



Staff Report

TO: Honorable Mayor and Members of the City Council
FROM: Steven D. Jones, Community Development Department Director
BY: Sara Retmier, Building Official
DATE: May 5, 2026
SUBJECT: Consideration of Amendments to Agreements for Professional Services for Building and Safety Services

Description: To consider approval of amendments to the agreements for professional services to be provided by Scott Fazekas & Associates Inc., and Willdan Engineering for as-needed Building and Safety inspection and plan check services and staff augmentation.

Background and Analysis:

On May 16, 2023, the City entered into three (3) year contract agreements for professional services with Scott Fazekas & Associates, Inc. and Willdan Engineering to provide as-needed building and safety plan check services, supporting both the City and developers with plan review, inspection processes, and staff augmentation with a “not to exceed” budget amount.

The contract pricing for Scott Fazekas & Associates, Inc., based on the percentage of plan check revenue collected, will remain unchanged. The amendment establishes a not-to-exceed amount of \$827,000, which includes all prior payments to the firm as well as the estimated budgeted amount for fiscal year 2026–2027.

Willdan Engineering has requested cost proposal adjustments to their pay rates. The amendment includes a not to exceed amount of \$134,000 that includes the previous payment to their firm, including the estimated budgeted amount for fiscal year 2026/2027.

Without the proposed amendments to extend agreement terms, authorizations for services are set to expire May 16, 2026.

Fiscal Impact:

The estimated cost of preparing this staff report is \$250.

Fees for private development projects are assessed to fully recover staff costs associated with plan check services processing, inspections, and as-needed staff augmentation. No General Fund appropriations are required for this item.

Recommended Action:

Approve amendments to the Agreements for Professional Services with Scott Fazekas & Associates, Inc. and Willdan Engineering to authorize rate increases for Willdan Engineering, extend the terms of the agreements through June 30, 2027; and increase contract amount, and

Authorize the City Manager to make as needed minor, non-substantive changes and execute the amendments.

Attachments:

- A. First Amendment to Agreement for Professional Services with Scott Fazekas & Associates, Inc.
- B. First Amendment to Agreement for Professional Services with Willdan Engineering
- C. Agreement for Professional Services with Scott Fazekas & Associates, Inc.
- D. Agreement for Professional Services with Willdan Engineering