

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY AUTHORIZING STAFF TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES TO AUGMENT BUILDING DIVISION STAFF OF COMMUNITY DEVELOPMENT DEPARTMENT AND FIND THE REQUEST EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINE SECTION 15061(B)(3)

CITY OF FOSTER CITY

WHEREAS, the Community Development Department (CDD) is committed to planning, maintaining, and improving the quality of life and public safety of Foster City in keeping with the vision of the City Council in the General Plan and other measures that reflect the City's heritage as a Master Planned community; and

WHEREAS, the Building Division is responsible for ensuring that all construction projects permitted within the City comply with the California Building Code, the Foster City Municipal Code and all other applicable codes and regulations. The Building Division provides permit intake, plan check, and building inspection services to ensure compliance with the California Health and Safety Codes; and

WHEREAS, the limited staff within the Building Division poses a challenge in providing continuous and uninterrupted building division services during staff absences and to overcome these challenges the implementation of on-call inspection and plan review services is proposed to ensure continuity of services; and

WHEREAS, on July 17, 2023, the City Council authorized Master Services Agreements with two (2) selected consultants for professional on-call building services, including West Coast Code Consultants (WC3) and 4LEAF, Inc. (4LEAF) in an amount not to exceed \$75,000 to augment building staff; and

WHEREAS, the agreements with WC3 and 4LEAF were for one (1) year and are set to expire on June 30, 2024;

WHEREAS, staff has determined it would be beneficial to continue engaging on-call building services to provide coverage and ensure services are not interrupted; and

WHEREAS, staff intends to select up to two (2) consulting firms to provide on-call professional consultant services to augment building division staff under this RFP who will be placed on an official list of qualified consultants to provide services such as, plans checks, inspections, permit in-take in response to staff absences, vacant positions, workflow demands; and

WHEREAS, if approved, the RFP will be issued on May 21, 2024, with a due date of June 11, 2024. City staff will then review and evaluate the proposed scope of work, schedule, and budget submitted by consultants and recommend to the City Council two (2) consultants to be awarded contract(s) to provide on-call building services at a future meeting date.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City does hereby authorize staff to issue an RFP for on-call professional consultant services to augment Building Division staff of the Community Development Department.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 20th day of May 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

PATRICK SULLIVAN, MAYOR

ATTEST:

PRISCILLA SCHAUS, CITY CLERK