



STAFF REPORT
9/13/2023

TO: Honorable Mayor and City Council Members

FROM: Lizzandro Diaz, Building Official

SUBJECT: Authorize the City Manager to Execute Professional Services Agreements with Willdan, Interwest, and 4 Leaf, Inc. for Building Department Services.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute the attached Professional Services Agreements with Willdan, Interwest, and 4 Leaf, Inc. for Building Department Services.

BACKGROUND:

On March 01, 2023, an advertisement for a Request for Proposals (RFP) was released by the Building and Safety Department. The objective of this RFP was to procure Professional Building Department Services for tasks such as plan check review, inspection services, and providing necessary assistance to the building department staff. In response to this RFP, the city staff received seven proposals. These were assessed based on a variety of factors like approach, cost, qualifications, and staffing. Following the evaluations, the city staff chose the three consultants with the highest scores Willdan, Interwest, and 4 Leaf, Inc. to be awarded contracts for providing services as needed.

DISCUSSION/ANALYSIS:

Attached to this staff report are Professional Services Agreements for Willdan, Interwest, and 4 Leaf, Inc. to provide professional building services for a term of three years until 2026. All consultants will provide assistance with plan check review, inspection services, and provide assistance to the Building and Safety Division as needed.

ALTERNATIVES:

1. Authorize the City Manager to execute Professional Services Agreements with Willdan, Interwest, and 4 Leaf, Inc.
2. Continue this item and provide staff direction.

FISCAL IMPACT:

The fiscal impact of this action cannot be directly determined. Building Department services from the building consultants will be secured on an as needed basis based on the fee schedule provided in the PSA.

RECOMMENDED ALTERNATIVE(S):

Staff recommends Alternative #1 as noted above.

Attachment:

1. Professional Services Agreement (PSA) with Willdan
2. Professional Services Agreement (PSA) with Interwest
3. Professional Services Agreement (PSA) with 4 Leaf, Inc.