



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 23, 2016**

FROM: COMMUNITY & ECONOMIC DEVELOPMENT **WARDS: ALL**
DEPARTMENT

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH METASOURCE
LLC, FOR ELECTRONIC PLAN ARCHIVING SERVICES FOR AN AMOUNT NOT
TO EXCEED \$100,000 THROUGH JUNE 30, 2017, IN ACCORDANCE WITH
PURCHASING RESOLUTION NO. 22576, SECTION 201(i)

ISSUES:

Approve a Professional Consultant Services Contract Agreement with Metasource, LLC, of Draper, Utah, (formerly known as MCO, The Microfilm Company) for electronic plan archiving services needed by the Community & Economic Development Department's Building and Safety Division for an amount not to exceed \$100,000 through June 30, 2017; and waive the competitive procurement requirements in accordance with Purchasing Resolution No. 22576 Section 201(i).

RECOMMENDATIONS:

That the City Council:

1. Approve the attached Professional Consultant Services Agreement with Metasource LLC, formerly known as MCO, The Microfilm Company, for electronic plan archiving services from November 1, 2015, through June 30, 2017, for an amount not to exceed \$100,000; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Contract Agreement with Metasource, LLC.

LEGISLATIVE HISTORY:

In accordance with Health and Safety Code Section 19850; retention of City approved building plans is required by law and must be maintained by the Building & Safety Division. A previous analysis found that outsourcing these services is more cost effective than maintaining the City's outdated microfilm database or for the procurement of the necessary software, equipment and hiring of City staff to perform the required imaging services.

BACKGROUND:

On May 17th 2005, the City Council authorized the preparation and issuance of a Request for Proposal for the implementation of electronic plan archiving services. This ultimately resulted in a Professional Consultant Services Agreement on September 6, 2006 with MCO, The Microfilm Company, of Corona, California, in the amount of \$300,000 which remained effective through June 30th 2006.

MCO continued to offer the same pricing and was issued subsequent annual purchase orders to provide electronic plan imaging services for the Building and Safety Division through Fiscal Year 2015/16. The Community & Economic Development Department is currently self-evaluating in recognition of the City Council Performance and Financial Audit Program. As a direct result, the Building & Safety Division has identified that the original terms of the agreement had expired as well as the vendor, MCO, had been purchased by Metasource LLC (Metasource), on November 1, 2015.

DISCUSSION:

The former MCO facility in Corona, California, continues to operate under the new name of Metasource. This local vendor has continuously provided quality services for the Building & Safety Division’s electronic plan archiving program. Additionally, the program serves the community by producing high quality imaging when customers research, review and copy original building plans through the Building & Safety Division as prescribed by law.

The proposed contract with Metasource is for electronic plan archiving services from November 1, 2015 (the date the company changed names), through June 30, 2017. This will allow staff the opportunity to competitively bid the services and comply with the requirements set forth in Purchasing Resolution No. 22576, while also maintaining the highest level of customer service for the City and the community, without interruption. The Purchasing Services Manager concurs with this approach and the proposed agreement and agrees it is in the best interest of the City.

FISCAL IMPACT:

The total fiscal impact of the Professional Services Agreement with Metasource is \$100,000, which is included in the Community & Economic Development Department’s Building and Safety Professional Services account (2825000-425301) in FY 2015/16 and FY 2016/17. Specifically, cost for services provided in FY 2015/16 is \$32,750 and anticipated costs in FY 2016/17 is \$60,000. Any increases in the FY 2016/17 projected amounts will be offset by anticipated salary savings, such as the Assistant Building Official position. Staff will work with the Finance Department to ensure sufficient funding is available, utilizing budget transfers from personnel to professional services, if needed.

The services outlined in the Professional Services Agreement are paid for by a fee collected from each applicant during the Building and Safety permitting process. Pursuant to the State of California, Health and Safety Code Section 19850, the fees shall be utilized by, “the building department in maintaining the official copy of the plans of buildings for which it has issued a building permit.”

Prepared by: Rafael Guzman, Community & Economic Development Director
Certified as to availability of funds: Scott G. Miller, Interim Finance Director/Treasurer
Approved by: Al Zelinka, FAICP, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Professional Consultant Services Agreement with Metasource LLC