

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY AUTHORIZING THE MAYOR TO EXECUTE TWO-YEAR MASTER SERVICES AGREEMENTS WITH 4LEAF, INC (4LEAF) AND WEST COAST CODE CONSULTANTS, INC (WC3), WITH AN AMOUNT NOT TO EXCEED \$150,000 EACH, FOR PROFESSIONAL ON-CALL BUILDING SERVICES FOR BUILDING INSPECTION AND PERMIT SUPPORT SERVICES AND WITHOUT LIMITATION FOR CERTAIN PLAN CHECK FEES THAT WILL BE PAYABLE DIRECTLY BY THE APPLICANT; APPROVING THE APPROPRIATION OF \$300,000 TO ACCOUNT NO. 001-0820-424-42-51 FOR INSPECTION AND PERMIT SUPPORT SERVICES; AND FINDING APPROVAL OF THE AGREEMENTS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES 15061(B)(3)

CITY OF FOSTER CITY

WHEREAS, the Building Division of the Community Development Department (CDD) 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; and

WHEREAS, the Building Division consists of six (6) full time employees, 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; and

WHEREAS, to enhance service delivery, continuity, flexibility, cost-effectiveness, and customer satisfaction, it is necessary to supplement the current staff with on-call inspection and plan review services; and

WHEREAS, on May 20, 2024, the City Council authorized the request to issue an RFP for on-call consultant services for the Building Division; and

WHEREAS, upon the approval of the City Council, an RFP was issued on May 21, 2024, and seven (7) responses were received by the due date of June 11, 2024, including proposals from West Coast Code Consultants, Inc. (WC3), Bureau Veritas, TRB and Associates, Inc., Shums Coda Associates, Inc. (SCA), CSG Consultants, Inc. (CSG), 4Leaf, Inc. (4LEAF), True North Compliance Services, Inc.; and

WHEREAS, upon review of the proposals, the City staff found that all the firms were qualified and recommended the selection of 4Leaf and WC3 based on their fee proposal, familiarity with the City ordinances, personnel resumes, and work experiences;

WHEREAS, all references verified the selected firms' ability to provide professional services; and

WHEREAS, the agreements for on-call building services include building inspection, permit support services, and plan reviews; and

WHEREAS, plan check services to be provided by the consultant are specified as the partial fixed percentage fee based on City's master fee schedule and would be paid directly by the applicant to the consultant; and

WHEREAS, for the inspection and permit support services, staff is requesting an appropriation of \$300,000 to the Account No. 001-0820-424-42-51; and

WHEREAS, the on-call services provided by 4Leaf, Inc. and West Coast Code Consultants, Inc. will help manage staff absences, meet the demands of new construction projects, and ensure consistent and efficient service delivery to the Foster City community including, residents and businesses.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Foster City does hereby authorize:

1. The approval of these Master Services Agreements is exempt per CEQA Guideline Section 15061(b)(3), Common Sense Exemption (14 Cal. Code Regs. § 15061(b)(3)) because it can be seen with certainty that there is no possibility that this action may have a significant effect on the environment; and
2. The Mayor to execute two (2) two-year Master Services Agreements with 4Leaf, Inc. and West Coast Code Consultants, Inc. for professional on-call building services with an amount not to exceed \$150,000 each, for building inspection and permit support services, and without limitation for certain plan check fees that will be payable directly by the Applicant, subject to final review and approval by the City Attorney; and
3. The appropriation of \$300,000 to the Account No. 001- 0820-424-42-51 for building inspection and permit support services from The General Fund Reserve.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 15<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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PATRICK SULLIVAN, MAYOR

ATTEST:

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PRISCILLA SCHAUS, CITY CLERK