



Honorable Mayor and Members of the Hermosa Beach City Council

APPROVAL OF THE FIRST AMENDMENT TO AGREEMENT WITH WILLDAN ENGINEERING FOR ON CALL DEVELOPMENT PLAN REVIEW AND STAFF AUGMENTATION SERVICES

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

Recommended Action:

Staff recommends City Council:

1. Determine the project is exempt from the California Environmental Quality Act (CEQA);
2. Approve the proposed first amendment to the agreement with Willdan Engineering for on call development plan review and staff augmentation services to increase the annual not to exceed amount by \$250,000, for a revised annual not to exceed amount of \$450,000, for the remainder of the existing contract term. (**Attachment 1**);
3. Approve a revised total not to exceed contract amount of \$2,250,000 over the full five year term of the agreement with Willdan Engineering; and
4. Authorize the City Manager to execute the proposed first amendment, approve minor modifications if necessary, and execute all related documents, with the City Clerk attesting the amendment 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 on an as needed basis in order to maintain timely and technically proficient review of permit applications and related development projects. The agreement with Willdan Engineering has been integral to ensuring that the City's development review process remains responsive to current conditions, staffing needs, and service demands.

Historically, the Willdan Engineering agreement was used primarily to provide development plan review services. As the Community Development Department's needs have evolved, the agreement has also been used to provide staff augmentation services to address vacancies, respond to increased workload, and support continuity of

operations. This flexibility has helped the Department remain nimble and responsive while continuing to meet the City's development review needs.

As part of the Fiscal Year (FY) 2025 to 2026 Midyear Budget Review on March 24, 2026, City Council approved a \$157,000 increase to the Contract Services budget. This included covering on call development plan review and staff augmentation services for the remainder of current FY 2026. This first amendment is being brought forward to ensure alignment with that approved budget increase. If approved, the annual not to exceed amount of the Willdan Engineering agreement would increase by \$250,000, from \$200,000 to \$450,000, for the remainder of the existing contract term, and the total not to exceed contract amount over the full term of the agreement would increase to \$2,250,000.

Background:

The City of Hermosa Beach Community Development Department relies on third party professional service providers to supplement staffing and development plan review services on an as needed basis. Similar to many smaller jurisdictions, the Department does not maintain in house plan review engineers, fire life safety specialists, and other technical reviewers needed to perform the full range of building and development plan review functions. As a result, the City depends on third party service providers to assist with staff vacancies, supplement operations during periods of increased demand, and maintain timely and technically proficient review of permit applications and related development projects.

On September 9, 2025, City Council approved a professional services agreement with Willdan Engineering for on call development plan review and staff augmentation services at an annual not to exceed amount of \$200,000 for a five year term ending September 30, 2030. Over the full life of the agreement, the total not to exceed contract amount was \$1,000,000. The agreement was intended to provide the City with flexibility to respond to fluctuating permit volumes, project complexity, staffing vacancies, and operational support needs.

On March 24, 2026, City Council approved an increase to the Contract Services budget for remainder of FY 2026 on call development plan review and staff augmentation services through the FY 2026 Mid Year Budget Review. This first amendment is being brought forward to ensure alignment with that approved budget increase.

Since approval of the agreement, the Community Development Department has continued to rely on Willdan Engineering for plan review across multiple disciplines and related staff augmentation services. The contract has also been used to address staff vacancies and support continuity of operations during periods of transition and increased workload. This ability to respond to current conditions and staffing needs has been integral to maintaining a responsive development review process and ensuring that the Department continues to meet service expectations. The proposed first amendment is

intended to provide sufficient contract authority to continue these services for the remainder of the existing contract term.

Past Council Actions

Meeting Date	Description
September 9, 2025	City Council approved a professional services agreement with Willdan Engineering for on call development plan review and staff augmentation services
March 24, 2026	City Council approved an increase to the Contract Services budget for on call development plan review and staff augmentation services through the Fiscal Year 2025 to 2026 Mid Year Budget Review

Analysis:

The Community Development Department continues to rely on qualified third party professional service providers to provide development plan review services and to supplement staffing on an as needed basis. These services are important to help address staff vacancies, respond to increases in workload, and maintain timely and technically proficient review of permit applications and related development projects. Because the City does not maintain in house plan review engineers, fire life safety specialists, and other technical reviewers needed to perform the full range of development plan review functions, outside consultant support remains necessary to maintain continuity of operations and service levels.

The agreement with Willdan Engineering has been integral to ensuring that the City's development review process remains responsive to current conditions and staffing needs. While the agreement historically served primarily as a plan review services contract, its use has expanded to also provide staff augmentation support to address vacancies, respond to workload demands, and maintain continuity of operations. This flexibility has allowed the Community Development Department to remain nimble and responsive as operational demands have evolved.

Since approval of the agreement with Willdan Engineering on September 9, 2025, the Community Development Department has continued to experience demand for outside plan review assistance and staff augmentation support. As reflected in the Fiscal Year 2025 to 2026 Mid Year Budget request, the City does not have in house plan reviewers, streamlining requirements have increased review workload in order to meet required timelines, and the Department has experienced staffing needs that have further increased the need for consultant support. On March 24, 2026, City Council approved an increase to the Contract Services budget for on call development plan review and staff augmentation services through the Fiscal Year 2025 to 2026 Mid Year Budget Review.

This first amendment is being brought forward to ensure alignment with that approved budget increase.

Willdan Engineering has demonstrated the technical expertise, responsiveness, and available staffing necessary to continue supporting the City’s development review functions. The proposed first amendment is intended to provide sufficient contract authority to continue services for the remainder of the existing contract term. The agreement was originally approved at up to \$200,000 annually for a five year term ending September 30, 2030, for a total not to exceed contract amount of \$1,000,000 over the life of the agreement. If approved, the proposed first amendment would increase the annual not to exceed amount by \$250,000, resulting in a revised annual not to exceed amount of \$450,000, and a revised total not to exceed contract amount of \$2,250,000 over the full term of the agreement. Approval of the proposed amendment will allow the Community Development Department to continue utilizing Willdan Engineering on an as needed basis to supplement staffing, address vacancies, and respond to increased demand for plan review and related services through the balance of the contract term.

Fiscal Impact:

The proposed first amendment would increase the annual not to exceed amount of the Willdan Engineering agreement from \$200,000 to \$450,000 for on call development plan review and staff augmentation services. This will increase the total not to exceed contract amount over the full five year term of the agreement from \$1,000,000 to \$2,250,000.

As development applications are brought forward to Community Development, increases in plan review service costs are offset by application, plan check, and permit fee revenues.

As part of the FY 2026 Midyear Budget Review on March 24, 2026, City Council approved a \$157,000 increase to the Community Development contract services budget which included covering on call development plan review and staff augmentation services for the remainder of the fiscal year. The midyear budget increase is supported by salary savings from a recent associate planner vacancy and a budgeted intern position that will not be filled. This first amendment is being brought forward to ensure alignment with that approved budget increase.

Staff will continue to monitor consultant service activity and expenditures to ensure the agreement is used on an as needed basis, remains aligned with operational needs and approved budget authority.

Agreement Modification Request: Amendment 1					
Agreement	Current Annual Not to Exceed Amount	Amendment Amount	Revised Annual Not to Exceed Amount	Budget Dept. Account #	Total Revised Contract Amount

Willdan Engineering	\$200,000	\$250,000	\$450,000	001-4201-4201	\$2,250,000
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Attachments:

1. Proposed First Amendment to Agreement with Willdan Engineering
2. Exhibit A - Scope of Services
3. Exhibit B - Willdan Engineering Fee Schedule
4. Original Agreement with Willdan Engineering

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: Jason Baltimore, Interim City Attorney

Approved: Steve Napolitano, City Manager