Agenda Item No: 1.q

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: June 16, 2026

Submitted by: Joe Lambert

From: Development Services

Subject:
AWARD OF CONTRACT WITH CSG FOR PROVISION OF BUILDING INSPECTION, PERMIT TECHNICIAN AND PLAN CHECK AND INSPECTION SERVICES

Financial Impact:
Expense: $ 325,000 not-to-exceed Annual Amount
Budget: $ 240,000 FY2026-27 Budget
$1,625,000 Five-Year Term's Contract Total (2026-2031)

Summary:
The Development Services Department released a Request for Proposals (RFP) for related to building plan check, building inspection, and other building related staffing as needed on April 30, 2026, with proposals due on May 15, 2026. Fifteen (15) firms responded by the deadline. After a review by Development Services Department staff, it is recommended that CSG Consultants, Inc. be awarded a five-year agreement for a not-to-exceed amount of $325,000 per fiscal year based on their qualifications and proposal.

Recommended Action:
It is recommended that the City Council:

1. Approve the Professional Services Agreement with CSG Consultants, Inc., to provide professional services related to building plan check, building inspection, and other building related staffing as needed, for a cumulative contract not-to-exceed $1,625,000 ($325,000 per fiscal year) for a five-year term, with two additional one-year optional terms; and
2. Authorize the City Administrator or her designee to execute all necessary documents, in a form approved by the City Attorney.

Strategic Plan Statement:
By awarding this contract, the City continues to meet Strategic Plan Goal No. 2, Public Safety, ensuring quality building plan checks and inspections occur to provide a safe, family-friendly environment that protect residents, businesses and visitors.

Discussion:
In July 2020, the City contracted with CSG Consultants Inc. ("CSG") to provide contract staffing services to perform fire plan check and inspection services related to development. A series of four contract amendments between 2021 and 2025 were executed. CSG has been

providing building related services (plan check, inspection, staffing) since 2022. However, the current Professional Services Agreement (PSA) with CSG Consultants, Inc. will expire on June 30, 2026, and further administrative PSA amendments are not possible.

A Request for Proposals (RFP) for building plan check, building inspection, and other building related staffing as needed was circulated on April 30, 2026, with proposals due on May 15, 2026. Fifteen (15) firms responded by the deadline. After a review by Development Services Department staff, it is recommended that CSG Consultants, Inc. be awarded a PSA to provide professional services related to building plan check, building inspection, and other building related staffing as needed, for a cumulative contract not-to-exceed amount of $1,625,000 ($325,000 per fiscal year) for a five-year term, with two additional one-year optional terms. This recommendation is based on their qualifications and proposal.

CSG has been providing quality services related to building plan check, building inspection, and other building related staffing since 2022. Staff has been pleased with the services provided. CSG's proposal is near or below the average of the 15 proposals received, but CSG has always provided above average service to the City, saving our residents and clients time and money. The proposed contractor will primarily conduct building plan checks, as most building inspections are now performed by City staff. However, the PSA would allow other related services as needed.

CSG submitted an RFP consistent with the needs of the City, and offered pricing consistent with the City's budgeted expenditures for the related tasks. In fact, CSG provides two methods of billing, one is an hourly flat fee, the other is taking a percentage of the Plan Check fee as required by the RFP. Generally speaking, the latter results in a cost savings for the City. The City chooses with billing method to use. It should be noted that CSG lowered both their hourly flat fee and their percentage of the Plan Check fee taken in upon staff negotiating with them. With this, CSG's proposed fees are lower than the average fees proposed by the other responsible bidders.

Financial Summary:
The Agreement with CSG Consultants, Inc. is for a five-year period, with two additional one-year extensions, to be exercised at the City’s sole discretion based upon the performance of the Contractor. The City budgets adequate annual funding utilizing fees generated by Development Services plan check receipts and permit fees. Therefore, funding for this work is sustainable and continues to be budgeted annually. Accordingly, sufficient funds exist for the recommended action.

Attachments
1. and 1.b. PSA CSG.docx
1.a. CSG Proposal.pdf
1.c. Insurance Certificates for CSG.pdf