



Proposed Resolution – Contract Amount Increase

LUTI – January 24, 2023

Bureau Veritas Contract Background

- In 2021 started to see our residential plan review backlog increase
- May 2022 - issued an RFP for a building plan review consultant
- Selected Bureau Veritas who began conducting reviews October 2022
- Original contract value - \$475,000
- Contract term – 3 years, expires August 31, 2025

Proposed Amendment

- Requesting to increase the total dollar value of the contract by \$700,000 to a total of \$1,175,000, no other changes
- Why
 - CPD received an increase to our general fund starting in 2023 of \$125,000 for plan review/inspection services
 - Increase of an additional \$450,000 for plan review assistance if needed during the term of the contract

Proactive steps to reduce backlog and progress

- Selected & trained a residential plan review consultant
 - Bureau Veritas has completed 250 project reviews (not including resubmittals) as of January 10, 2022 for building and energy code compliance
- Process improvements
 - Implemented a variety of process improvements to facilitate better customer service, including allowing staff to designate a resubmittal as a minor resubmittal to facilitate a faster turn around time
 - Implementing a focused review week

Proactive steps to reduce backlog and progress

- Staffing
 - Team currently has 20 FTE and 2 on-call employees
 - Hired 10 employees since June 2022. Only 1 position remains unfilled.
 - Over half of the new team members are meeting their target goals, remaining new members are doing minor reviews while they continue to be trained on more complex projects
 - Continuing to use an on-call structural engineer to supplement complex residential structural reviews
 - Used inspectors in late 2022 to conduct minor project reviews

Incoming vs. Completed Comparison Residential Review – 2019 to 2022

DATE RANGE	AVERAGE LOGGED-IN REVIEWS PER WEEK		HIGHLIGHTS
	OPENED	COMPLETED	
2019	225	215	16 full-time employees 1 on-call Relied on overtime
2020	219	204	16 employees 128 furlough days = est. 410 reviews Limited overtime
2021	253	237	16 employees Limited furloughs Relied on overtime
2022	206	189	Team size varied -7 employees resigned -Hired 11 employees (1 resigned) Used overtime, on-calls, inspectors Started utilizing a 3 rd party plan review consultant

Public Dashboard – Residential Review

Select Task from Drop Down to Filter the Page

All ▼

Current Plan Review Times

Rolling 90-Days

	INITIAL REVIEW		RESUBMITTAL REVIEW	
	Weeks	Volume (90-Day)	Weeks	Volume (90-Day)
Major Residential Projects Ex: new homes, additions 400 square feet or larger, landmark projects	15.86	560	14.14	610
Major Commercial Projects Ex: new commercial and multifamily buildings, large additions, change of occupancy & projects with a valuation \$1 million or more	7.29	609	3.43	829
Intermediate Residential Projects Ex: type approved submittals, additions of 400 square feet or smaller	14.86	945	13.84	490
Intermediate Commercial Projects Ex: small additions and projects with a valuation between \$500,000 - \$1 million	5.00	2414	1.86	1183

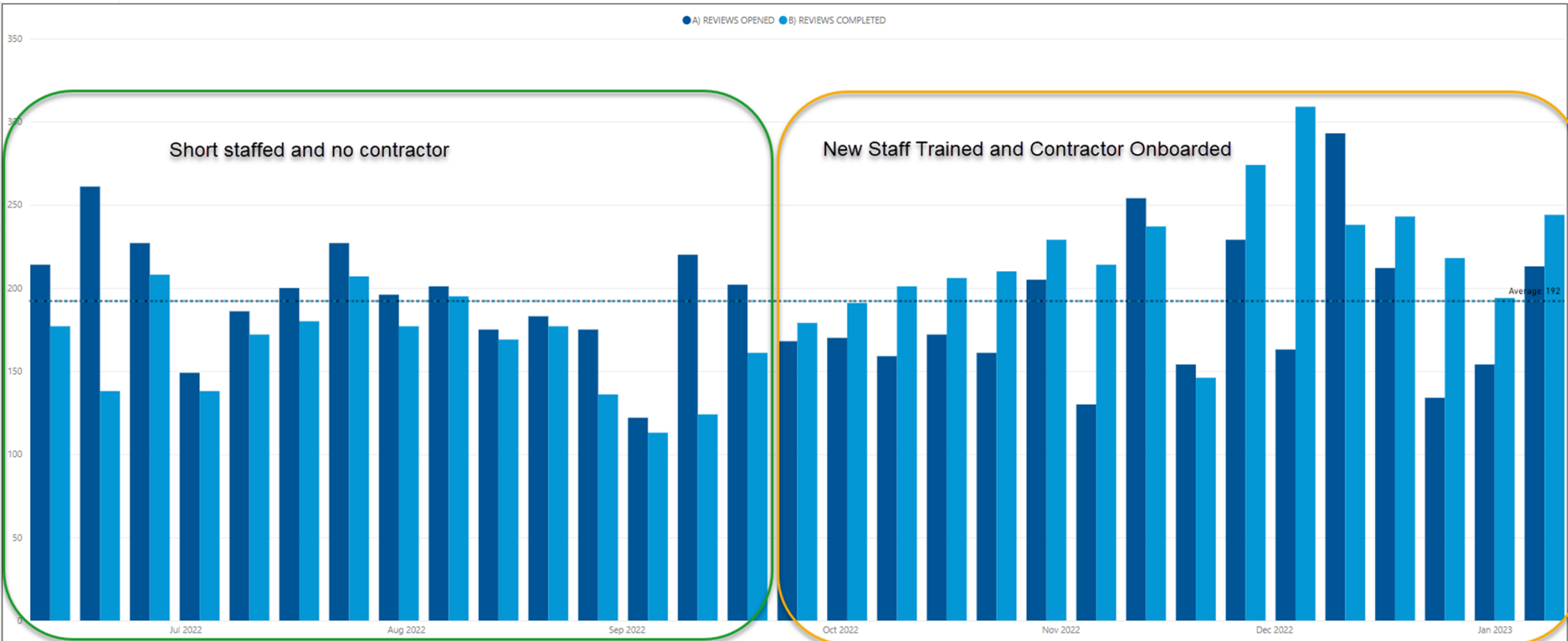
	INITIAL REVIEW		RESUBMITTAL REVIEW	
	Weeks	Volume (90-Day)	Weeks	Volume (90-Day)
Minor Residential Projects Ex: small interior remodels, window or area wells, ground-level patios and decks, sheds	4.26	911	3.29	532
Minor Commercial Projects Ex: solar/PV systems under 10kW, temporary offices, sign installation, preparatory demolition	1.29	1691	1.14	326

	INITIAL REVIEW		RESUBMITTAL REVIEW	
	Weeks	Volume (90-Day)	Weeks	Volume (90-Day)
Zoning Permits Ex: Commercial Logged-In Zoning Permits	7.00	475	1.86	400

	Weeks	Volume (90-Day)
	Zoning Code Interpretations, Use Determinations	10.86
Zone Lot Amendments	11.14	14

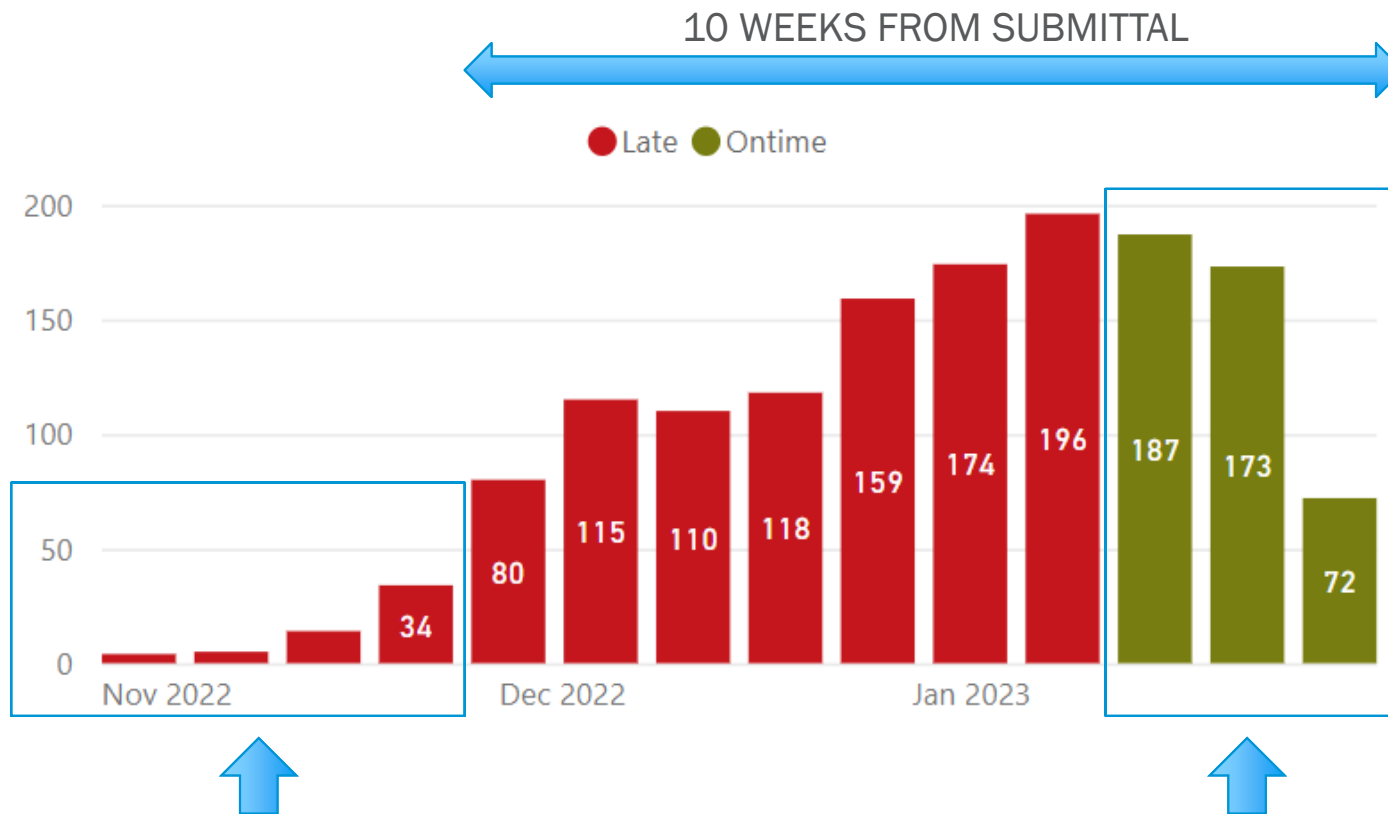
As of 1/18/2023

Completed versus Opened Residential Reviews – June 2022 - Present



Distribution of Reviews by Due Date

Residential Review – All Reviews



The residential team is working on these reviews week of 1/16.

Reviews are assigned a 2-week target due date. Anything in green is within that timeframe.

Questions?

- Request approval to move to full City Council consideration of Resolution 23-0029 to add \$700,000 to the contract with Bureau Veritas North America for a new total of \$1,175,000 to continue providing plan review services to reduce the backlog within CPD
- Next steps
 - Mayor Council – 1/31/2023
 - One reading resolution – 2/6/2023