

City Council Meeting – September 9, 2025

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



AGENDA

- Departments responsiveness to Community Needs
- Background
- Past Council Actions
- RFP Process and Analysis
- Recommended Firms
- Fiscal Impact
- Recommendations



DEPARTMENT RESPONSIVENESS TO COMMUNITY NEEDS

On-call development plan review and staff augmentation services ensures:

- Efficient service delivery
- Consistent support of development and the local business community
- Flexibility to handle fluctuating workloads
- The Departments commitment to customer-friendly service



BACKGROUND

- The Department lacks in-house plan review engineers & fire-life safety staff
- The City contracts with specialized third-party firms for on-call development plan review and staff augmentation services
- The current contracts are expiring



PAST COUNCIL ACTION



The City Council approved:

- A service agreement with Hayer Consulting in 2020
- A service agreement with Willdan Engineering in 2022

The City Council also approved multiple contract amendments to increase the not-to-exceed amounts and extend the contract terms.



RFP PROCESS

- Request for Proposals (RFP) 24-005 was issued in December 2024
- The City received 16 proposals
- The proposals were evaluated using the City's established criteria:
 - Relevant Experience and Expertise
 - Approach and Methods
 - Timeframe and Costs
 - Administration

ANALYSIS

Following the evaluation of written proposals and reference checks, 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

RECOMMENDED FIRMS

Staff determined that these two firms best met the City's needs:

- TRB and Associates, Inc.
- Willdan Engineering

These firms demonstrated:

- Strong qualifications
- Cost-effective fee schedules
- Positive references from other municipalities

FISCAL IMPACT

The proposed contract terms are:

Contract Detail	Value
Annual Not-to-Exceed	\$200,000 per year
Contract Term	5 years
Cumulative Not-to-Exceed	\$1,000,000 total
FY 25-26 Budget	\$200,000
Cost Recovery	Recovered through building plan review fees

RECOMMENDATION

Staff recommends City Council:

- Award a contract for on-call development plan review and staff augmentation services to:
 - TRB and Associates, Inc.
 - Willdan Engineering

At a not-to-exceed amount of \$200,000 per year for a five-year term

- Authorize the City Manager to execute the proposed agreements, with the City Clerk attesting the proposed agreements.



THANK YOU!