



Agenda Item No: 1.I

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: June 3, 2025

Submitted by: Joe Lambert

From: Development Services

Subject:

Amendment No. 2 to Professional Services Agreement with Bowman Infrastructure Engineers LTD, DBA Infrastructure Engineers for Provision of Building Official, Plan Check, and Inspection, Services

Financial Impact:

Fiscal Impact:

Expense: \$100,000 (up to \$300,000 per fiscal year) (102532-6290)

Summary:

In October 2023, City Council approved an amendment (Amendment No. 1) to the Professional Services Agreement (PSA) with Bowman Infrastructure Engineers Ltd., dba Infrastructure Engineers ("Infrastructure Engineers") for a term ending June 30, 2026. In August 2023, the City approved the original Professional Services Agreement with Infrastructure Engineers to provide contract staffing services to perform building plan check, building inspection, and Building Official services related to development. Amendment No. 1 added the following services as needed: other building and planning related staffing, in an amount not to exceed \$200,000 per Fiscal Year ("FY"). The requested action would approve an amended Professional Services Agreement (Amendment No. 2) with Infrastructure Engineers in an amount not to exceed \$300,000 per Fiscal Year ("FY"), including the remainder of this Fiscal Year.

Recommendation:

Recommended Action: It is recommended that the City Council take the following actions:

1. Approve Amendment No. 2 to the Professional Services Agreement with Bowman Infrastructure Engineers Ltd., dba Infrastructure Engineers to provide professional services in an amount not to exceed \$300,000 per Fiscal Year ("FY"), including the remainder of this Fiscal Year; and
2. Approve Resolution No. R-2025-27, a Resolution of the City Council of the City of Placentia, California authorizing a budget amendment in Fiscal Year 2024-25 in compliance with City Charter of the City of Placentia §§ 1206 and 1209 pertaining to appropriations for actual expenditures; and
3. Authorize the City Administrator and/or her designee to execute the necessary documents, in a form approved by the City Attorney.

Strategic Plan Statement:

This Council action is generally related to Goal 3 to promote Community and Economic Development. Providing Building plan check, inspection and Building Official services directly results in providing a high level of customer service to ensure development projects are processed and built in a timely manner so that they generate revenue as quickly as possible. Also, specifically, this action is consistent with and furthers Objective 3.10: Implementation of Housing Element Strategies in that Infrastructure Engineers provides expedited plan for our largest housing developments that are under construction. Infrastructure Engineers is integral in helping the City provide the extremely high level of customer service that developers rely on.

Discussion:

Since at least 2013, the City of Placentia has contracted out all services related to building plan check and for the State mandated position of Building Official. In August 2023, the City approved a Professional Services Agreement with Infrastructure Engineers to provide contract staffing services to perform building plan check, building inspection, and Building Official services related to Development Services. Although the City has agreements with other service providers, the City's long-time Contract Building Official has been contracting with Infrastructure Engineers since 2023.

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Discussion:

Infrastructure Engineers generally specializes in providing Public Works, Engineering, and Building related services. The City of Placentia is also under separate contract with Infrastructure Engineers for Public Works/Engineering project management services. Infrastructure Engineers' rates are competitive, and the Building Official/Plan Check rate is actually less than the rates charged by other consultants providing similar staffing including CSG and Sagecrest whom are also under contract with the City. Although the City retains more than one firm under contract for these services, Staff always strives to utilize the firm with the most competitive rates which Infrastructure Engineers provides.

Fiscal Impact Summary:

It should be noted that although Amendment No. 2 authorizes services up to \$300,000 per fiscal year, Staff does not anticipate using the full amount this fiscal year, however it is necessary to authorize up to approximately \$275,000 this fiscal year for the subject agreement. The requested amount will also allow the flexibility to utilize that amount if needed in the future. The City is currently in the process of writing a Request for Proposals (RFP) for building related services for plan check and Building Official services. We are now fully staffed regarding Building Inspection and Building Permit Technician services, and the only major ongoing need for Building contract services is for Building Plan Check and on-call Building

Official services. In addition, pursuant to the attached Resolution, adequate funds are available to be transferred from a Building Division revenue account to the proper expenditure account resulting in revenues offsetting costs incurred pursuant to the subject agreement. Therefore, revenue received for building-related development services will fully offset costs incurred pursuant to the subject agreement. This amendment will allow the City to continue to provide services at a level that is expected by our residents and the development community.

Attachments

[1.Amendment 2 - IE PSA.docx](#)

[1.a.Infrastructure Engineers Inc. - Amendment No. 1 \(003\) FULLY EXECUTED.pdf](#)

[2.Resolution R-2025-27.docx](#)