



CITY OF MENIFEE

SUBJECT: Agreement Amendment with 4LEAF, Inc., for Professional Permit Technician Services and On-Call Building and Safety Plan Review Services

MEETING DATE: February 1, 2023

TO: Mayor and City Council

PREPARED BY: Laura Sportelli

REVIEWED BY: Cheryl Kitzerow, Community Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement (PSA) with 4LEAF, Inc., to revise scope of work to include On-call Building and Safety Plan Review services, increasing the Agreement by \$78,100 for a total not-to-exceed amount of \$103,000.

DISCUSSION

The City's Building and Safety Department is responsible for permit technician services and building plan reviews for projects submitted to the City to ensure conformance with applicable local, state, and federal building codes and regulations. With a continuous high volume of permit submissions and plan checks, the Building and Safety Department supplements its current in-house efforts with the use of consultants to provide required services, when deemed necessary. By doing so, the City is able to ensure responsive customer care during the permit process and quality plan review services within a short timeline.

The City engaged 4LEAF, Inc. beginning Fiscal Year (FY) 2022/2023 following completion of a competitive Request for Qualification (RFQ) process where 4LEAF, Inc. was evaluated and recommended to be included in the City's current short list for professional building/fire related services. The current PSA for Permit Technician Services, in the amount of \$24,900 and executed by the City Manager on September 14, 2022, is insufficient for Building and Safety due to staffing shortages, vacancies, and staff on leave. Additional Permit Technician Services are also required by Fire for an interim vacancy during the recruitment process.

The current PSA for building plan check/review are insufficient due to an increase in solar submittals and insufficient resources. Consequently, staff is recommending the execution of a

revised Agreement with 4LEAF, Inc. for additional as-needed plan review services for the FY 2022/2023. The proposed term of service would cover the remaining five-month period from February 1, 2023, to June 30, 2023. 4LEAF, Inc. has provided the City with similar services in the past and they provide similar services to municipalities throughout the State.

STRATEGIC PLAN OBJECTIVE

Responsive and Transparent Community Government

FISCAL IMPACT

The fiscal impact of the proposed Amendment No. 1 to the existing PSA with 4LEAF, Inc. is \$78,100. The total impact of the PSA is \$103,000. The costs associated with this amendment would be funded through available funds within the Building and Safety Department's FY 2022/2023 Budget, under Account No. 100-4331-52800 (Professional Services, \$55,100) and the Fire Department's FY 2022/2023 Budget, under Account No. 100-4446-52800 (Professional Services, \$23,000). No additional budget requests or appropriations are required for this contract amendment.

ATTACHMENTS

1. Amendment No. 1
2. 4LEAF, Inc. Professional Services Agreement – FY 2022/2023 As Needed Professional Permit Technician Services