



staff report

TO: Honorable Mayor and Members of the City Council

ATTENTION: Jeffrey L. Stewart, City Manager

FROM: Art Bashmakian, Director of Planning and Building Services

SUBJECT: Consideration and possible action to approve Amendment No. 9 to Agreement File No. 428, in a form approved by the City Attorney, with BroadSpec to modify compensation amounts.

DATE: December 12, 2016

EXECUTIVE SUMMARY

This Amendment to the Building Services Agreement with BroadSpec clarifies scope of services and adjusts personnel and compensation amounts to reflect the City's commitment to providing complete and high quality customer service.

RECOMMENDATION TO CITY COUNCIL

- 1) Authorize the City Manager to execute Amendment No. 9 to Agreement File No. 428, in a form approved by the City Attorney; or
- 2) Alternatively, discuss and take other action related to this item.

FISCAL IMPACT

The Amendment proposes to increase the monthly retainer fee to a maximum of \$60,000 per month from \$52,000.

DISCUSSION

BroadSpec is the current provider of building inspection, plan check, and permitting support services. In addition, Stephen Patterson of BroadSpec is the City's contract Building Official. The current BroadSpec Agreement provides the City with the following staffing:

- One (1) part time Building Official – up to 24 hours per week
- One (1) part time Senior Building Plans Examiner – up to 4 hours per week
- One (1) full time Counter Tech Manager/I.T./Project Manager – up to 36 hours per week
- Two (2) full time Building Inspectors – up to 36 hours per week each
- One (1) full time Permit Technician – up to 36 hours per week
- One (1) full time Senior Building Plans Examiner/Checker – up to 36 hours per week

The proposed contract amendment modifies the staffing levels and adjusts the costs for the various positions.

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The proposed staffing consists of the following:

- One (1) part time Building Official – up to 24 hours per week
- One (1) part time Senior/Commercial Plan Checker – up to 2 hours per week
- One (1) full time Counter Tech Manager/I.T. Manager/Project Manager – up to 36 hours per week
- One (1) full time Senior Building Inspector – up to 36 hours per week
- One (1) full time Building Inspector – up to 36 hours per week
- One (1) full time Permit Technician – up to 36 hours per week
- One (1) full time Plan Checker – up to 36 hours per week

The end result will allow the Building Official to dedicate more needed time for the City’s Events Center and Fire Museum project during the next year. Additionally, BroadSpec continues to cover the majority of the functions previously provided by the Assistant Building Official, whose position remains unfilled. Furthermore, it should be noted that due to the City’s previous budget constraints, when the last Amendment to the Agreement was approved (in February 2015), BroadSpec’s hourly rate was decreased from \$67 to \$58 even though service hours to the City were increased from 7,488 (annual) to 10,816 (annual). BroadSpec is now requesting to return to the average hourly rate the City had approved in 2014 at \$67 per hour. Finally, as indicated on the attached comparison sheet of local Building Department costs, Bellflower’s average hourly cost for services remains lower than all but one of the six cities surveyed.

ATTACHMENT

Amendment No. 9 to Agreement File No. 428..... 2

**AMENDMENT NO. 9 TO
AGREEMENT FILE NO. 428 BETWEEN
THE CITY OF BELLFLOWER AND
BROADSPEC
FOR COMPLETE IN-HOUSE BUILDING DIVISION OPERATIONS**

THIS AMENDMENT No. 9 (“Amendment”) is made and entered into this 12th day of December 2016, by and between the CITY OF BELLFLOWER, a general law city and municipal corporation (“CITY”), and BROADSPEC, a Colorado corporation (“CONSULTANT”).

Section 1. Pursuant to Section 5(a) (Payment) and Section 22 (Authority to Execute this Agreement of the Amended Agreement (“Agreement”), the Payment and Authority of the agreement pursuant to the Agreement is amended as follows:

5(a). Payment

“The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit A, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the tasks as enumerated in Agreement File No. 428. This amount cannot exceed \$60,000 per month, commencing January 1, 2017, unless additional payment is approved as provided in this Agreement.”

22. Authority/Modification

“The Parties represent and warrant that all necessary action has been taken by Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. CITY’s Manager, or designee, may execute any such amendment on behalf of CITY.”

Section 2. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

Section 3. Except as modified by this Amendment, all other terms and conditions of Agreement File No. 428 remain the same.

[SIGNATURES ON NEXT PAGE]

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IN WITNESS WHEREOF, the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF BELLFLOWER

BROADSPEC a Colorado corporation

Jeffrey L. Stewart, City Manager

Stephen L. Patterson
President/Secretary

ATTEST:

Mayra Ochiqui, City Clerk

APPROVED AS TO FORM:

Karl H. Berger, City Attorney

December 5, 2016

City of Bellflower
16600 Civic Center Drive
Bellflower, CA 90706
Attention: Jeffrey L. Stewart, City Manager

Subject: Proposed Scope of Service and Fee Schedule

Mr. Jeff Stewart,

Thank you for agreeing to review a modified / itemized Cost Proposal for Building Department Services for the City of Bellflower. Please see below for further details:

Proposed Scope of Services – Professional On-Site Staffing Levels and Adjusted Costs

- 1 Part Time Building Official - Up to 24 hours per week
- 1 Part Time Senior/Commercial Plan Checker – Up to 2 hours per week
- 1 Full Time Senior Building Inspector – Up to 36 hours per week
- 1 Full Time Plan Checker – Up to 36 hours per week
- 1 Full Time Building Inspector – Up to 36 hours per week
- 1 Full Time Counter Tech Manager / I.T. Manager / Project Manager – Up to 36 hours per week
- 1 Full Time Permit Technician – Up to 36 hours per week

Base Fee Proposed = \$60,000.00 per month

Offsite Plan Review Services

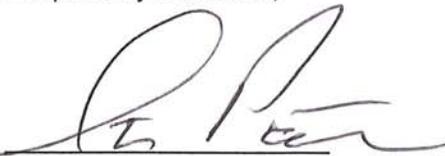
All Offsite Plan Review Services performed by BroadSpec, Inc. for the City of Bellflower will be charged in addition to the Base Fee Proposed amount shown above. The mutually agreed additional Plan Check Fee will be 45% of the Flat Fee Building Permit Fee. Example, \$3,500.00 Flat Fee Building Permit Fee x 45% = \$1,575.00. All shipping costs relative to plan check review are the responsibility of the City.

All invoices shall be paid within 15 days of receipt of invoice.

As always, thank you for allowing BroadSpec, Inc. to provide the City of Bellflower with this Amended Scope of Services and Fee Schedule. Our proposal includes qualified and professional staff that shares my vision of providing outstanding customer service and technical resources to the City of Bellflower Elected Officials, its citizens, and customers. If these terms are acceptable to the City, the effective start date for these services will be January 1, 2017, with all required approvals.

Respectfully submitted,

Received by,



Stephen L. Patterson
President
BroadSpec, Inc.



Jeffrey L. Stewart
City Manager
City of Bellflower

11/2/16
Date Received

	Bellflower	Downey	Lakewood
Contract Amount (Proposed) Or City Budget Amount	\$720,000	\$1,432,982	\$1,193,163
# of Staff	5.60	7.50	4.50
Total # of Hours Annually	10,712	15,600	9,360
Staff Avg Hourly Rate	\$67	\$92	\$127
Staff Level Breakdown	1 Permit Tech (Full-Time) 1 Plan Checker (Full-Time) 1 Plan Checker (Part-Time) 2 Inspectors (Full-Time) 1 I.T. Mgr (Full-Time) 1 Building Official (Part-Time)	2 Permit Techs (Full-Time) 4 Inspectors (Full-Time) 1 Secretary (Part-Time) 1 Building Official (Full-Time)	1 Permit Tech (Full-Time) 1 Plan Checker (Full-Time) 2 Inspectors (Full-Time) 1 Building Official (Part-Time)
	Norwalk	Paramount	Santa Fe Springs
Contract Amount (Proposed) Or City Budget Amount	\$877,269	\$714,450	\$1,100,300
# of Staff	6.25	4.00	6.00
Total # of Hours Annually	13,000	8,320	12,480
Staff Avg Hourly Rate	\$67	\$86	\$88
Staff Level Breakdown	2 Permit Techs (Full-Time) 2 Inspectors (Full-Time) 1 Inspector (Part-Time) 1 Office Asst (Full-Time) 1 B&S Mgr (Part-Time) No Building Official	1 Permit Tech (Full-Time) 2 Inspectors (Full-Time) 1 Development Mgr (Full-Time) Building Official (On-Call Only)	2 Permit Techs (Full-Time) 1 Plan Checker (Full-Time) 2 Inspectors (Full-Time) 1 Building Official (Full-Time)

2017 Proposed Rates

Position	BroadSpec Proposed Hourly Rate	Industry Range Hourly Rate
Chief Building Official	\$ 67.21	\$ 95.00 - \$ 150.00
Senior/Commercial Plan Checker	\$ 67.21	\$ 95.00 - \$ 120.00
Senior Building Inspector	\$ 67.21	\$ 90.00 - \$ 115.00
Plan Checker	\$ 67.21	\$ 90.00 - \$ 115.00
Building Inspector II	\$ 67.21	\$ 80.00 - \$ 110.00
I.T. Manager	\$ 67.21	\$ 65.00 - \$ 85.00
Permit Technician II	\$ 67.21	\$ 65.00 - \$ 85.00
Licensed Professionals	\$ 150.00	\$ 130.00 - \$ 175.00

Cost Increase Implication for Current Level of Service Provided

Chief Building Official	= Up to 24 Hours per Week X 52 Weeks X \$67.21 per Hour	= \$ 84,000.00 Approximately
Senior/Commercial Plan Checker	= Up to 2 Hours per Week X 52 Weeks X \$67.21 per Hour	= \$ 7,000.00 Approximately
Senior Building Inspector	= Up to 36 Hours per Week X 52 Weeks X \$67.21 per Hour	= \$ 125,800.00 Approximately
Plan Checker	= Up to 36 Hours per Week X 52 Weeks X \$67.21 per Hour	= \$ 125,800.00 Approximately
Building Inspector II	= Up to 36 Hours per Week X 52 Weeks X \$67.21 per Hour	= \$ 125,800.00 Approximately
I.T. Manager	= Up to 36 Hours per Week X 52 Weeks X \$67.21 per Hour	= \$ 125,800.00 Approximately
Permit Technician II	= Up to 36 Hours per Week X 52 Weeks X \$67.21 per Hour	= \$ 125,800.00 Approximately

Proposed 12 Month Annual Total = \$ 720,000.00
Proposed Each Monthly Total = \$ 60,000.00 per month

FYI – BroadSpec Proposal average hourly rate over 10,712 hours performed by 6 individuals is approximately \$67.21 per hour.

Industry LOWEST hourly rate over the same 10,712 hours performed by 6 individuals is approximately \$95.83 per hour. Industry range rates are from similar local service providers.

Bellflower Staff Breakdown

Steve Patterson	24 Hours per Week X 52 Weeks	=	1,248 Hours
Chris Christopoulos	2 Hours per Week X 52 Weeks	=	104 Hours
Mike Borzi	36 Hours per Week X 52 Weeks	=	1,872 Hours
Julene Gazallo	36 Hours per Week X 52 Weeks	=	1,872 Hours
Bob Lake	36 Hours per Week X 52 Weeks	=	1,872 Hours
Tim Warr	36 Hours per Week X 52 Weeks	=	1,872 Hours
Tim Borzi	36 Hours per Week X 52 Weeks	=	1,872 Hours
Total	206 Hours per Week X 52 Weeks	=	10,712 Hours
	10,712 Hours X \$67.21 per Hour	=	\$ 720,000 per Year
	\$720,000 Divided by 12 Months	=	\$ 60,000 per Month