



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Remon Habib, City Engineer

Date: June 27, 2023

Subject: Professional Services Agreements for Engineering Plan Check Services

Recommendation

Approve and authorize the City Manager to execute the Agreements in an amount not to exceed \$200,000 per agreement with Engineering Resources of Southern California, Charles Abbott Associates, Willdan Engineering, and Michael Baker International to provide engineering plan checking services in such final form as approved by the City Attorney.

Background

The Engineering Department of the City of Lake Elsinore, as a part of the development process, requires review of private development projects for compliance with Conditions of Approval, City Ordinances, City Standards, Clean Water Compliance, and the Subdivision Map Act. Because the need for these services is dependent on the activity level of development, the City uses contract engineering firms that have the flexibility to provide staff to accommodate the fluctuation in workload.

Discussion

The City posted a Request for Qualifications (RFQ) to provide plan check engineering services as a part of the City's development approval process. The RFQ was posted on the City's PlanetBids portal, and the City received ten (10) respondents to the solicitation. After reviewing all ten proposals, staff chose 4 candidates.

The proposals provided extensive information about the company's qualifications, personnel availability, and experience providing plan check services. Although most firms are technically qualified, staff was able to reduce the candidate pool from ten to four based on their approach to serving the City's needs.

Plan Check Services Agreements

Distribution of total fund is based on prior years activity. One of the selected firms is new and three are existing. Each firm will have a contract amount of not-to-exceed per fiscal year as listed below.

- Engineering Resources of Southern California – \$200,000
- Charles Abbott Associates – \$200,000
- Willdan Engineering – \$200,000
- Michael Baker International – \$200,000

The length of the contract will be three years, with up to two additional twelve (12) month renewal terms subject to review by the City Manager.

Fiscal Impact

There is no direct financial impact to the General Fund as the services being provided are funded 100% through developer's plan check fees.

Attachments

Attachment 1 - Engineering Resources of Southern California
Attachment 2 - Charles Abbott Associates
Attachment 3 - Willdan Engineering
Attachment 4 - Michael Baker International