



Agenda Report

Fullerton City Council

MEETING DATE: APRIL 6, 2021

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: ADAM LOESER, FIRE CHIEF

SUBJECT: PURCHASE ORDER INCREASE AND EXTENSION OF
FIRE PLAN CHECK AND INSPECTIONS CONTRACT
WITH CSG CONSULTANTS

SUMMARY

The Fullerton Fire Department currently uses a consulting company to perform new-construction fire plan review services and corresponding fire inspections. Staff recommends approving a necessary increase in standing purchase order limit for continuity of this important development plan review.

RECOMMENDATION

Authorize City Manager to increase current not-to-exceed open purchase order limit with CSG Consultants, Inc. from \$50,000 to \$100,000 for the remainder of Fiscal Year 2020-21.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Fiscal and Organizational Stability
- Public Safety.

FISCAL IMPACT

The Fire Plan Check Specialist position, while a General Fund position, has its expenditures offset by the fees paid for plan check and inspection services. Additionally, the labor savings from the vacant Fire Plan Check Specialist position assist to cover the cost of services with CSG.

DISCUSSION

With the departure of the Fire Department's sole "Fire Plan Check Specialist" in September 2020, the Fire Department considered options for replacement. One option considered was the further realization of efficiencies experienced by the shared command staff model by also including the fire prevention division and staff into the shared efforts. Doing so would have resulted in a shared "Fire Plan Check Specialist," relieving Fullerton of the need to hire a direct replacement. However, at this time staff considers it prudent to maintain the current consulting practice through at least the remainder of the fiscal year before re-evaluating the enhancement of the shared staffing concept. Staff does not propose to fill the position with full-time employee at this time.

The City initially bid fire inspection services using an informal bid process as the preferred competitive procurement method, since the approximated expenditures did not to exceed \$50,000. Based on the continued use and the amount of development activity, required contract plan check services will go beyond the initial \$50,000 limit and, in following the City's Procurement Policy, staff requests City Council authorization. The City's Procurement Policy requires formal bidding for professional services agreements greater than \$50,000 through an open competitive bidding process advertised to the open market (i.e., request for proposal process). Staff requests City Council increase the CSG purchase order from \$50,000 to \$100,000 to facilitate fire plan review services and fire inspections for the remainder of the calendar year. CSG, as a current contractor through a competitive bid process for other planning and inspection services, is familiar with the City's requirements and processes for both the Fire and Community and Economic Development Departments.

When the City created the initial purchase order with the intent to ensure continuity of services due to the potential impact to the Community and Economic Development Department. Delaying a critical step in the development process would have significant bearing on the forward progress of any ongoing or proposed projects which required fire plan check. At the time, CSG already had access to all necessary systems needed for plan checking services due to their involvement with Community and Economic Development. As part of the development process, the Fire Department must review and certify all engineering, construction, grading, high piled storage, fire alarm, fire sprinkler and various other operational permit related plans. After review and certification of those plans, a qualified fire inspector must follow up as the project is completed. CSG can perform all these needs in a professional and efficient manner for the City. As mentioned, CSG also provides consulting services for the Community and Economic Development Department, making them highly familiar with the City's processes, internal software and security accesses.

Attachments:

- Attachment 1 – CSG Proposal & Fee Schedule
- Attachment 2 – CSG Original Purchase Order