

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

| MEETING DATE | AGENDA ITEM NUMBER |
|---------------------|---------------------------|
| March 18, 2014 | |

TO: Mayor Shoji and City Councilors

FROM: Eric Day, Community Development Department
Through: Rodger Craddock, City Manager

ISSUE: Roger's Engineering Contract Amendment

BACKGROUND:

The City currently has a contract with Roger's Engineering to preform commercial building reviews and assist as needed. The current contract is for up to \$24,999.00 through 2015, and applicants directly pay for his services on a per hour basis. We are currently exceeding the amount of the contract and need to modify the amount, so that we can continue to use him for commercial reviews and as needed during especially busy times. Staff is requesting that we modify the contract for up to \$49,999.00

Based on the City's purchasing / contract rules, any personal services contract where the estimated contract price will be less than \$50,000 but more than \$25,000, at least three proposals shall be solicited from qualified contractors. Staff has solicited quoted from qualified contractors and received the following:

Roger's Engineering – Plan reviews on a time and materials basis at \$85.00 per hour. Clerical at \$25.00 per hour and Inspection services at \$50.00 per hour.

The Building Department, LLC – Time and materials basis at \$88.00 per hour not to exceed 75% of the permit fee or on a flat rate of 75% of the building permit fee.

Oregon Building Codes Division - Flat rate of 90% of the fees collected by the City.

Based on the above quotes, staff recommends amending our current contact for services with Roger's Engineering to a not to exceed \$49,999.00 per year.

ADVANTAGES:

Staff can continue to use Roger's Engineering for commercial building reviews and as needed improving the customer service experience here at the City.

DISADVANTAGES:

None

BUDGET IMPLICATIONS:

As applicants directly pay for his services, there are no budget implications to the City for this modification.

RELATED CITY GOAL:

Top Goal Priorities:

- ✓ Maintain staffing levels to adequately provide core services.
- ✓ Provide a sustainable level of core services, meet regulatory requirements, and contribute to a stated goal within budgetary constraints of predictable revenue.

ACTION REQUESTED:

If it pleases the City Council, consider modifying Rodger's Engineering contract for up to \$49,999.00.