DATE: JUNE 10, 2008
FROM: PLANNING DIRECTOR
SUBJECT: BUILDING PLAN CHECK CONSULTANT AGREEMENTS

ATTACHMENT (Y/N): YES ITEM # 21

RECOMMENDATION:


DISCUSSION:

The Building Division of the Planning Department requires on-call resources to ensure we are able to provide plan check and inspection services within our designated service timeframes. Development activity has remained strong throughout the city and is expected to continue to do so due to anticipated projects within The Platinum Triangle, the Anaheim Resort, the Canyon business center, and the Disney properties.

The Building Division, in accordance with Council Policy 401, has completed an extensive Request for Proposal (RFP) process to secure professional consultants to meet the needs of the Department. The RFP was issued in January 2008 and 16 firms responded. Of the respondents, six firms met the minimum qualifications and were invited to participate in an interview process. The interview panel was comprised of professional staff from the cities of Anaheim, Orange, and Costa Mesa. The panel evaluated the firms based on the following categories: municipal experience, qualifications of team, quality control, work plan (method and technologies), conflict of interest, and fees.

The following four firms were selected: Charles Abbott Associates, Inc., CSG Consultants, Inc., P & D Consultants, Inc., and Scott Fazekas & Associates, Inc. They each received over 70 points out of 100 on the evaluation matrix. JAS Pacific, Inc. and VCA Code Group were not selected.

The use of outside consultants typically occurs when the core plan check and inspection staff is unable to process plans or perform inspections within established timeframes. The Division will contract with one of the consultants to assist in completing plan
checks and inspections in a timely manner. Assignments are made to consultants based on specialized expertise and/or availability. During the past three years, expenditures for these types of consultant services have ranged from $150,000 to $300,000.

**IMPACT ON BUDGET:**

There is no impact on the General Fund. Expenditures are off-set by plan checking and inspection fees.

Respectfully submitted,

Sheri Vander Dussen  
Planning Director

**Attachments:**

1. Consultant Agreements (CAA, CSG, P&D, and SFA Agreements)