

# Council Business Meeting

May 1, 2018

**Title:** Request for approval of contract addendum #2 with Northwest Code Professionals  
**From:** Bill Molnar Community Development Director  
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## **Summary:**

This is a request for an approval to increase the amount of an existing contract with Northwest Code Professionals from \$70,000 to \$83,500 for building official, building inspection, and plan review services.

## **Actions, Options, or Potential Motions:**

The Council, acting as the Local Contract Review Board, moves to approve contract addendum #2 to increase the contract amount to \$83,500.

## **Staff Recommendation:**

Staff recommends approval of contract addendum #2.

## **Resource Requirements:**

The Community Development Department BN2017-19 budget includes \$35,000 for Building Division professional services. Professional services include anticipated building plan review and inspection services provided through intergovernmental agreements and private contractors such as Northwest Code Professionals. Such services are necessary from time to time to accommodate building division staff attendance of mandatory certification trainings, specialized plan review assistance and to be able to respond to increases in building permit activity. Additionally, it was anticipated that a portion of the Building Division's professional services budget would be allocated to assist in a seismic code feasibility analysis, including technical assessment and public education.

The amended contract will be increased from \$70,000 to \$83,500. This increase will be offset by employee wages/benefits unexpended between January – June 2018 due to staff turnover in the Building Division.

## **Policies, Plans and Goals Supported:**

Oregon Building Code requires timely turn-around of building plan reviews and building inspection services. [ORS 455.160<sup>1</sup> Failure to provide timely inspections or plan reviews prohibited]. Additionally, Oregon Revised Statutes (ORS) notes that the municipality may not engage in a pattern of conduct of failing to provide timely inspections or plan reviews without reasonable cause.

Administrative Goals and Objectives – Ashland 2020 Strategic Plan

- Ensure compliance with all regulatory requirements.

- Ensure building and life safety on physically constrained lands.
- Provide high quality, effective, and efficient city services and governance in an accessible, collaborative, and fiscally responsible manner.

**Background and Additional Information:**

Northwest Code Professionals was established in 2000 and specializes in serving jurisdictions throughout Oregon, Washington, and Idaho with plan review and building inspections services. In addition to Ashland, Northwest Code Professionals currently offers different levels of service to Eagle Point, Rogue River, Phoenix, Jacksonville, and Josephine County.

The City of Ashland Building Safety Division has contracted with Northwest Code Professionals for the past 12 months beginning April 2017. Unanticipated staff turnover within the division has necessitated the need to increase the city's contract for services with Northwest Code Professionals. While the City of Ashland maintains intergovernmental agreements for inspection and plan review services with Jackson County and the City of Medford, neither jurisdiction has the capacity to adequately handle Ashland's construction activity.

**Attachments:**

None