

**STAFF REPORT**  
**City of Lancaster**

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Date: January 9, 2007

To: Mayor Hearn and City Council Members

From: James R. Williams, Public Works Director

Subject: **Professional Services Agreement for Building Plan Check, Building Inspection and Building Division Support Staff**

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**Recommendation:**

Approve Professional Services Agreements with JAS Pacific and California Code Check for building plan check, building inspection, and building division support staff services. Authorize the City Manager, or his designee, to sign all documents.

**Fiscal Impact:**

Varies by services required; Payment will be from Building and Safety Division fees collected.

**Background:**

Demands for Building and Safety services fluctuate with the economy and housing demands in the building construction industry. To cope with these fluctuations and maintain a high level of service to our customers, the Building and Safety Division has used contracted plan check, building inspection, and support staff services over the past four years. This has allowed us to expand and contract our available staff with these fluctuations at predetermined rates, while expanding full time staff with overall trends. The term of our existing contract has expired, requiring us to solicit new proposals for services.

City staff advertised and received proposals from several firms experienced in providing Building and Safety support services. Four firms submitted proposals, which have been reviewed and scored by Building and Safety and Engineering staff. Staff determined that JAS Pacific and California Code Check are best qualified to perform these services.