



## Legislation Text

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**File #:** 18-0956, **Version:** 1

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Resolution to Approve Amendment No. 6 to the Carlisle/Wortman Professional Services Agreements for Building Official Services, Amend the FY18 Budget and Appropriate Necessary Funds to Conclude the Current Service Contract **(8 Votes Required)**

The City has contracted with Carlisle/Wortman to provide Building Official and plan review and planning services since the City's Building Official left City's employment in December 2014.

In 2017 Building and Rental Services acquired both a full time Building Official and Deputy Building Official to oversee daily operations and plan review functions. Since their time of hire the service unit has resumed plan review responsibility for simple residential and minor commercial projects. Over the past 10 months it has been determined that a third party plan review service is necessary to complete large commercial projects and new single-family home plan review. To ensure the level of service we currently provide remains consistent with the ability to achieve service goals we have completed and published an RFP to secure third party services on a 3-year contract.

At this time we have exhausted the funds from Amendment #5 and request an additional approval to cover outstanding invoices for services provided through Carlisle/Wortman. We experienced a high level of plan submittals in the months of February thru April, which overextended amendment #5 funds. Since December 2014 Carlisle/Wortman has provided satisfactory services to the City and they have been awarded the contract for permanent services through the appropriate purchasing procurement request for proposal process. In May 2016, Council approved not to exceed \$200,000 for Carlisle/Wortman for Building Official and plan review services. Subsequently, Council extended the contract and increased funding by \$500,000 for continued Building Official and plan review services to be funded from the Construction Code Fund in November 2016. At this time staff is requesting to amend the FY18 budget for the Construction Code Fund by \$39,325 to conclude the current contract with Carlisle/ Wortman and cover April and May 2018 outstanding invoices. The Construction Code Fund has a sufficient fund balance to cover third party services and maintain general expenditures.

Carlisle/Wortman Associates, Inc. complies with the requirements of the City's nondiscrimination and living wage ordinances.

Prepared by: Lisha Turner-Tolbert, Building and Rental Services Manager

Reviewed by: Derek Delacourt, Community Services Area Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, The City needs uninterrupted Building Official and plan review services;

Whereas, The City contracted with Carlisle/Wortman Associates, Inc. (Carlisle/Wortman) to provide Building Official and plan review services for an amount not to exceed \$39,325;

Whereas, The City's need for Building Official and plan review services is ongoing and exceeded the previously contracted amount of \$500,000.00; and

Whereas, Carlisle/Wortman has performed the needed services to date satisfactorily; and

Whereas, Funding is available but unbudgeted in the Construction Code Fund for the necessary additional services;

RESOLVED, That City Council approve Amendment No. 6 in the amount of \$39,325.00 to the contract with Carlisle/Wortman for Building Official and plan review services; and

RESOLVED, That City Council approves an appropriation of funds from the Construction Code Fund Balance to the FY2018 Construction Code budget in the amount of \$39,325.