



# COUNCIL REPORT

**DATE:** June 23, 2026

**CATEGORY:** Consent

**DEPT.:** Community Development

**TITLE:** **Professional Services Agreements for Building Plan Checking and Inspection Services**

## **RECOMMENDATION**

1. Authorize the City Manager or designee to execute a new professional services agreement for Fiscal Year 2026-27 with BPR Consulting Group LLC for building plan checking, inspection, and consultant/professional services in an amount not-to-exceed \$600,000.
2. Authorize the City Manager or designee to execute a new professional services agreement for Fiscal Year 2026-27 with Shums Coda Associates, Inc. for building plan checking, inspection, and consultant/professional services in an amount not-to-exceed \$800,000.

## **BACKGROUND**

The Building Division of the Community Development Department utilizes third-party consultants to support building and fire permit plan checking, inspection, and related professional services. Contracting with qualified professional firms enables the Building Division to manage development workloads effectively, maintain customer service levels, and meet technical and regulatory requirements associated with state-mandated permit review timelines.

In March 2025, the Building Division released a Request for Qualifications (RFQ) for building and fire permit plan checking, inspection, and professional services. Fourteen consultants submitted qualification packages in response to the RFQ. Following evaluation of qualifications, staff determined that multiple firms met the City's requirements and were added to the Building Division's list of prequalified consultants eligible to provide on-call professional services.

Staff is seeking Council authorization to enter into professional services agreements with two of these prequalified consultants whose contract amounts are anticipated to exceed the City Manager's signature authority established under Council Policy A-10. The contract amounts identified reflect the Building Division's current workload projections for Fiscal Year 2026-27, including a number of larger development projects either recently submitted or anticipated to be submitted for building permit review in the near-term. As service volumes fluctuate

throughout the year, City staff may need to return to Council to adjust contract amounts to ensure timely and compliant permit processing.

### **FISCAL IMPACT**

Building permit plan check and inspection services are funded through the Development Services Fund and are cost-recovered through plan check and permit fees paid by permit applicants. Funding for these professional services agreements is included in the Fiscal Year 2026-27 Recommended Budget for consultant services within the Community Development Department.

The Fiscal Year 2026-27 Recommended Budget includes \$1,940,000 for building permit plan check and inspection consultant services, consisting of \$1,340,000 in ongoing discretionary funding and \$600,000 in limited-period funding. Adoption of the proposed agreements is contingent upon City Council approval of the Fiscal Year 2026-27 Recommended Budget on June 23, 2026. No additional appropriations are requested at this time. Should additional funding be required during the fiscal year due to increased development activity or service demand, staff will return to the City Council with a future appropriation request.

### **LEVINE ACT**

California Government Code Section 84308 (also known as the Levine Act) prohibits city officials from participating in any proceeding involving a “license, permit, or other entitlement for use” if the official has received a campaign contribution exceeding \$500 from a party, participant, or agent of a party or participant within the last 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: [www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html](http://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html)

Please see below for information about whether the recommended action for this agenda item is subject to or exempt from the Levine Act.

### **SUBJECT TO THE LEVINE ACT**

Contract or franchise agreement

### **ALTERNATIVES**

1. Reduce the contract amount(s) recommended by staff.
2. Provide additional direction to staff.

**PUBLIC NOTICING**—Agenda Posting

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