



City Council Agenda Report

Meeting Date: June 10, 2025

Prepared By: Nick Zornes

Approved By: Gabriel Engeland

Subject: Development Services Department Professional Service Agreements

COUNCIL PRIORITY AREA

- ☒ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☒ Environmental Sustainability
- ☐ Housing
- ☒ General Government

RECOMMENDATION

Adopt Resolutions authorizing the City Manager to execute professional services agreements with TRB + Associates, Structech Engineering, and David Powers & Associates for third-party plan review and environmental review services for the Development Services Department.

FISCAL IMPACT

All fiscal impacts associated with the professional service agreements are offset by revenues that are equal to the expenditures. Plan review and environmental review fees are paid upon submitting a project or permit.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

City Council approves any consultant contracts over \$100,000.00 per the Los Altos Purchasing Policy.

BACKGROUND

The Development Services Department engages several third-party consultants to conduct essential plan reviews and environmental assessments for permits and projects. In Fiscal Year 2021, the City entered into multiple professional services agreements to facilitate these reviews, with an initial term of three (3) years. These agreements were subsequently extended for an additional two (2) years in 2023 and are scheduled to expire on June 30, 2025.

A Request for Proposals (RFP) was issued earlier this year in anticipation of the expiration of the current contracts. Nine (9) consultants submitted proposals in response to the RFP for plan check services. Following a thorough review, staff recommends entering into contract with two (2) consultants for plan check services and one (1) consultant for environmental review services as the most qualified responsive consultants.

DISCUSSION

Authorization of new professional service agreements will allow for the continuation and continuity of services provided by the Development Services Department, who utilize third-party consultants to provide the required plan review and environmental review in the absence of in-house staff to complete the work. Staff propose the contracts have five (5) year terms, after which new contracts would need to be obtained or extended pursuant to the Los Altos Purchasing Policy. The total authorized budget for each agreement is reflected in the City's Annual Budget for the Development Services Department.

The following tables represent the three proposed contracts:

| TRB + Associates | |
|--------------------|--|
| Services Provided: | Third-party building plan review for Building Permits. |
| Fiscal Analysis: | Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact. |
| Contract Amount: | \$1.5 million per year |
| Contract Term: | 5 years |
| Contract Total: | \$7.5 million |

| Structech Engineering | |
|-----------------------|--|
| Services Provided: | Third-party building plan review for Building Permits. |
| Fiscal Analysis: | Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact. |
| Contract Amount: | \$1.5 million per year |
| Contract Term: | 5 years |
| Contract Total: | \$7.5 million |

| David Powers & Associates | |
|---------------------------|--|
| Services Provided: | Third-party environmental review for projects. |
| Fiscal Analysis: | Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact. |
| Contract Amount: | \$500,000 |
| Contract Term: | 5 years |
| Contract Total: | \$500,000 |

ATTACHMENTS

1. Resolution – TRB + Associates
2. Resolution – Structech Engineering
3. Resolution – David Powers & Associates