



Staff Report

TO: City Council
FROM: Robert L. Vestal, Public Works Director
DATE: February 18, 2025
SUBJECT: Approve a Purchase Order for Fiscal Year 2025 for Plan Checking, Inspection and Surveying Services

Description Approve a purchase order to NV5 in full compliance with the Professional Service Agreement in an amount not to exceed \$215,000.

Background and Analysis:

On October 3, 2023, City Council awarded a professional services agreement (PSA) to NV5 for plan checking, inspection, and surveying services for the duration of five (5) years, with an option to extend the contract for an additional two (2) years per the City's approved procurement practices and subject to City Council's approval. The PSA established an annual compensation amount of two hundred fifteen thousand dollars (\$215,000).

At the end of FY24, the purchase order (PO) associated with the PSA, still had significant funds remaining; subsequently, staff did not issue a new PO for FY25, however, the remaining funds on the FY24 PO have now been exhausted. Therefore, staff is presenting the approval of the FY25 PO in an amount not to exceed \$215,000.

Plan Checking Consultant Note:

The current contract with NV5 is for on-call plan checking services. A second consulting firm, Interwest, was also awarded an on-call contract for plan-checking services by City Council at the October 2023 meeting. However, Interwest did not agree to the terms of the PSA and would not sign the agreement, therefore City staff did not engage in their services. Subsequently, NV5 became the sole plan check consultant for the Public Works Department.

The City is currently advertising for a dedicated plan check consultant to replace the existing on-call contract. That contract will be presented to the Council as a future item, and the current on-call contract with NV5 will be terminated.

It should be noted that the City currently has one additional active contract with NV5 to provide staff augmentation and project management services for a three-year term, which was previously awarded by City Council on January 21, 2025.

Fiscal Impact:

There is no impact to the General Fund as NV5 costs are paid by fees from development activities.

The estimated cost to prepare this staff report is \$200.

Recommended Action:

Approve a FY25 Purchase Order for NV5 in the amount of \$215,000 for plan checking, inspection and surveying services.

Attachments:

- A. Approved Professional Services Agreement – NV5