



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: JUNE 11, 2024

DEPARTMENT: COMMUNITY DEVELOPMENT

FROM: LISA BRINTON, DIRECTOR

THROUGH: DAVID GONZALVES, ASSISTANT DIRECTOR

BY: ANGELINE ANZINI, CHIEF BUILDING OFFICIAL
YAZMIN OCHOA-FLORES, ADMINISTRATIVE ANALYST

TITLE: AGREEMENTS FOR PROFESSIONAL SERVICES FOR PERMIT
AND CODE ENFORCEMENT SERVICES

RECOMMENDED MOTION:

A motion to approve a Resolution:

- 1) Establishing a three-year On-Call list for permit and code enforcement professional services to include True North Compliance Services, Shums Coda Associates, TRB and Associates, 4LEAF, CSG Consultants, and Willdan Engineering;
- 2) Authorizing the City Manager to execute On-Call Agreements for Professional Services for permit services with True North Compliance Services, Willdan Engineering, Shums Coda Associates, and 4LEAF for Fiscal Years 2024-25, 2025-26 and 2026-27 with an individual agreement total compensation amount not to exceed \$150,000 for FY 2024-25;
- 3) Authorizing the City Manager to execute an On-Call Agreement for Professional Services for code enforcement services with Willdan Engineering for Fiscal Years 2024-25, 2025-26 and 2026-27 with a total compensation amount not to exceed \$250,000 for FY 2024-25;
- 4) Authorizing the City Manager to execute an Agreement for Professional Services with TRB and Associates effective June 11, 2024, to June 30, 2026, for an amount not to exceed \$600,000 to facilitate the permitting of a proposed new warehouse/logistics facility; and
- 5) Authorizing the City Manager and City Attorney to finalize, and the City Manager to execute a Funding Agreement with Scannell Properties, the developer of the proposed new warehouse/logistics facility project, to reimburse the City for augmentation of plan review and inspection services incurred for this project.

EXECUTIVE SUMMARY:

The Community Development Department (CDD) seeks to establish a three-year, On-Call list to facilitate the provision of professional services for permit administration, plan review, building code enforcement, and special projects at the City's Permit Center. Authorization to enter into Agreements with True North Compliance Services, Willdan Engineering, Shums Coda Associates, TRB and Associates, and 4LEAF for the Fiscal Year 2024-25 through Fiscal Year 2026-27 is also requested. These contracts are essential to address Permit Center application volume, technical support, and large-scale development projects. All contracted consultants are required to maintain appropriate certifications relevant to their projects. Leveraging consultant services alongside City Permit Center staff enables CDD to enhance and sustain a superior level of customer service. Year One funding for permit services functions (administration, plan review and inspection) Agreements is included in the proposed Permit Center Enterprise Fund FY 2024-25 Budget. Year One funding for Code Enforcement services is included in the proposed Measure G FY 2024-25 Budget.

Additionally, staff seeks authorization to enter a Funding Agreement with Scannell Properties, the developer of a proposed new warehouse/logistics facility project. Under the Funding Agreement, the Developer agrees to be responsible for costs and expenses associated with contract consultants' work (TRD), City staff time to administer consultant agreement and work, and city staff time for project management and administrative costs and expenses incurred with the permitting the proposed project.

BACKGROUND:

The Permit Services Division, funded by the Permit Center Enterprise Fund, has historically utilized contracted consultants. Presently, the division relies on external technical experts for plan reviews, permitting, and inspection services. Contracting for professional services enables the Permit Center to promptly respond to an increasing number of development applications due to economic growth, particularly for major and complex projects. The Code Enforcement division also requires the services of consultants to ensure appropriate resources are available to support their divisional objectives of addressing violations, including nonpermitted vendors.

In April 2024, CDD advertised a Request for Qualifications (RFQ), provided as an attachment to this staff report, to establish a list of qualified consulting firms to perform professional services for permit administration, plan review, building inspections, code enforcement and special projects on an "on-call" basis. Statements of Qualification submittals were received from the following firms:

- True North Compliance Services Inc. (Burlingame, CA)
- The Code Group, Inc. dba VCA Code (Orange, CA)
- Willdan Engineering (Oakland, CA)
- Shums Coda Associates, Inc (Pleasanton, CA)
- TRB and Associates, Inc. (Santa Clara, CA)
- West Coast Code Consultants, Inc. (San Francisco, CA)
- Bureau Veritas North America Inc. (Sacramento, CA)
- CSG Consultants, Inc. (Foster City, CA)

- 4LEAF, Inc. (Pleasanton, CA)

A review panel comprised of four City staff reviewed the nine submittals based on the selection criteria listed in the RFQ document that included:

- 1) Firm Profile
- 2) Quality of Staff/Project Team
- 3) Relevant Project Experiences and References
- 4) Demonstrated Technical Ability
- 5) Fee Structure

Based on these criteria, the review panel selected True North Compliance Services, Willdan Engineering, Shums Coda Associates, TRB and Associates, 4LEAF, and CSG Consultants as the six top-ranked firms to be placed on a three-year On-Call list. It is requested that authorization to enter into on-call agreements for a three-year period under individual Agreements for Professional Services with the City to provide regular permit administration, plan review, building inspections, code enforcement, and special projects. Draft Agreements for Professional Services for Fiscal Years 2024-25, through 2026-27 are attached to this staff report. Under the terms of the Agreements, compensation will be provided as described on Exhibit B of each Agreement. Any additional Agreements for future scope of work will be negotiated and then executed following City procurement procedures.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

STRATEGIC PLAN INITIATIVE:

The proposed Agreements support the City of Salinas Strategic Plan 2022-2025 Goals and Strategies of *Economic Development, Housing/Affordable Housing, Public Safety, and Effective and Culturally Responsive Government* by enhancing Permit Center operations and facilitating safe and efficient development within the City including the provision of high-level customer service and efficiently moving projects forward within required timelines.

DEPARTMENTAL COORDINATION:

This item was prepared by the Community Development Department, in collaboration with the City Attorney's Office and the Finance Department.

FISCAL AND SUSTAINABILITY IMPACT:

The funding source for permit services functions (administration, plan review and inspection) is the Permit Center Enterprise Fund and is included in the FY 2024-25 Proposed Budget. Funding for code enforcement services comes from Measure G and is included in the FY Proposed 2024-25 Budget. Any need to provide augmented professional services for the permitting of a proposed new warehouse/logistics facility project will be covered through a Funding Agreement in which the developer (Scannell Properties) agrees to reimburse the City for additional costs and expenses incurred related to the proposed project.

ATTACHMENTS:

1. Resolution establishing an On-Call list for Permit and Code Enforcement services, and authorizing execution of Agreements for Professional Service and a Funding Agreement
 - a. Agreement for Professional Services with True North Compliance Services, Inc.
 - b. Agreement for Professional Services with and Willdan Engineering (Permit Services)
 - c. Agreement for Professional Services with Shums Coda Associates, Inc
 - d. Agreement for Professional Services with 4LEAF, Inc
 - e. Agreement for Professional Services with and Willdan Engineering (Code Enforcement Services)
 - f. Agreement for Professional Services with TRB and Associates, Inc.
 - g. Funding Agreement for augmented Permit Services for a Proposed New Logistics Facility Project
2. Request for Qualifications for On-Call Permit and Code Enforcement Services