

TOWN COUNCIL STAFF REPORT

Title: Authorize a professional services agreement with TRB and Associates for building inspection, plan check, and related services.

Meeting Date: July 3, 2024

Prepared by: Tom Perry, Building Official

RECOMMENDATION:

Authorize a professional services agreement with TRB and Associates for building inspection, plan check, and related services as shown in Exhibit A of the agreement.

BACKGROUND/ANALYSIS:

Over the past 20 years, the Town has utilized outside plan check and inspection services to assist staff. The use of outside agencies is dependent on the varying level of development intensity here in the Town. The Town currently employs one (1) full-time building inspector and due to the current high level of development activity, and the expectation for the high level of activity to continue, there is a need for additional building inspector support. The proposed contract with TRB and Associates will provide for one (1) contract inspector to be available 40 hours per week through the end of December 2024, which aligns with the typical slow-down of the building season and the 1,000-hour cap on part-time/contract employees.

Staff will be recruiting an additional full-time building inspector in spring 2025.

The contract also allows the Town to use TRB and Associates for outside plan review, as needed. The Town has existing contracts with three other outside plan review firms and would only minimally use TRB and Associates for plan review.

FINANCIAL CONSIDERATIONS:

Building plan check and inspection services will be paid for using a portion of the building plan check fee paid by the applicant. Municipal Code Section 3.20.290.A.5 requires that contracts that exceed \$50,000 be approved by Town Council. It is expected that the contract with TRB and Associates will exceed \$50,000 (*estimated amount of \$107,000 based on the billing rate and the expected workload*) and are therefore requesting the Council approve the contract for an exceedance of the \$50,000 threshold.

LEGAL CONSIDERATIONS:

The Town Attorney has reviewed the attached consulting agreement.