



Staff Report

TO: Honorable Mayor and Members of the City Council
FROM: Robert L. Vestal, City Engineer | Public Works Director
BY: Suzanne Foxworth, Public Works Manager
DATE: January 20, 2026
SUBJECT: Second Amendment to the Agreement with NV5 for Plan Checking and Inspection Services for the Public Works/Engineering Department

Description: Request to approve the second amendment to the Professional Services Agreement with NV5, Inc.

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).

Subsequently, on June 17, 2025, the City Council approved a first amendment to the agreement increasing the contract amount by one hundred fifty thousand dollars (\$150,000), bringing the total annual not to exceed amount to three hundred and sixty-five thousand dollars (\$365,000). This was a one-time increase for calendar year 2025, and the amount was to return to the original amount of \$215,000 for subsequent years. At the time, NV5 was the sole plan check consultant for the Public Works Department, and this increase was necessary to accommodate an increased number of plan checks that exceeded the initial amount.

Due to the reliance on one individual consultant, and the need for additional consultants, the City advertised a Request for Proposals using the Formal Bidding Procedure for additional contracts for Plan Checking Services on March 7, 2025. After a thorough evaluation of the proposals, the City Council awarded agreements in the amount of four hundred thousand dollars (\$400,000) to Wildan Engineering and ERSC Inc. for additional plan check services on September 16, 2025.

Staff have started transferring plan checks to the new consultants; however, it is not beneficial to developers to switch consultants during the middle of a plan check. As NV5 is already familiar with various projects, it would require additional time for a new consultant to familiarize themselves with the project prior to completing plan checks. This increase request would be to finalize the current NV5 plan checks as we continue transitioning new plan submittals to the other contractors. The proposed amendment, provided as Attachment A, will bring the annual not-to-exceed amount for NV5 to four hundred thousand dollars (\$400,000), consistent with the City's new plan check consultants' agreements.

The invoices for plan check services are paid through pass-through account, as fees are paid directly by the applicants. Due to the uncertainty of developing projects, City staff may require an increase in the PO for plan check services from time to time, subject to City Council approval.

Fiscal Impact:

The cost to prepare this staff report is estimated to be \$360.

The proposed amendment will increase the annual not-to-exceed amount for NV5 by \$185,000, bringing the total not-to-exceed amount to \$400,000.

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.

Recommended Action:

Authorize the Mayor to execute the Second Amendment to the Professional Services Agreement with NV5, Inc., for an annual amount not-to-exceed \$400,000.

Attachments:

- A. NV5, Inc. Amendment No. 2
- B. Levine Act Statement