

**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

MEETING DATE May 2, 2017	AGENDA ITEM NUMBER
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TO: Mayor Benetti and City Councilors

FROM: Jim Hossley, Public Works and Community Development Director 

THROUGH: Rodger Craddock, City Manager 

ISSUE: Consider Award of Contract for Commercial Building and Fire & Life Safety Plan Review Services

**SUMMARY:**

The City's building codes division will continue to require as needed commercial building plan review as well as fire and life safety plan review services. The current contract with Rogers Engineering, Inc. is nearly fully expended. Thus a new contract is required to be executed. Staff acquired quotes from three sources to provide the plan review services. Rogers Engineering, Inc. provides the best value for the service and staff recommends Council award a contract to Rogers Engineering.

**ACTION REQUESTED:**

If it pleases the Council, award a contract to Rogers Engineering, Inc. to provide as needed commercial building plan review as well as fire and life safety plan review services. Total expenditure not to exceed \$20,000.

For additional information, see the attached April 25, 2017 Joint Council / URA Work Session report.

**CITY OF COOS BAY**  
**JOINT CITY COUNCIL / URA WORK SESSION**  
**Agenda Staff Report**

MEETING DATE	AGENDA ITEM NUMBER
April 25, 2017	

TO: Mayor Benetti and City Councilors

FROM: Jim Hossley, Public Works and Community Development Director

THROUGH: Rodger Craddock, City Manager

ISSUE: Consider Award of Contract for Commercial Building and Fire & Life Safety Plan Review Services

**SUMMARY:**

The City's building codes division will continue to need as needed commercial building plan review as well as fire and life safety plan review services. The current contract with Rogers Engineering, Inc. is nearly fully expended. Thus a new contract is required to be executed. Staff acquired quotes from three sources to provide the plan review services. Rogers Engineering, Inc. provides the best value for the service and staff recommends Council award a contract to Rogers Engineering.

**ACTION REQUESTED:**

At the May 2, 2017 Council meeting, staff will request Council consider award of personal services contract with Rogers Engineering, Inc. to provide commercial building plan review as well as fire and life safety plan review services.

**BACKGROUND:**

Because the City has only one building official to do building plan reviews and inspections, the City has been contracting with Roger's Engineering, Inc. since 2011 to provide as needed commercial and fire and life safety plan reviews. This contract service is important for timely review of plans and for expertise we don't have in-house. This contract is nearly fully expended. The City also has agreements with the State of Oregon Building Codes Division and the City of North Bend to provide plan review and inspections as needed.

Due to an increase in building permit applications and the recently approved building permit fee increases, additional in-house staffing is warranted and the city is able to afford hiring a half-time plan reviewer/inspector. The City's reliance upon contract plan review services will diminished but as needed services will likely still be required for complex projects and/or excessive workload. Staff therefore has quotes from three sources to provide as needed plan review services.

Rogers Engineering, Inc.

Plan review:	\$85/hour including structural engineering
Inspection:	\$50/hour
Clerical:	\$25/hour

Northwest Code Professionals

Plan Review:	75% of City plan review fees
Fire Life Safety:	\$90/hour
Structural Engineering:	\$115/hour
Inspection:	\$90/hour (travel mileage flat \$50/day)

Oregon State Building Codes Division

Plan Review:	90% of City plan review fees
Inspection:	90% of City permit fees
Other Work:	\$85/hour

**BUDGET IMPLICATIONS:**

Staff recommends the contract be for a 2-year term not to exceed \$20,000. Work assigned to the consultant is paid for with the plan review fees collected from the applicant for the cost of reviewing their plan. On the rare occasion the cost of the consultant's plan review exceeds the collected, the applicant must pay the difference.