

Date: September 20, 2019

To: Diane Palmer-Boeck, Director of Procurement and Project Management

From: Selso Mata, Chief Building Official

Subject: Award Recommendation: 2019-0560-C Building Inspection Services

Building Inspections staff recommends a Professional Service Contract in the estimated annual amount of \$75,000.00 to Bureau Veritas North America, Inc., for one (1) year with three (3) City optional renewals.

We anticipate an aggressive pace for several projects including JP Morgan Chase, Trammel Crow expansion, and the Collin Creek development. It is possible that projects will overlap with inspection requests. As a strategy to aid in our workload, we propose the use of Bureau Veritas as a third party inspections agency for construction inspections and some commercial plan review. This is a precautionary measure for use when workloads exceed our capabilities.

Bureau Veritas has previously met the requirements for performing plan review and field inspections for the City of Plano. Based on their past performance and familiarity with our building codes, we recommend them as our selection for professional services as requested.

The following outlines specific information for our request.

- **Benefits**
 - Service levels will be maintained.
 - Staffing levels will not increase.
 - Customer focus and expectations achieved
 - Efficient use of resources.
 - Ties into Council goals of Safe Large City and Financially Strong City with Service Excellence.
- **Accounting and Budget Method**

Permit fees collected will pay the contract, with no budget impact. Budget Department has determined that a sub account should be used to track expenditure and revenue disbursement of the contract cost.
- **Purchasing**

Exempt as defined by Local Government Code 252.022(a)(4).

Non-Approval Implication - Should approval be denied, possible delays in response time for inspection requests may occur.

Please let me know if you need additional information.