



Staff Report

TO: City Council
FROM: Robert L. Vestal, Public Works Director
DATE: September 16, 2025
SUBJECT: Professional Services Agreement with Willdan Engineering (Contract No. C25-82) and ERSC, Inc. (Contract No. C25-83)

Description: Award a Professional Services Agreement to Willdan Engineering and ERSC, Inc. for Public Works Plan Checking Services.

Background and Analysis:

Current Plan Checking Services

On October 3, 2023, City Council approved a Professional Services Agreement (PSA) for on-call plan checking and inspection services to NV5, Inc. A second consulting firm, Interwest, was also awarded an on-call contract by City Council on October 3, 2023. 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.

On June 17, 2025, City Council approved the first amendment to NV5's contract to increase the annual compensation to three hundred and sixty-five thousand dollars (\$365,000). This agreement expires in October of 2028. NV5 will remain as one of the City's plan check consultants.

Additional plan check consultants are needed to ensure the City is getting the most competitive and responsive services.

Proposed Plan Checking Services

On March 7, 2025, the City advertised a Request for Proposals using the Formal Bidding Procedure for additional contracts for Plan Checking Services. On March 27, 2025, eight (8) proposals were received. Each proposal was evaluated by a four-person panel consisting of members of the Public Works Department and the Building and Safety Department. The evaluations were based on the following criteria:

- Understanding of Scope of Services (10%)
- Demonstrated Professional Skills and Credentials (20%)
- Related Experience (25%)
- Approach to Performing Services (20%)
- Plan Check Turn Around Times (15%)
- Proposed Fees (10%)

Based on the proposal evaluations and scoring, Staff is making the following recommendations:

- Award a professional services agreement to Willdan Engineering for Public Works plan checking services.
- Award a professional services agreement to ERSC, Inc. for Public Works plan checking services.

These consultants demonstrated the most efficient approach, responsiveness, and ability to provide quality engineering services to the City. Staff believes that having multiple service providers will allow the City flexibility to meet the current plan checking needs as well as provide competitive, high-quality services. Work will be assigned as needed to any of the contracted consultants. If a consultant becomes overburdened or is not able to deliver their services, the City will have other options to use one of the other consultants. This also provides checks and balances on services provided.

Staff is recommending the award of professional services agreements for the duration of three (3) years, with an option to extend the contract for two additional one year extensions per the City's approved procurement practices. The City reserves the right to cancel these agreements without cause at any time.

Fiscal Impact:

The cost to prepare this staff report is estimated to be \$350.

Funds for plan check services are provided by developer fees, private consultants, or contractors prior to assignment of any work in accordance with the fee schedule provided in the attached proposal.

Consultants have agreed to receive seventy-five percent (75%) of the fee collected for the respective plan check service.

Recommended Action:

Approve the Agreement with Willdan Engineering for Public Works plan checking services for the period of September 16, 2025, through September 16, 2028, in an amount not to exceed \$400,000 annually per fiscal year; and,

Authorize the issuance of a Purchase Order to Willdan Engineering in the amount of \$400,000 for Public Works plan checking services, and,

Approve the Agreement with ERSC, Inc. for Public Works plan checking services for the period of September 16, 2025, through September 16, 2028, in an amount not to exceed \$400,000 annually per fiscal year; and,

Authorize the issuance of a Purchase Order to ERSC, Inc. in the amount of \$400,000 for Public Works plan checking services.

Attachments:

- A. Professional Services Agreement and Proposal – Willdan Engineering
- B. Professional Services Agreement and Proposal – ERSC, Inc.
- C. Levine Act Statement – Willdan Engineering
- D. Levine Act Statement – ERSC, Inc.