



AGENDA MEMORANDUM

DATED: October 13, 2025

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Authorize City Manager to enter into a contractual agreement with provider and appoint provider for Building Official/Plan Review/Inspection services

SUMMARY: Discuss options provided and staff recommendation. Approve City Manager to enter into contractual agreement and appoint Building Official.

We received and participated in presentations from two companies available and able to provide the needed services. After reviewing each company's offerings and prices, staff have determined that Willdan Engineering will be able to provide adequate services while remaining within pricing constraints.

Willdan Engineering is a member of the Choice Partners Coop, alleviating the city of the need to go out for bids through the RFP process.

BACKGROUND INFORMATION:

Safebuilt issued a letter dated August 2, 2025, terminating our service contract with them in 90 days, ending November 10, 2025. Staff immediately began exploring options and met with representatives from Willdan Engineering and AOKA Engineering.

FISCAL IMPACT:

Minimal fiscal impact, as Willdan will work within our price constraints.

RECOMMENDATION: Staff recommend that the City Manager be authorized to enter into a contractual agreement with Willdan Engineering and that council designate Willdan Engineering as the City Building Official.

Thank you,

Patricia Ditto, Finance Director