



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/02/2026

ITEM NO: 7

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DATE: May 28, 2026  
TO: Mayor and Town Council  
FROM: Chris Constantin, Town Manager  
SUBJECT: **Authorize the Town Manager to Execute Agreements for Building Division Plan Check Review and Other Support Services with 4LEAF, Inc., O'Brien Code Consulting, Inc., and Urban37, Inc.**

**RECOMMENDATION:** Authorize the Town Manager to Execute Agreements for Building Division Plan Check Review and Other Support Services with 4LEAF, Inc., O'Brien Code Consulting, Inc., and Urban37, Inc.

**FISCAL IMPACT:**

Costs for plan check services are full cost- recovery through applicant fees and therefore do not result in direct costs to the Town. Any additional services, such as inspection, code compliance, or permit technician support, are utilized on an as- needed basis and are funded within the limits of the Town's approved budget.

**STRATEGIC PRIORITY:**

This action is not associated with a strategic priority.

**BACKGROUND:**

The Town utilizes outside consulting firms to provide plan review, inspection, code compliance, permit technician, and related administrative services as needed. Because the Town does not currently have an inhouse Plan Check Engineer position, consultant support is required to perform structural and code plan review and to provide other technical services necessary to maintain timely and consistent permit processing.

**PREPARED BY:** Robert Gray  
Chief Building Official

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

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DISCUSSION:

On March 2, 2026, staff published a Request for Proposal (RFP) for Building Plan Check Review and Other Support Services. Staff received eight (8) proposals and carefully reviewed and evaluated the proposals and all were very competitive. Staff determined the following three firms were most qualified to provide the services listed in the RFP:

- 4LEAF, Inc.;
- O'Brien Code Consulting, Inc.; and
- Urban37, Inc.

The three firms selected each bring distinct strengths that collectively meet the Town's comprehensive building services needs. 4LEAF offers the broadest range of services, with a large multidisciplinary team providing plan review, inspection, permit technician support, building official services, and code compliance. Their extensive regional experience and capacity to support fluctuating workloads ensure continuity for both staff and applicants.

O'Brien Code Consulting provides a highly specialized plan review model led by a licensed engineer and CASp with nearly 35 years of experience working directly with the Town. Her long-standing knowledge of Los Gatos Municipal Code provisions, local policies, and project history enables precise, consistent, and efficient plan review aligned with the Town's expectations.

Urban37, Inc. complements these services with strong technical qualifications, a multidisciplinary team, and demonstrated experience in comparable jurisdictions. Their proposal emphasizes accurate technical review, customer service, and process efficiency, with proven ability to integrate smoothly with municipal staff and maintain reliable turnaround times.

Together, these firms provide a balanced mix of capacity, continuity, technical depth, and familiarity with municipal operations, ensuring the Town can reliably meet its plan review, inspection, and building division support needs.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to enter into an agreement with 4LEAF (Attachment 1), O'Brien Code Consulting (Attachment 3), and Urban37 (Attachment 5) for the reasons stated in this report.

COORDINATION:

This report was coordinated with the Town Manager's Office, Town Attorney's Office, Community Development Department, and Finance Department.

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SUBJECT: Building Division Plan Check Review and Other Services Agreement

DATE: May 28, 2026

ENVIRONMENTAL ASSESSMENT:

This action is not a project under CEQA Guidelines section 15378(b)(5) because it is an administrative activity that will not result in direct or indirect physical changes in the environment.

Attachments:

1. Draft Agreement for Consultant Services for 4LEAF, with Exhibit A, Consultant Proposal for 4LEAF
2. Draft Agreement for Consultant Services for O'Brien Code Consulting, with Exhibit A, Consultant Proposal for O'Brien Code Consulting
3. Draft Agreement for Consultant Services for Urban37, with Exhibit A, Consultant Proposal for Urban37