

# City of Hesperia

## STAFF REPORT



**DATE:** January 18, 2022

**TO:** Mayor and Council Members

**FROM:** Nils Bentsen, City Manager

**BY:** Rachel Molina, Assistant City Manager  
Mark McKinley, Assistant Engineer

**SUBJECT:** Award of Contract for Engineering Plan Review and Inspection Services

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### RECOMMENDED ACTION

It is recommended that the City Council approve the award of two (2) Professional Services Agreements (PSAs); one to HRGreen in the amount of \$20,000 for a term of 1 year for Plan Check services and the other to Transtech in the amount of \$10,000 for a term of 1 year for Engineering Inspection services.

### BACKGROUND

Coordination of plan review and inspection activities between Engineering, Building and Safety, and Public Works, is conducted on all construction projects in the City to ensure compliance with code requirements. During extremely busy periods in the development community, it becomes necessary to contract for plan review and inspection services in order to provide and maintain a high level of customer service to the development community. These services include, but are not limited to, the performance of plan review and inspection of residential, commercial, and industrial projects.

### ISSUES/ANALYSIS

Due to the City's need for professional engineering services, City staff has elected to seek Contract Plan Review and Inspection Services to keep pace with development in the City in lieu of hiring additional staff. The contract would provide the flexibility to increase or decrease the volume and frequency of contracted services depending on the fluctuating project workloads.

During September 2021, the City issued a Request for Proposal (RFP) for City Engineering Plan Check and Inspection Services was released. During the RFP proposal acceptance timeframe, a total of thirty-three (33) engineering firms were contacted either through e-mail, City's Public Purchase or the City's website to reach a broad range of engineering firms in the hopes of receiving a multitude of proposal submissions. The deadline for submitting proposals was Tuesday, October 12, 2021 and a total of eight (8) firms responded to the RFP by submitting a proposal. A review panel consisting of three City staff reviewed and scored the proposals. Upon the panel's completion of the proposal review, it was determined that HRGreen was the top ranked firm for Plan Check services and Transtech was the top ranked firm for Inspection services.

Once the ranking of the firms has been determined, the Fee Proposal of the top ranked firm will be opened by City staff. After review of the Fee Proposal, it allows City staff to negotiate with the top ranked firm.

The review panel's RFP scoring summary showing each firm's total points at the conclusion of the RFP evaluation process has been provided below:

| REVIEW PANEL SUMMARY for Plan Check Services |                |         |                           |     |                 |           |                               |           |
|--|----------------|---------|---------------------------|-----|-----------------|-----------|-------------------------------|-----------|
| Firms  |                |         |                           |     |                 |           |                               |           |
| Total Available Points = 300                 | Bureau Veritas | HRGreen | Transtech Engineers, Inc. | KOA | GK & Associates | RMA Group | CASC Engineering & Consulting | InterWest |
| Total Score                                  | 262            | 299     | 263                       | 224 | N/A             | N/A       | 259                           | 259       |
| Ranking                                      | 3              | 1       | 2                         | 6   | N/A             | N/A       | 5                             | 5         |

| REVIEW PANEL SUMMARY for Inspector Services |                |         |                           |     |                 |           |                               |           |
|---|----------------|---------|---------------------------|-----|-----------------|-----------|-------------------------------|-----------|
| Firms                                       |                |         |                           |     |                 |           |                               |           |
| Total Available Points = 300                | Bureau Veritas | HRGreen | Transtech Engineers, Inc. | KOA | GK & Associates | RMA Group | CASC Engineering & Consulting | InterWest |
| Total Score                                 | 171            | 198     | 268                       | 241 | 224             | 261       | N/A                           | N/A       |
| Ranking                                     | 6              | 5       | 1                         | 3   | 4               | 2         | N/A                           | N/A       |

A comparison analysis was provided by Finance that allowed Engineering to view the final panel summary sheet to compare. Upon Engineering's review of the comparison analysis, Finance began negotiation with the top ranked firms. Upon completion of the negotiations, Finance and the top ranked firms were able to reach mutually agreeable terms based upon the top ranked firm's competitive rates for each position of need.

## FISCAL IMPACT

Funding of \$30,000 for Engineering Plan Review and Inspection Services was not included in the Fiscal Year 2021-2022 Budget and an amendment will be presented to the City Council during the Mid-Year Budget Review.

## ALTERNATIVE(S)

1. Provide alternative direction to staff.

## ATTACHMENT(S)

None