



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Arturo Vela, Interim City Manager

PREPARED BY: David Newell, Community Development Director

MEETING DATE: December 9, 2025

SUBJECT: Consideration of Resolution 2025-171, Approving a Professional Services Agreement with Willdan Engineering for Building and Safety Services, including Plan Review, Landscape Design Review and Staff Augmentation.

RECOMMENDATION:

Adopt Resolution 2025-171.

BACKGROUND:

For more than a decade, the City has utilized consultants to assist with services in the Building and Safety Division. The services include plan check review of building and landscape plans and staff augmentation for counter assistance, inspections and building administration (Services), allowing the Department to increase or reduce services as needed. In June 2015, the City Council approved a Professional Services Agreement (PSA) with Charles Abbott and Associates for assistance with these Services and in 2019 a subsequent PSA with Willdan Engineering (Willdan) was approved. Additional amendments to Willdan's agreement occurred in 2022 and 2025. Because the contract with Willdan Engineering is set to expire on December 31, 2025, the City issued a Request for Proposals (RFP) seeking proposals from qualified firms to provide these Services.

On April 8, 2025, the City issued the RFP and received five proposals prior to the submission deadline on May 8, 2025 from the following firms:

- 4Leaf, Inc.
- Bureau Veritas North America, Inc.
- Transtech Engineers, Inc.
- True North Compliance Services, Inc.
- Willdan Engineering

Following a careful review of the proposals by a selection committee of three City staff, there was consensus that Willdan is the most qualified firm to provide the Services based on the evaluation criteria specified in the RFP. The breadth of experience and capacity of the firm will continue to provide the Department with the needed Services and their pricing is in-line or more competitive when compared to the other firms.

JUSTIFICATION:

On December 31, 2025, the City's contract with Willdan Engineering is expiring and the City will be without the necessary Services to ensure a smooth permit, inspection and overall customer experience in the Building and Safety Division. The City currently utilizes Willdan Engineering for all plan check reviews and does not have the staff expertise or capacity to process plan checks for the volume and

complexity of applications received. In addition, there are currently staff vacancies for allocated positions that are currently backfilled by Willdan Engineering, including two inspector positions and two permit specialists (the Building Official was also backfilled until recently).

The City continues to see development activity and the improvement of property and structures, necessitating a need to utilize a contract firm to assist with its capacity to provide building and safety services. The table below demonstrates the continual increase in permit activity during the past two years.

Quarter	Total Permits Issued
Q3 2024	276
Q4 2024	301
Q1 2025	312
Q2 2025	428
Q3 2025	389
Q4 2025 (thru 10/17/25)	97

FISCAL IMPACT:

The Services are anticipated to require a contract amount that is not to exceed \$750,000 per fiscal year based on historic need and accounting for anticipated contingencies. The total contract amount is proposed to not exceed \$2,250,000 during the three-year term. Contract Svc-Professional/Professional Services, Account 001-2700-442-33-11, is used to pay for Services which are entirely funded by user fee revenue. Accordingly, the anticipated compensation over the proposed three-year term of the agreement is directly attributable to the revenues received and no direct fiscal impact to the City's General Fund would result from approval of the recommended action.

ALTERNATIVES:

Provide alternative direction to staff.

BUDGETED?:

Yes

CONTRACT/AGREEMENT:

Yes

ATTACHMENTS:

1. [CC_Resolution_2025-171_-_Willdan_Engineering_Agreement.docx](#)
2. [Professional Services Agreement C01232 - Willdan Engineering](#)
3. [Willdan Proposal Cover Letter](#)
4. [Willdan Proposal](#)
5. [Willdan Pricing](#)