



COMMUNITY DEVELOPMENT DEPARTMENT

CITY HALL
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CITY COUNCIL STAFF REPORT

Meeting: Nov 1, 2022

Subject

Amend two existing professional service contracts awarded to West Coast Code Consultants, Inc. and Independent Code Consultants, Inc. to provide On-Call Professional Plan Review Services as needed.

Recommended Action

1. Amend the existing \$80,000 contract awarded to West Coast Code Consultants, Inc. and increasing the amount by \$250,000 for a total contract amount of \$330,000.
2. Amend the existing \$175,000 contract awarded to Independent Code Consultants, Inc. and increasing the amount by \$250,000 for a total contract amount of \$425,000.

Discussion

The Community Development Department's Building Division currently manages on-call plan review services contracts for the review and approval of building permit applications.

The Building Division has historically maintained contracts with plan review service provider firms to provide support for performing plan reviews. Consultants provide flexibility necessary to respond to cyclical demands, assist when full-time staff shortages occur, and provide specialized knowledge or training in a particular discipline when required. This affords the Division the ability to quickly change the scale and scope of staffing support levels to correspond to workload needs at any time while maintaining high levels of customer service. On-call contracts provide expert service that is efficient, responsive, and cost-effective.

The Building Division provides a high level of customer service and relies on our consultants to provide the needed expertise to meet the needs of our applicants and the community. The value a professional plan review consulting firm brings to the City is the ability to focus on complex projects where City staff reviewer can dedicate their time to the community. There are several large projects in the pipeline including the Marina Plaza development which is a project approved by City Council that includes 23,000 sq ft of

commercial uses, 122-room Hotel, and 188 residential units; the De Anza Hotel which is a new full-service 155-room Hotel; the Alan Row project which is a 22,671 sq.ft development consisting of eight single-family townhomes and one detached single family dwelling with 4,454 sq ft of garages; 1655 S. De Anza Blvd mixed-use project with 34 residential units and 7,595 sq ft of commercial space; the Hamptons Redevelopment project which allows for 942 apartment units in a high-rise residential building, and several other significant development projects that, due to staff shortages, will significantly impact the Department's workload without the help of outside sources.

The existing firms and their staff have unique insight into our various policies, procedures, codes, and is proven to be proficient in using Cupertino's electronic plan review system to perform their scope and, therefore, they are best positioned to continue to provide the needed services to our Department. The contracts are exempt from competitive bidding requirements pursuant to Municipal Code section 3.22.070(D).

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact. Consultant fees are paid through a percentage of the plan check fees collected from the Applicant. This item does not seek funds from the General Fund.

Prepared by: Albert Salvador, Assistant Director, CDD

Reviewed by: Luke Connolly, Acting Director, CDD

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – 1st Amendment to Plan Review Services Contract – WC3_signed contract

B – 1st Amendment to Plan Review Services Contract – ICCI signed contract