



## Legislation Details (With Text)

**File #:** 18-1712      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/25/2018      **In control:** Board of Supervisors

**On agenda:** 12/18/2018      **Final action:** 12/18/2018

**Title:** Planning and Building Department Code Enforcement Services, recommending the Board approve the following:  
1) Award Request for Proposal 19-918-022 to the successful proposers, CSG Consultants and Willdan Engineering;  
2) Authorize Planning and Building Department to negotiate a three-year Agreement with CSG Consultants and Willdan Engineering, in an amount not to exceed \$60,000 for each consultant, for a total amount of \$120,000;  
3) Authorize the Purchasing Agent to execute said Agreements; and  
4) Make findings that it is more feasible and economical to engage outside Consultants for the provision of on-call Code Enforcement Services in accordance with Ordinance 3.13.040.

**FUNDING:** General Fund, reimbursement from property owners.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Final 19-918-022 Code Enforcement Ser.

Date	Ver.	Action By	Action	Result
12/18/2018	1	Board of Supervisors	Approved	Pass

Planning and Building Department Code Enforcement Services, recommending the Board approve the following:

- 1) Award Request for Proposal 19-918-022 to the successful proposers, CSG Consultants and Willdan Engineering;
- 2) Authorize Planning and Building Department to negotiate a three-year Agreement with CSG Consultants and Willdan Engineering, in an amount not to exceed \$60,000 for each consultant, for a total amount of \$120,000;
- 3) Authorize the Purchasing Agent to execute said Agreements; and
- 4) Make findings that it is more feasible and economical to engage outside Consultants for the provision of on-call Code Enforcement Services in accordance with Ordinance 3.13.040.

**FUNDING:** General Fund, reimbursement from property owners.

### DISCUSSION / BACKGROUND

On October 5, 2018, at the request of the Planning and Building Department, the Procurement and Contracts Division of the Chief Administrative Office issued a Request for proposal (RFP) for consultants to act in the capacity of a Code Enforcement Officer for the Community Development Services, Code Enforcement Section on an as needed basis.

The County received three proposals for the RFP. Staff is recommending that Agreements be awarded to two of the successful proposers, CSG Consultants and Willdan Engineering, each in the amount of \$60,000 for a term of three years, for a total amount of \$120,000. These contracts will help

Code Enforcement during seasonal increases in complaints (e.g. different code enforcement items have seasonal increases in complaints for different reasons like smell, weather, etc.). These contracts are in addition to two code enforcement positions that the Board approved in November.

### **ALTERNATIVES**

The Board could choose not to approve the Agreements at this time; however, current Code Enforcement Services will be impacted.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Procurement and Contracts, Chief Administrative Office, Human Resources

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

Funding of \$20,000 for these agreements has been included in the Planning and Building Fiscal Year 2018-19 Budget, and additional funding will be included in future budgets. (See Item 24 on November 20, 2018, Legistar No. 18-1767). Funding is provided by the General Fund and offsetting revenues in the form of enforcement fines received from property owners.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Healthy Communities, Public Safety and Good Governance

### **CONTACT**

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