



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Robert Sapien, Jr.

**SUBJECT: REPORT ON REQUEST FOR  
PROPOSAL FOR PEAK STAFFING  
CONSULTANT SERVICES**

**DATE:** June 15, 2020

Approved

Date

6/19/2020

## RECOMMENDATION

- 1) Accept the report on the Request for Proposal for Peak Staffing with the Fire Department.
- 2) Adopt a resolution authorizing the City Manager to:
  - a) Negotiate and execute agreements with Fire & Risk Alliance, LLC (Mountain View, CA) and CSG Consultants Inc. (San José, CA) for initial two-year terms beginning on or about July 1, 2020 and ending on June 30, 2022, for temporary contract employees to support the Fire Development Fee Program with completing fire sprinkler, fire alarm, and fire architectural (life safety) plan reviews and inspections for new development and tenant improvement projects for a maximum compensation not to exceed \$520,000 for the initial two-year terms, subject to the appropriation of funds.

### Vendor Name

1. Fire & Risk Alliance, LLC
2. CSG Consultants Inc.

### Maximum Compensation

\$320,000  
\$200,000

## OUTCOME

Authorizing the City Manager to negotiate and execute contracts with Fire & Risk Alliance, LLC and CSG Consultant Inc., will allow the Bureau of Fire Prevention to use supplemental temporary peak staffing contract employees to meet the growing customer demand and minimize instances of inspection backlog in the Bureau of Fire Prevention – Fire Development Fee Program, resulting in reduced customer wait times for new development and tenant improvement projects.

## **BACKGROUND**

The overall mission of the Fire Department is "To serve the community by protecting life, property, and the environment through prevention and response." The Bureau of Fire Prevention contributes to this mission through public education and outreach services, investigation of fires to determine cause and origin, and code compliance activities such as plan checks and inspections. Code compliance is administered through the application of governing codes and relevant life and safety standards. The Bureau of Fire Prevention also provides services and guidance to San José's building community in partnership with the other City development partners.

Increased development project workload can sometimes exceed existing staff capacity in the Department's Fire Prevention Bureau. This circumstance can result in delayed plan check and inspection services. The use of temporary contract employees to conduct plan review and inspections will provide the Department with the ability to flex capacity as workload increases.

## **ANALYSIS**

In fiscal year 2019-2020, the Fire Department collaborated with Planning, Building and Code Enforcement Department (PBCE) to use contract employees for plan review under PBCE's existing Master Agreement for Peak Staffing Services. This modestly increased capacity, however, was insufficient to fully meet Fire Department needs, and the proposed agreements provide for inspection services that were not within the scope of PBCE's existing master agreement.

In February 2020, the Fire Department released a Request for Proposal (RFP), Solicitation #: FIRE 2020-02, for Peak Staffing Consultant Services. A total of fourteen (14) companies viewed the RFP, and a total of two (2) proposals were received by the City, which included:

- CSG Consultants Inc. (San José, CA)
- Fire & Risk Alliance, LLC (Mountain View, CA)

***Evaluation Process:*** Proposals were evaluated and scored independently by a five-member evaluation team comprised of representatives from the Fire Department's Bureau of Fire Prevention – Development Services Fee Program. The two companies were selected for oral interviews. The evaluation scores are summarized below:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>	<b>CSG Consultants Inc.</b>	<b>Fire &amp; Risk Alliance, LLC</b>
Proposal Responsiveness	(Pass/Fail)	Pass	Pass
General Requirements	15	10	15
Experience of Proposer	25	14	23

Project Approach/Schedule	15	13	13
Customer References	10	6	9
Cost Proposal - Basic Hourly Rate	5	1	1
Cost Proposal - Advanced Hourly Rate	5	1	1
Oral Interview	15	11	9
Local Business Enterprise	5	5	0
Small Business Enterprise	5	0	0
<b>TOTAL</b>	100	61	71

**Local and Small Business Preference:** In accordance with City policy, ten percent of the total possible evaluation points were reserved for the local and small business enterprise preference. CSG Consultants Inc. requested and received the local enterprise preference while Fire & Risk Alliance requested and received the local and business enterprise preference based on having a valid San José Business Tax Certification Number and having a legitimate business presence in Santa Clara County with at least one full time employee. The preference was not a factor in the final award.

**Protest Period:** The RFP process included a ten-day protest period that began when the City issued the Notice of Intended Award on May 19, 2020. No protests were received.

**Award Recommendation:** The City recommends multiple awards of contract to Fire & Risk Alliance, LLC, and CSG Consultants Inc., with awards issued in rank order, starting with Fire and Risk Alliance, LLC as the highest ranked vendor followed by CSG Consultants Inc. based on the selection criteria established for this solicitation.

Both companies provided a written proposal and participated in an oral interview. The panel agreed that the overall performance was split between one company performing much better in the oral interview and the other having a much stronger written proposal. The panel also agreed that one company had a structure and methodology better suited for plan review services for projects of all sizes and the other for inspections.

Finally, both companies provided the panel confidence that logistically, each could provide the services needed and based on the consistency of the panel findings, each company has strengths that could be utilized to greater effect than that of just one. Having both companies awarded will provide for mitigation against the unavailability of staffing resources.

**Summary of Proposed Agreement:**

The agreements with Fire & Risk Alliance LLC and CSG Consultants Inc. include fixed pricing for plan review and fire systems inspection services. Included in these services are: digital plan review, architectural, automatic, engineered and pre-engineered fire systems plan review and inspection; fire code maintenance and life safety. The agreement includes compensation schedules.

Fire & Risk Alliance LLC and CSG Consultants Inc. will provide oversight, quality assurance and management of assigned temporary personnel through an approved workflow. They will provide written comments on compliance with applicable codes, ordinances and related rules and regulations through an approved workflow.

Each agreement is for an initial two-year term with a provision for three (3) additional one-year options to extend each agreement.

### **CONCLUSION**

The approval of this recommendation will enable temporary contract employees to provide plan check and inspection services to increase Department capacity when workload exceeds staff capacity. The proposed agreements will support the Department's goal to reduce plan check and inspection cycle time.

### **EVALUATION AND FOLLOW-UP**

The Department Fire Safety Code Compliance performance measures include 1) ratio of fee revenue to development fee program cost; 2) cycle time measures for development services including timeliness of plan check processing and fire inspections; and 3) development process participants service ratings. Estimated FY 2020-2021 performance measure results will be reported in the FY 2021-2022 budget process.

### **CLIMATE SMART SAN JOSE**

The recommendation in this memo aligns with one or more Climate Smart San Jose energy, water, or mobility goals.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the June 30, 2020 City Council meeting.

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office, and the City Manager's Budget Office.

**COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input is associated with this action.

**FISCAL/POLICY ALIGNMENT**

The proposed peak staffing agreements will support economic development goals and COVID-19 recovery efforts, the City's Affordable Housing Investment Plan, and will support achievement of Department performance goals.

**COST SUMMARY/IMPLICATIONS**

1. **AMOUNT OF RECOMMENDATION (two-year initial term) \$520,000**

2. **COST ELEMENTS OF AGREEMENT/CONTRACT:**

<b>Task 1: Inspection Services</b>	<b>\$260,000</b>
<i>Fire &amp; Risk Alliance, LLC</i>	<i>\$160,000</i>
<i>CSG Consultants Inc.</i>	<i>\$100,000</i>
<b>Task 2: Building and Fire Systems Plan Check Services</b>	<b>\$260,000</b>
<i>Fire &amp; Risk Alliance, LLC</i>	<i>\$160,000</i>
<i>CSG Consultants Inc.</i>	<i>\$100,000</i>
<b>TOTAL AGREEMENT/CONTRACT AMOUNT</b>	<b>\$520,000</b>

3. **SOURCE OF FUNDING:** 240 – Fire Development Fee Program Fund

4. **FISCAL IMPACT:** Funding for the Peak Staffing Consultant Services, totaling \$520,000, is included within the Fire Department's 2020-2021 Proposed Operating Budget.

**BUDGET REFERENCE**

The table below identifies the fund and appropriations to fund the contract recommended as part of this memorandum.

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	2020-2021 Proposed Operating Budget Page*	Last Budget Action (Date, Ord. No.)
240	0549	Fire Development Fee Program - Non-Personal / Equipment	\$97,779	\$520,000	N/A	N/A
<b>Total Current Funding Available</b>			<b>\$97,779</b>	<b>\$520,000</b>		

\*The 2020-2021 Proposed Operating Budget was approved by the City Council on June 16, 2020 and is scheduled for adoption on June 23, 2020. MBA #32 recommends a rebudget of \$520,000 in Appn 0549 from fiscal year 2019-2020 to fiscal year 2020-2021 and will be presented to City Council on June 23, 2020 for approval.

**CEQA**

Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in a potentially significant physical impact on the environment.

/s/  
ROBERT SAPIEN, JR.  
Fire Chief  
Fire Department

For questions, please contact Hector R. Estrada, Deputy Fire Chief/Fire Marshal at (408) 535-7794.