
**CITY OF TEMPE
REQUEST FOR COUNCIL ACTION****Council Meeting Date: 08/04/2016
Agenda Item: 5B13**

ACTION: Award a two-year contract with three, one-year renewal options to Bureau Veritas North America, Inc., Shums Coda Associates, Brown and Associates Certified Inspection Service, Inc., Stantec Consulting Services, Inc., and Willdan Engineering for plan review and building inspection services to be used by the Community Development Department.

FISCAL IMPACT: There is no cost to the City for these contracts. The contracts are structured to allow the vendors to be paid directly by the applicants. Total combined value of these contracts shall not exceed \$400,000 during the two-year initial contract period.

RECOMMENDATION: Award the contracts.

BACKGROUND INFORMATION: : (RFP #16-194) The City of Tempe issued a Request for Proposal (RFP) to establish a contract for plan review and building inspection services. The contractors will perform review and inspection services as an extension of City staff and will follow City procedures and directives related to the services provided. City staff will evaluate all work performed by the contractors to ensure that it is timely and the quality is satisfactory.

Evaluation Process

Notification of the RFP was sent to over 35 vendors and six proposals were received from the following firms:

Bureau Veritas North America, Inc.
Shums Coda Associates
Brown & Associates Certified Inspection Service, Inc.
Stantec Consulting Services, Inc.
Willdan Engineering
SAFEbuilt California, LLC

The proposals were evaluated and scored by a committee comprised of Community Development and Procurement staff using the following criteria contained within the RFP:

Criteria	Weight
Contractor personnel and qualifications	30%
Cost	30%
Methodology for performing scope of work	15%
Corporate resources	15%
Proposal content and documentation; acceptance of terms and conditions	10%

Results of Scoring

Scoring results are as follows:

Offeror	Score
Bureau Veritas North America, Inc.	830
Shums Coda Associates	800
Brown & Associates Certified Inspection Service, Inc.	770
Stantec Consulting Services, Inc.	710
Willdan Engineering	680
SAFEbuilt California, LLC	405

Pricing for plan review services is based upon a percentage of the City's collected plan check fee. Offerors submitted the % of the plan check fee for each review as presented in the table below:

Structure Type	Bureau Veritas	Shums Coda Associates	Brown & Associates	Stantec Consulting Services	Willdan Engineering	SAFEbuilt California
<i>Single-family residences, duplexes, garages, and related structures</i>						
Initial Review	45%	60%	65%	68%	50%	50%
Second Review	5%	0%	0%	0%	20%	50%
Third/Additional Review	5%	0%	hourly	hourly	10%	n/a
<i>Multiple residences (apartments, condominiums)</i>						
Initial Review	45%	60%	65%	75%	50%	50%
Second Review	5%	0%	0%	0%	20%	50%
Third/Additional Review	5%	0%	hourly	hourly	10%	n/a
<i>Commercial/industrial building and other related structures</i>						
Initial Review	45%	60%	65%	75%	50%	50%
Second Review	5%	0%	0%	0%	20%	50%
Third/Additional Review	5%	0%	hourly	hourly	10%	n/a
<i>High-rise mixed use residential/retail buildings</i>						
Initial Review	45%	60%	65%	75%	50%	50%
Second Review	5%	0%	0%	0%	20%	50%
Third/Additional Review	5%	0%	hourly	hourly	10%	n/a

Recommendation

It is the recommendation of the committee to award contracts to the five highest scoring firms. City staff intends to distribute work among the awarded contractors based upon the vendor's capability to do the work, their qualifications, quality of work, and costs. The City reserves the right to send specific types of plan check, inspection or planner work, such as commercial or industrial projects to the contractor that best meets the needs of the City.

ATTACHMENTS: Vendor Offer Forms

STAFF CONTACT(S): David Nakagawara, Community Development Director, (480) 350-8023

Department Director: Renie Broderick, Internal Services Director

Legal review by: David Park, Assistant City Attorney

Prepared by: Lisa Goodman, CPPO, Procurement Officer