MEMORANDUM
CITY OF CHINO
DEVELOPMENT SERVICES DEPARTMENT

COUNCIL MEETING DATE: JUNE 18, 2019

TO: MATTHEW C. BALLANTYNE, CITY MANAGER
FROM: NICHOLAS S. LIGUORI, AICP, DEVELOPMENT SERVICES DIRECTOR
SUBJECT: AWARD PROFESSIONAL SERVICES AGREEMENTS FOR THE DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION
1) Award Professional Services Agreements to Building Code Services, Inc., in the amount of $300,000 for building plan check services; DTA (formerly David Taussig Associates), in the amount of $200,000 for CFD project management services; LSA Associates, Inc., in the amount of $172,075 for Climate Action Plan Update; RJM Design Group, Inc., in the amount of $40,000 for landscape plan check services; Architerra Design Group, in the amount of $40,000 for landscape plan check services; 2) Authorize up to two, one-year contract extensions; 3) Award a Professional Services Agreement to Silver & Wright LLP, in the amount of $500,000 for legal services pertaining to Code Enforcement, which can be extended annually until both parties mutually agree to terminate the agreement; and 4) authorize the City Manager to execute the necessary documents on behalf of the City.

FISCAL IMPACT
There are sufficient funds included in the proposed Fiscal Year 2019-2020 Development Services Operating Budget for these agreements.
BACKGROUND

The City continues to experience high development activity which puts an increased demand on City staff. The Development Services Department contracts for specific professional services to ensure the timely and efficient delivery of services to our citizens and customers. The City’s current Purchasing Ordinance requires that the City Council approve any purchases exceeding $25,000 from one vendor.

The vendors listed below represent contracts and purchase orders for routine annual professional services, which are critical to the daily operations of the Development Services Department.

Professional Services:

<table>
<thead>
<tr>
<th></th>
<th>Vendor Name</th>
<th>Type</th>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BUILDING CODE SERVICES, INC.</td>
<td>New Contract FY 2019-20</td>
<td></td>
<td>$300,000</td>
</tr>
<tr>
<td>2</td>
<td>DTA</td>
<td>New Contract FY 2019-20</td>
<td></td>
<td>$200,000</td>
</tr>
<tr>
<td>3</td>
<td>LSA ASSOCIATES, INC.</td>
<td>New Contract FY 2019-20</td>
<td></td>
<td>$172,075</td>
</tr>
</tbody>
</table>

On April 4, 2019, City staff solicited proposals through Planet Bid for building plan check services. The City received fifteen (15) proposals from 4Leaf; Builders Protection Group; Building Code Services; Bureau Veritas North America; CSG Consultants; Independent Code Consultants; Infrastructure Engineers; Interwest Consulting Group; J Lee Engineers; Safebuilt LLC; Scott Fazekas & Associates; The Code Group, Inc.; Transtech Engineers; TRB & Associates; and Willdan Engineering. The proposals were evaluated and ranked by a selection committee based on qualifications, past performance, responsiveness, and competitive pricing. It was determined that Building Code Services was the highest ranked proposer. Therefore, it is staff’s recommendation to the City Council to award a new contract to Building Code Services, Inc., in the amount of $300,000. The contract’s term is one year, with the option to extend two (2) additional one-year periods. The cost for this contracted service is completely offset through revenues from plan check fees charged to applicants.

On April 16, 2019, City staff solicited proposals through Planet Bid for CFD project management services. The City received two (2) proposals from DTA (formerly, David Taussig Associates), and Willdan Engineers. The proposals were evaluated and ranked by a selection committee based on qualifications, past performance, responsiveness, and competitive pricing. It was determined that DTA was the highest ranked proposer. Therefore, it is staff’s recommendation to the City Council to award a new contract to DTA in the amount of $200,000. The contract’s term is one year, with the option to extend two (2) additional one-year periods. The cost for this contracted service is completely offset through the Development Impact Fee program and CFD revenues.

On April 8, 2019, City staff solicited proposals through Planet Bid for the Climate Action Plan Update. The City received four (4) proposals from: LSA Associates, Inc.; Kimley-Horn & Associates, Inc.; Dudek; and Integral Group. The proposals were evaluated and ranked by a selection committee based on qualifications, past performance, responsiveness and competitive pricing. It was determined
that LSA Associates, Inc. was the highest ranked proposer. Therefore, it is staff's recommendation to the City Council to award a new contract to LSA Associates Inc. in the amount of $172,075. The contract's term is one-year, with the option to extend two (2) additional one-year periods. This project is a regulatory obligation and will be paid from the General Fund.

4. **RJM DESIGN GROUP, INC. and ARCHITERRA DESIGN GROUP - New Contracts FY 2019-20 - $40,000**  
   On April 16, 2019, City staff solicited proposals through Planet Bid for landscape plan check services. The City received eight (8) quality proposals from Architerra Design Group Inc.; Builder's Protection Group, LLC; Hirsch & Associates; NUVIS; Richard Fisher Associates; RJM Design Group, Inc; Van dyke Landscape Architects; and Willdan Engineers. The proposals were evaluated and ranked by a selection committee based on qualifications, past performance, responsiveness, and competitive pricing. Staff recommends contracts awarded to the top two (2) consultants: RJM Design Group, Inc., and Architerra Design Group, for each, a not-to-exceed amount of $40,000. It should be noted that landscape plan check services are on an as-needed basis, and although the not to exceed amount is $40,000 for each contract, this work is not guaranteed to the consultant and will be distributed by staff accordingly. The term of the contracts is one-year, with the option to extend two (2) additional one-year periods. The cost for this contracted service is completely offset through revenues from plan check fees charged to applicants.

5. **SILVER & WRIGHT LLP - New Contract FY 2019-20 - $500,000**  
   For the past six years, the Development Services Department has contracted with Silver & Wright LLP as the City Prosecutor for legal services pertaining to Code Enforcement. The current agreement expires on June 30, 2019, without the option to extend an additional year. The City desires to continue services with this consultant due to ongoing litigation, and their extensive knowledge of the City’s codes and legal cases. Staff has prepared a sole source justification that has been reviewed and approved by the Finance Department. Additionally, staff recommends to the City Council to approve a new agreement with Silver & Wright LLP for a not-to-exceed amount of $500,000, which can be renewed annually until City decides to terminate the agreement. These services are on an as-needed basis. The cost for these services are partially offset by judgments for payment of the City’s legal fees in certain cases.

**ISSUES/ANALYSIS**

City staff continues to incorporate good business practices when entering into new contracts, or modifying existing contracted services. City staff reviewed all the above contracts and purchase orders to ensure that the City’s Purchasing Ordinance was followed through the entire process. Therefore, it is staff’s recommendation to the City Council to approve the above-mentioned Development Services contracts and purchase orders, and authorize the City Manager to execute all necessary documents on behalf of the City.
Attachment: Proposed Development Services Agreements.