked approximately 30,000 hours per year over the past three years.

3. **Is the large amount that the city is paying for this contract (\$2,500,000 a year) worth the total amount of hours worked?**

Yes, the work of the Development Services Department is completed in part by City employees and in part by contractors. All service costs are recovered through user fees.

4. **Will the merging of SAFEbuilt and Kutzmann cause any effect on the City?**

No, City staff does not anticipate any noteworthy impact on the City as a result of this merger.

5. **Why wasn't there another RFP to check for more competitive contractors?**

As stated in the staff report, staff has developed recommendations to merge the Planning and Community Environment and Development Services departments. During this time of transition, staff seeks to maintain continuity by utilizing the expertise of the existing firms and to provide the new department director time to review and evaluate service delivery model of the new department. The complications of the immediate department merger and reorganization, combined with currently high vacancy levels, makes it particularly difficult to implement a substantive change at this time. Staff intends to conduct an RFP but, due to high levels of vacancies and the merger of

the Planning and Development Services departments, staff has postponed scheduling the RFP to FY20.

6. The money for this contract is quite a bit.

Unlike some contracts that are for a particular project or deliverable, these contracts support a portion of the daily delivery of development services year-round and the cost, which is recovered through user fees, reflects the level of workload demand in Development Services.

7. Are there any measures in place to check the quality of the work of these contractors?

Yes, the Building Inspection Supervisor and the Chief Building Official – both City employees -- conduct routine audits.

8. How much does each company receive in total after the money is split?

Data from the last three years indicates, on average, that 4leaf received approximately 70%, SAFEbuilt received approximately 25% and Shums Coda received approximately 5% of the total expenditures for these contracts.

Thank you.



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