

## MEMORANDUM

**To:** City of Seguin Mayor and Council Members  
Steve Parker, City Manager

**From:** Oscar Arevalo, Chief Building Official

**Through:** Pamela Centeno, Director of Planning & Codes

**Subject:** **Inspection Services for Navarro High School**

**Date:** August 28, 2023

City Council recently approved a contract with BB Inspections for the plan review services required for the new high school to be constructed for Navarro Independent School District. The City of Seguin has an existing contract with BB Inspections for third-party plan review and inspections services on an as-needed basis to supplement the City of Seguin internal services. The fees for commercial inspections are based on a per inspection basis. This works for projects on a small scale but is not appropriate for a larger project like a high school. The amount of inspections required for such a large project can be unpredictable and it is best to charge a set fee based on square footage of the buildings. This method of charging fees based on square feet also lines up with the current method charged by Seguin for commercial projects.

A proposal for conducting all of the building inspections on a per square foot basis has been submitted by BB Inspections specifically for the Navarro High School project. They are currently reviewing the building plans submitted and will be very familiar with the project by the time the plans are approved and a permit is issued. City staff proposes for the City of Seguin to enter into a contract with BB Inspections to conduct all the required building inspections for the construction of Navarro High School. This recommendation is based on the fact that the daily number of inspections for city staff continues to grow with the increase in residential homes, commercial projects, and multi-family units requiring inspections. A project like Navarro High School will generate many inspections for the duration of the project. BB Inspections is currently conducting inspections on a few residential subdivisions in Seguin. If the number of inspections decreases, we will reduce the amount of residential inspections assigned to the contract inspection company.

The inspection fees to be charged by BB Inspections is \$.10 per square foot less than what the City charges for a commercial project like this. Attached is a copy of the proposed contract and a resolution authorizing the City Manager to enter into an agreement with BB Inspection Services.