

**TOWN OF WINDSOR
AGENDA REPORT**

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 18, 2025

To: Mayor and Town Council
From: Patrick Streeter, Community Development Director
Subject: Amendment No. 6 to Professional Services Agreement with SAFEbuilt, LLC for Consultant Services to the Town of Windsor

Recommendation to Council:

Approve Amendment No. 6 to Professional Services Agreement with SAFEbuilt (the Consultant) for Plan Review, Building Official and Inspection services for a budget augment of \$250,000, bringing the total not-to-exceed amount to \$350,000 and authorize the Town Manager to execute said agreement amendment on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

On March 5, 2020, the Town of Windsor entered into a professional service agreement (PSA) with Safebuilt, LLC. for plan review, building official, and inspection services. The PSA included two primary tasks:

Task 1

Provide plan review services on a as needed bases for the Town, consisting of plan review(s) for compliance with the Town’s adopted building codes with amendments and ordinances.

Task 2

Provide building official and building inspection services on a as needed bases to ensure compliance with approved plans.

The PSA has been amended five times. The requested sixth amendment would bring the total not-to-exceed amount to \$350,000.

Original Agreement \$50,000
Amendment No. 1 (term and fee schedule only) \$0
Amendment No. 2 (term only) \$0
Amendment No. 3 \$50,000
Amendment No. 4 (term only) \$0
Amendment No. 5 (fee schedule only) \$0
Amendment No. 6 \$250,000
Total Not-to-exceed Amount \$350,000

Discussion:

In accordance with Task 1 of the PSA, the Consultant has provided on-time and quality plan review services for the Town for large or complex projects.

Regarding Task 2 of the PSA, the Town has not utilized these services thus far, but the need could arise during the term of the contract.

Fiscal Impact:

The Building Division of the Community Development Department has \$625,000 budgeted for Professional Services in the recommended budget being considered by Council, a portion of which is anticipated to include this PSA. Plan review costs are typically pass-through costs paid by the developer.

Environmental Review:

The approval of this amendment is not a project under the California Environmental Quality Act, and, therefore, this action does not require environmental review.

Attachment(s):

1. Amendment 6 SAFEbuilt - Budget, Fee Schedule and Term
2. SAFEbuilt PSA Plan Review and Inspection Services
3. SAFEbuilt Amendment 1 Term Extension and Building Official
4. SAFEbuilt Amendment 2 Term Extension
5. SAFEbuilt Amendment 3 Budget Increase
6. SAFEbuilt Amendment 4 Term Extension
7. SAFEbuilt Amendment 5 Revised Fee Schedule

Prepared by:

Patrick Streeter
Community Development Director

Approved by:

Jon Davis
Town Manager