



Agenda Item No: 1.e

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: November 18, 2025

Submitted by: Amanda Horner

From: Fire and Life Safety Department

Subject:

CONTRACT AWARD TO FULLY INVOLVED FIRE PLAN REVIEW SERVICES FOR ON CALL FIRE PLAN REVIEW SERVICES

Financial Impact:

Fiscal Impact:

EXPENSE: The contract amount shall not exceed \$75,000 annually, with a total not-to-exceed amount of \$150,000, over a two-year contract agreement. Placentia Fire and Life Safety Department (PFLSD) will fund the contract agreement under Contractual Services Account No. 101-60200-6300.

REVENUE: Expenses are 100% recovered via plan check and permit fees charged to the applicant.

Summary:

On June 4, 2019, the City Council voted to establish the Placentia Fire and Life Safety Department (PFLSD). As a part of that decision, the City Council directed the City Administrator to take the necessary steps to implement the PFLSD, including that buildings within city limits are regularly inspected for fire safety compliance.

On October 4, 2021, a Professional Services Agreement (PSA) was executed with Dennis Grubb and Associates, LLC (DGA) to provide the Placentia Fire and Life Safety Department with various fire prevention related services including, but not limited to, fire plan review, fire prevention inspections, and acting as the City's Fire Marshal. DGA has provided fire prevention and plan review services since January 2022.

The existing contract between DGA and the City expired on October 26, 2025. A Request for Proposal/Statement of Qualifications ("RPF/SOQ") was issued by the City for On Call Fire Plan Review Services. A total of eight fire plan review service providers have the necessary experience and meet the required qualifications to provide on call fire plan review services.

Staff recommends the City Council award the contract to Fully Involved Fire Plan Review Services for a two year period, set to expire on November 5, 2027. Staff recommends no changes to the previous yearly contract amount of \$75,000 per year as compared to Fiscal Year (FY) 2024-25, based on inflation rates for services.

This proposed action will approve the contract award to Fully Involved Fire Plan Review Services, not-to-exceed contract amount of \$75,000.00 per year for FY 2025-26 and FY 2026-27. The cumulative not-to-exceed contract amount is \$150,000.00. The fiscal impact will be limited as the PFLSD has an updated Fire Fee Schedule and recovers fire inspection and permit fees. This recommendation is based on fiscal responsibility, and an evaluation of fees was made during the review process. Based on the current fee schedule and the proposed hourly rate/itemized fees from Fully Involved Fire Plan Review Services, Staff is confident that a more sustainable, yet equitable, process can be maintained.

Recommendation:

Recommended Action: It is recommended that the City Council:

1. Approve the Professional Services Agreement with Fully Involved Fire Plan Review Services for On Call Fire Plan Review Services for a two (2) year term contract not-to-exceed amount by \$75,000.00 annually or \$150,000.00; and
2. Approve contingent on Risk Management's approval of Certificate of Insurance (COI); and
3. Authorize the City Administrator to approve contract change orders up to 10% of the annual contract not-to-exceed amount or \$7,500.00 annually; and
4. Authorize the City Administrator and/or her designee to execute all necessary documents, in a form approved by the City Attorney.

Strategic Plan Statement:

This item is consistent with the City Council approved Five Year Strategic Goal to Ensure that Public Safety Continues to be a High Priority, under Objective 2.8, which is to endeavor to maintain and improve Fire Department compliance.

Discussion:

Fire plan review services are an integral part of a fire department. The State of California requires development projects to undergo a plan review and permit process as part of normal operations. The PFLSD is not currently staffed to independently perform fire plan reviews without a consultant. The proposed contract is to serve the role of performing fire plan reviews.

Currently, DGA is providing contracted fire plan review services to the City. After review of the submittals provided during the RFP period, Staff recommends that the City Council exercise the option to award the contract to Fully Involved Fire Plan Review Services with the terms of the agreement for a two (2) year term ending on November 5, 2027, for a total contract amount of \$150,000.00 or \$75,000.00 per contract year.

The City has determined that Fully Involved Fire Plan Review Services is qualified, experienced, and professional, with regional expertise that will support compliance with applicable local codes and standards.

The contract scope of work for fire plan review services provides for the review of fire plans including suppression systems, alarm systems, sprinkler systems, and fire and life safety.

Fiscal Impact Summary:

The professional services agreement with Fully Involved Fire Plan Review Services will initiate the contract term for a two-year period with a not-to-exceed amount of \$150,000.00 or an annual expenditure of up to \$75,000.00 for FY 2025-26 and \$75,000.00 for FY 2026-27. The cost for these services is included in PFLSD FY 2025-26 Operating budget and will be

included in the Proposed FY 2025-26 Operating Budget. These costs are 100% recoverable through plan check and permit fees paid by the applicant.

Attachments

[PSA Fully Involved Fire Plan Review Services 11.2025.pdf](#)