



Honorable Mayor and Members of the Hermosa Beach City Council

APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS FOR ON CALL DEVELOPMENT PLAN REVIEW AND STAFF AUGMENTATION SERVICES TO TRB & ASSOCIATES, INC AND WILLDAN ENGINEERING.

CEQA: Determine the project is exempt from the California Environmental Quality Act. (Community Development Director Alison Becker)

Recommended Action:

Staff recommends City Council:

1. Award a contract for on-call development development plan review and staff augmentation services to TRB & Associates, Inc at a not-to-exceed amount of \$200,000 per year for a five year term (**Attachment 3**);
2. Award a contract for on-call development plan review and staff augmentation services to Willdan Engineering at a not-to-exceed amount of \$200,000 per year for a five year term (**Attachment 7**); and
3. Authorize the City Manager to execute the proposed agreement, approve minor modifications if necessary, and execute all related documents, with the City Clerk attesting the agreements subject to approval by the City Attorney.

Executive Summary:

The City of Hermosa Beach relies on third-party professional service providers to supplement development plan review and staff augmentation services, ensuring timely and technically proficient reviews to meet community expectations and maintain consistent compliance with the California Building Standards Code. The Community Development Department issued a competitive Request for Proposals (RFP 24-005) seeking qualified firms to provide on-call development plan review and staff augmentation services. Sixteen proposals were received and evaluated against the City's established criteria.

Based on the evaluation, staff recommends the City Council award professional services agreements to TRB & Associates, Inc. and Willdan Engineering. Both firms demonstrated extensive municipal experience, cost-effectiveness within their established fee structures, and the technical resources necessary to deliver responsive, high-quality development plan review and community development staff augmentation services across multiple disciplines. The agreements will each establish a not-to-exceed annual contract amount

of \$200,000 for a five-year term ending September 30, 2030, for a combined cumulative not-to-exceed amount of \$1,000,000.

Approval of these agreements will ensure the City maintains flexibility to address fluctuating development plan review workloads and support needs, avoid permitting delays, and uphold its commitment to customer-friendly service and consistent code compliance.

Background:

The City of Hermosa Beach Community Development Department relies on the assistance of third-party professional service providers to ensure compliance with the California Building Standards Code and to meet community expectations for timely, technically proficient, and responsive services. Similar to many smaller jurisdictions, the Department does not employ in-house plan review engineers, fire life safety experts, or other specialists required to perform the full range of development plan review functions. To remain flexible and manage fluctuating workloads, the Department contracts for on-call support that includes both development plan review and community development staff augmentation. Contracting with qualified firms allows the City to ensure the consistent application of standards while providing responsive services to residents, businesses, and developers.

The Department currently maintains plan review service agreements with Hayer Consultants and Willdan Engineering. In October 2020, City Council approved an agreement with Hayer Consultants through June 30, 2025. To address staffing vacancies and workload demands, the City subsequently entered into an agreement with Willdan Engineering in July 2022 for on-call staff augmentation and plan review services, which has since been amended multiple times and is now extended through August 31, 2025. The budget for contract building plan review services is \$200,000 annually, fully funded through plan check and permit fees, with allocations included the FY 2025–26 budget.

To ensure continuity of service, enhance flexibility, and respond to fluctuating volumes of permit activity, the City issued a Request for Proposals ([Attachment 1](#)) seeking qualified firms to provide on-call support that includes both development plan review and community development staff augmentation. Consistent with the City's policy to periodically test the market for professional services, the solicitation generated sixteen proposals from experienced firms offering a wide range of technical expertise. Staff evaluated the proposals in accordance with the City's established criteria, which emphasized approach and methodology, demonstrated experience, municipal qualifications, availability, cost-effectiveness, and responsiveness. Reference checks and, where appropriate, follow-up discussions were also conducted. Based on this comprehensive review, staff recommends awarding new on-call development plan review and community development staff augmentation contracts to TRB & Associates, Inc and Willdan Engineering. These firms will provide development plan review and community

development staff augmentation across all major disciplines, including structural, electrical, mechanical, plumbing, fire/life safety, water-efficient landscape standards, energy compliance, and related staff augmentation services to help manage workload demands related to permit processing and administration on an as-needed basis.

On-call development plan review and staff augmentation contracts provide the City with the flexibility to adapt to changing service demands, maintain consistent code compliance, and reduce permit processing timelines. This approach supports Hermosa Beach’s mission of delivering first-class municipal services in a customer-friendly manner and aligns with strategic goals of operating as a high-performing organization committed to public safety and community responsiveness.

Past Council Actions

Meeting Date	Description
<u>October 27, 2020</u>	City Council approves agreement with Hayer Consultants, Inc to provide building plan review and related services to the Community Development Department.
<u>August 9, 2022</u>	City Council approves first amendments for on call staff augmentation for Willdan Engineering.
<u>November 29, 2022</u>	City Council approves second amendment for an agreement with Willdan Engineering for on call staff augmentation.
<u>January 23, 2024</u>	City Council approves third amendment for an agreement with Willan Engineering for on call staff augmentation.
<u>September 24, 2024</u>	City Council approves fourth amendment for an agreement with Willdan Engineering for on call staff augmentation.
<u>February 25, 2025</u>	City Council approves fifth amendment for an agreement with Willdan Engineering for on call staff augmentation.
<u>June 24, 2025</u>	City Council approves sixth amendment for an agreement with Willdan Engineering for on call staff augmentation.

Analysis:

On December 3, 2024, the City issued a Request for Proposals ([Attachment 1](#)) seeking qualified firms to provide on-call development plan review and staff augmentation services to support the Community Development Department. The RFP was publicly advertised through PlanetBids, consistent with the City’s competitive solicitation procedures. A total of sixteen proposals were received in response to the RFP.

The purpose of the solicitation was to identify firms with the expertise and resources to provide timely, technically proficient, and code-compliant development plan review across multiple disciplines including structural, electrical, mechanical, plumbing, fire/life safety, water-efficient landscape standards, and energy compliance, as well as related staff augmentation services on an as-needed basis. The Department required firms to demonstrate their ability to deliver services on an as-needed basis, ensuring

responsiveness to fluctuating workloads and maintaining the City's target initial plan review timeframe.

The proposing firms are listed below in alphabetical order:

- 4LEAF, Inc.
- Bureau Veritas North America, Inc.
- CSG Consultants, Inc.
- Gulati Construction Company, Inc.
- Hayer Consultants
- Interwest Consulting Group, Inc.
- J. Lee Engineering, Inc.
- JAS Pacific
- MNS Engineers
- Shums Coda Associates, Inc.
- The Code Group, Inc. (VCA Code)
- Transtech Engineers, Inc.
- TRB & Associates, Inc.
- True North Compliance Services, Inc.
- West Coast Code Consultants, Inc. (WC³)
- Willdan Engineering

The proposals were independently evaluated in detail by a staff review panel and scored against the City's established evaluation criteria, weighted as follows:

- Relevant Experience and Expertise (35 percent)
 - Demonstrated experience providing municipal building plan review services.
 - Qualifications and appropriateness of key technical staff for the required scope.
 - Ability to dedicate a strong project manager as a single point of contact.
- Approach and Methods (30 percent)
 - Ability to provide responsive and high-quality customer service.
 - Capacity to work collaboratively with City staff, applicants, and other agencies.
 - Clear, tailored approach to plan review that addresses Hermosa Beach's needs.
 - Incorporation of innovative methods to improve efficiency and turnaround times.
- Timeframe and Costs (25 percent)
 - Ability to meet City timeframes for plan review turnaround.

- Demonstrated cost-effectiveness within established fee structures.
- Administration (10 percent)
 - Compliance with billing requirements.
 - Acceptance of the City’s Professional Services Agreement terms.

Following evaluation of written proposals and reference checks, staff determined that two firms best met the City’s needs: TRB & Associates, Inc ([Attachment 2](#)) and Willdan Engineering ([Attachment 6](#)). Both firms demonstrated exceptional qualifications, extensive municipal experience, and strong technical resources capable of ensuring uninterrupted service delivery.

The proposer rankings are as follows:

Ranking	Company
1	Willdan Engineering
2	TRB & Associates, Inc.
3	Shums Coda Associates, Inc.
4	Bureau Veritas North America, Inc.
5	4LEAF, Inc.
6	CSG Consultants, Inc.
7	Interwest Consulting Group, Inc.
8	JAS Pacific
9	J. Lee Engineering, Inc.
10	MNS Engineers
11	The Code Group, Inc. (VCA Code)
12	Transtech Engineers, Inc.
13	True North Compliance Services, Inc.
14	West Coast Code Consultants, Inc. (WC ³)
15	Gulati Construction Company, Inc.
16	Hayer Consultants

Staff recommends awarding professional services agreements to the top two ranked firms, with the scope of work identified in Exhibit A ([Attachment 4](#)). The proposals submitted by TRB & Associates, Inc. ([Attachment 3](#)) and Willdan Engineering ([Attachment 7](#)) demonstrated the greatest understanding of the City’s needs and the ability to provide on-call development plan review and community development staff augmentation services while ensuring the highest quality. Willdan Engineering, has provided on-call services for the City since 2023 and has provided exceptional service. TRB & Associates, Inc. has the expertise and resources to provide timely, technically proficient, and code-compliant plan review across multiple disciplines, as well as related staff augmentation services, currently providing similar services for other municipalities

throughout Southern California. Both firms also demonstrated cost-effectiveness within their established fee structures, as outlined in their respective fee schedules ([Attachments 5 and 7](#)). Staff contacted references provided in the respective proposals and received positive comments about each firm’s work.

If approved, on-call development plan review and staff augmentation services would begin on October 1, 2025, with both firms. Staff recognized the need to have two on-call development plan review and staff augmentation teams for provide flexibility, respond to increases in workload, address staffing vacancies, and maintain best-practice timelines for development services. This approach improves timeliness and efficiency that meets the needs of the City and the community. Awarding contracts to TRB & Associates, Inc. and Willdan Engineering will ensure the City maintains continuity of operations, improves turnaround times, and upholds its commitment to customer-friendly service and consistent code compliance.

The proposed contract for each firm includes a not-to-exceed amount of \$200,000 and a term of five years ending September 30, 2030. While the total not-to-exceed amount for the two contracts combined is substantive at \$1,000,000, the contracts would be utilized on an as-needed basis over five years. On-call agreements do not guarantee any amount of work and offer the City flexibility.

Fiscal Impact:

The Fiscal Year 2025-26 Contract Services budget for building plan review services is \$200,000. The City recovers costs through building plan review fees.

If approved, the professional services agreements will establish a not-to-exceed annual contract amount of \$200,000 per fiscal year for on-call development plan review and community development staff augmentation services. The agreements are proposed for a five-year term, with a cumulative not-to-exceed amount of \$1,000,000 over the contract period, as reflected in the attached table.

Staff intends to revisit the on-call service activity at Fiscal Year 2025-26 Midyear and budget the remainder of the on-call building plan review service contracts as part of the future City fiscal year budget cycles.

Agreement Request			
On-Call Agreement	Request Amount	FY 2025-26 Budget Dept. Account #	Total Contract Amount
TRB & Associates, Inc.	Up to \$200,000	001-4201-4201	\$200,000 per fiscal year
Willdan Engineering	Up to \$200,000		
Total Over 5 Year Term			\$1,000,000

Attachments:

1. RFP24-005 for On Call Development Plan Review Services
2. TRB and Associates, Inc Proposal
3. TRB and Associates Inc PSA
4. Exhibit A – Scope of Services
5. Exhibit B – TRB and Associates, Inc Fee Schedule
6. Willdan Engineering Proposal
7. Willdan Engineering PSA
8. Exhibit B – Willdan Engineering Fee Schedule

Respectfully Submitted by: Guillermo Hobelman, Building and Code Enforcement Official

Concur: Alison Becker, Community Development Director

Noted for Fiscal Impact: Henry Chao, Finance Manager

Concur: Brandon Walker, Administrative Services Director

Legal Review: Todd Leishman, Interim City Attorney

Approved: Steve Napolitano, Interim City Manager