



**CITY COUNCIL STAFF REPORT**

**ITEM NO. 6.4**

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**DATE:** May 11, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Brent Smith, Community Development Director

**SUBJECT:** Resolution authorizing execution of an agreement with East Bay Municipal Consulting to provide on-call plan check and development review services with a not-to-exceed amount of \$800,000 and a term ending December 31, 2031.

**RECOMMENDED ACTION**

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute an agreement with East Bay Municipal Consulting to provide on-call plan check and development review services, with a not-to-exceed amount of \$800,000 and a term ending December 31, 2031.

**DECISION TYPE**

Administrative

**SUMMARY**

The proposed agreement with East Bay Municipal Consulting will provide on-call engineering plan review services, technical assistance, and coordination assistance with developers and agencies for development projects. Professional services, under this agreement, include review of development plan and map submittals, subdivision map review, legal description review, and assorted general engineering review and project management services. The contract has a not-to-exceed amount of \$800,000 with services through the end of 2031.

**DISCUSSION**

The Engineering Division requires multiple engineering consultants to provide plan checking, review development projects, final map review, legal description review, and assorted general engineering plan review services in connection with a variety of development and capital improvement projects. The workload related to development review fluctuates and the support of consultants allows the Engineering Division to provide quality reviews and timely customer service for the public, developers, and City of Livermore (City) staff.

In 2024, staff sent out a Request for Qualifications/Proposals and received Statements of Qualifications

from 11 firms. The Statements of Qualifications were reviewed by a three-person selection committee, and the top five firms were selected for interviews. The consultants were rated individually by each committee member based on overall experience, local experience, quality of personnel, ability to respond to the City's needs on a timely basis, and responses to technical questions provided during the interviews. Based on evaluation of the written proposals and interview results, East Bay Municipal Consulting was short listed as a qualified firm.

This past fiscal year, development activity has continued to increase as economic activity in the region grows. East Bay Municipal Consulting has worked satisfactorily with staff to process development projects in the past and has provided much needed assistance on development projects and capital improvement projects. The current agreement with East Bay Municipal Consulting is nearing completion. In order to continue to utilize the services provided by East Bay Municipal Consulting, a new agreement is proposed to allow for on-call plan check and development engineering review services through 2031 with a maximum expenditure allowance of \$800,000. This agreement authorizes the City Engineer to approve work tasks related to the contract within the overall budget amount.

Staff recommends entering into professional service agreement with East Bay Municipal Consulting to provide on-call plan check and development engineering review services.

### **FISCAL AND ADMINISTRATIVE IMPACTS**

The estimated total amount of work for East Bay Municipal Consulting is expected to be approximately \$160,000 per year for each of the next five years. Funding for services rendered under this agreement is included in the Engineering operating budget for consultant services. Plan check fees received from developers cover these operating budget costs.

### **COMMUNITY PILLAR**

1: A Safe Community That Thrives

### **GOAL**

9: Facilitate new development consistent with the City's General Plan

### **ATTACHMENTS**

1. [Resolution](#)
2. [Exhibit A - East Bay Municipal Consulting Agreement](#)

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Approved by:



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Fiscal Review by:



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Tina Olson  
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