



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Emery Papp, Senior Planner

**MEETING DATE:** June 25, 2024

**SUBJECT:** Consideration of Resolution 2024-104, Approving Amendment No. 4 to a Professional Services Agreement (C00608) with Willdan Engineering, Inc. for Building and Safety Plan Check and Plans Examination Services; Landscape Design Plan Check and Plans Examination Services; and Building Permit and Landscape Installation Inspection Services

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### **RECOMMENDATION:**

Adopt Resolution 2024-104.

### **BACKGROUND:**

In 2019, the City of Banning floated a Request for Proposals or Invitation for Bids No. 19-045, to provide the City's Building and Safety Division with the following services: Plan Check, Building Inspection, and Landscape Design Review Services. The most responsive bid was received by Willdan Engineering, and on September 24, 2019, the City and Willdan Engineering entered into a contract for Professional Services when the City Council adopted Resolution 2019-122, for an amount not to exceed \$1,470,960.

On January 25, 2022, the City Council adopted Resolution 2022-09, amending the Agreement to increase the contract sum by \$714,902.50 to a total contract sum of \$2,185,862.50 ("Amendment No. 1").

On January 24, 2023, the City Council adopted Resolution 2023-20 (Amendment No. 2), stating a newly amended not-to-exceed total contractual amount of \$2,185,862.50, but did not address a recommendation to extend the Agreement term to October 31, 2023. As a result, on February 28, 2023, the City Council adopted Resolution 2023-44, re-approving Amendment No. 2 and authorizing an increase in the contract amount by \$612,000 to a new total contracted amount of \$2,797,862.50, and an extension of the term of the Agreement through June 30, 2024. The City Council's adoption of Resolution 2023-44 was intended to update and replace Resolution 2023-20 in its entirety.

On February 27, 2024, the City of Banning, adopted Resolution 2024-37 (Amendment No. 3), approving an increase in the not-to-exceed total compensation by \$470,000 to \$3,267,862.50, and an extension of the term of the Agreement through June 30, 2024. The contract is now set to expire.

The City and Willdan Engineering now desire to amend the Agreement (Amendment No. 4) in accordance with Resolution No. 2024-104 to include additional compensation not-to-exceed Contract Sum by \$900,000 to \$4,167,862.50, and to extend the term of the Agreement through March 31, 2025.

### **JUSTIFICATION:**

Willdan has been augmenting current City staffing levels by providing professional support services. The

City continues to have a need for these services and the engagement of these additional services has increased the contract amount above the previously approved financial limits set by the City Council. As such, additional commitment of resources is required. However, all of Willdan's fees are considered "pass-through" costs, as the City's costs are reimbursed through developer review fees on the plans and permits submitted to the City.

**FISCAL IMPACT:**

The Community Development operational budget will fund the requested increase, Account No. 001-2700-441.33-11 (Professional Services). Estimated usage in Biennial budget:

Year	Estimated Amount
2024/2025	\$900,000

**ALTERNATIVES:**

1. Adopt Resolution 2024-104, as recommended.
2. Adopt Resolution 2024-104, with modifications.
3. Do not approve Resolution 2024-104 and provide alternative direction to staff.

**ATTACHMENTS:**

1. [Resolution\\_2024-104\\_\\_Willdan \(2\) ejp.docx](#)
2. [C00608\\_Willdan\\_Amendment\\_No.4\\_Building\\_\\_Safety\\_Plan\\_Check.docx](#)
3. [ATTACHMENT NO. 1 - Resolution 2019-122\\_2019-09-24.pdf](#)
4. [CC Resolution No. 2022-009.pdf](#)
5. [CC Resolution No. 2023-020.pdf](#)
6. [Resolution 2024-037.pdf](#)
7. [C00608 WILLDAN ENGINEERING.pdf](#)
8. [Amendment No.1.pdf](#)
9. [Amendment No.2.pdf](#)
10. [Amendment No.3.pdf](#)