



## Staff Report

**TO:** City Council  
**FROM:** Robert L. Vestal, Public Works Director  
**DATE:** June 17, 2025  
**SUBJECT:** First Amendment to Agreement with NV5 for Plan Checking and Inspection Services

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**Description** Request to approve the first amendment of the Professional Services Agreement to NV5 in an amount not to exceed \$365,000 for Fiscal Year 2025.

### **Background and Analysis:**

On October 3, 2023, the 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 the Council's approval. The PSA established an annual compensation amount of two hundred fifteen thousand dollars (\$215,000).

On January 21, 2025, the City Council approved the issuance of the FY25 PO for \$215,000. City staff originally thought that the FY24 PO was sufficient to continue in FY25.

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 the City Council at the October 3, 2023, meeting. However, Interwest did not agree to the terms of the PSA and did 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 has multiple on-going projects that require approval of engineering plans. With this increase of plan checking needs, staff is requesting an additional one hundred fifty thousand dollars (\$150,000) for public works plan checking services. By increasing the contract amount by \$150,000, NV5's contract will be amended to an annual compensation amount not to exceed three hundred and sixty-five thousand dollars (\$365,000).

In summary, the City has received an increased number of plan checks that exceeded the anticipated amount. This amendment is required to accommodate the increase in plan checking services for FY25. The PO is paid through pass-through fees paid directly by the applicants. Due to the uncertainty of developing projects, City staff may require an increase in the PO for plan checking services from time to time, subject to City Council approval.

**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:**

Authorize the Mayor to execute the First Amendment of the Professional Services Agreement to NV5, Inc., in an amount not to exceed \$365,000 for FY25.

**Attachments:**

- A. Professional Services Agreement – NV5, Inc.
- B. First Amendment to Professional Services Agreement