



# Administrative Report

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H.5., File # 26-0175

Meeting Date: 2/10/2026

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**To: MAYOR AND CITY COUNCIL**

**From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR**

## **TITLE**

APPROVE THE SECOND AMENDMENT TO THE AGREEMENT WITH MELAD AND ASSOCIATES INC. FOR COMPREHENSIVE PLAN CHECK SERVICES AND INSPECTION AND PERMIT TECHNICIAN STAFFING SUPPORT TO INCREASE THE AGREEMENT AMOUNT BY \$160,000 FOR A NEW TOTAL NOT TO EXCEED \$500,000

APPROVE AN AMENDMENT TO THE AGREEMENT WITH TRANSTECH TO PROVIDE COMPREHENSIVE PLAN CHECK SERVICES AND INSPECTION AND PERMIT TECHNICIAN STAFFING SUPPORT TO INCREASE THE AGREEMENT AMOUNT BY \$100,000 FOR A NEW TOTAL NOT TO EXCEED \$200,000

APPROVE THE FIRST AMENDMENT TO THE AGREEMENT WITH BOWMAN INFRASTRUCTURE ENGINEERS INC. TO PROVIDE COMPREHENSIVE PLAN CHECK SERVICES AND INSPECTION AND PERMIT TECHNICIAN STAFFING SUPPORT TO INCREASE THE AGREEMENT AMOUNT BY \$370,000 FOR A NEW TOTAL NOT TO EXCEED \$470,000

APPROVE THE SECOND AMENDMENT WITH ROBERT HALF TO PROVIDE ADMINISTRATIVE STAFFING SUPPORT IN THE BUILDING AND SAFETY DIVISION TO INCREASE THE AGREEMENT AMOUNT BY \$50,000 FOR A NEW TOTAL NOT TO EXCEED \$115,000

## **EXECUTIVE SUMMARY**

As part of the FY 2025-26 Adopted Budget, the Community Development Department (CDD) implemented a third-party plan check program to supplement and increase the pace of Department services. The program has exceeded expectations for project review times and enhanced customer service. These improvements have allowed CDD to manage and process an extremely high number of applications through the first half of the year which has resulted in department revenue that has exceeded original budget projections.

Due to the high volume of activity the City Council, on January 6, 2026, approved a budget resolution appropriating an additional \$650,000 to the Contract and Professional Services Account for the CDD Building and Safety Division. The appropriation was supported by Department revenue, which has exceeded annual projections by over \$1 million to date. The proposed amendments to the plan check service agreements will allow the third-party plan check program to continue to meet current building demand and provide other critical customer service staff support services.

## **BACKGROUND**

The following is a summary of the proposed amendments being presented to the City Council for consideration:

- Melad and Associates Inc - The proposed second amendment to the Agreement includes a \$160,000 increase to the contract to allow the firm to continue assisting with building plan check review and providing temporary Building Permit Technician support. The proposed amendment brings the total contract value to \$500,000, which has been budgeted and is offset by plan check fee revenue.
- Transtech Inc - The proposed first amendment to the Agreement includes a \$100,000 increase to the contract to allow the firm to continue assisting with building plan check review and providing temporary Building Inspector Services, as needed. The proposed amendment brings the total contract value to \$200,000, which has been budgeted and is offset by plan check fee revenue.
- Bowman Infrastructure Engineers Inc - The proposed first amendment to the Agreement includes a \$370,000 increase to the contract to allow the firm to continue assisting with building plan check review and providing temporary Building Inspector Services, as needed. The proposed amendment brings the total contract value to \$470,000, which has been budgeted and is offset by plan check fee revenue.
- Robert Half Inc - The proposed second amendment to the Agreement includes a \$50,000 increase to the contract to allow the firm to continue assisting with project services and providing a part-time Administrative (customer support) Specialist for the Building and Safety Division. The proposed amendment brings the total contract value to \$115,000, which has been budgeted and is offset by plan check fee revenue.

## **COORDINATION**

The Community Development Department coordinated the preparation of the agreement amendments with the City Attorney's Office.

## **FISCAL IMPACT**

Funding for the recommended contract plan check services was approved as part of the CDD's annual budget and augmented on January 6, 2026 with a \$650,000 additional appropriation. The services provided by the contractors are fully offset by plan check revenue. Consultants engaged in plan review services for the City of Redondo Beach are compensated at a rate of sixty percent of the plan check fees collected by the Department. Compensation for staff augmentation services is based on an hourly rate. Consultants must submit a detailed hourly rate sheet, including a fee breakdown by personnel, to align with the Department's service requirements.

## **APPROVED BY:**

*Mike Witzansky, City Manager*

## **ATTACHMENTS**

- Amgt- Second Amendment with Melad and Associates, Inc.
- Amgt- First Amendment with Melad and Associates, Inc., December 2, 2025

- Agmt - Original Agreement with Melad and Associates, Inc., July 15, 2025
- Insurance - Melad and Associates, Inc.
- Agmt - First Amendment with TransTech Engineers, Inc.
- Agmt - Original Agreement with TransTech Engineers, Inc., August 5, 2025
- Insurance - TransTech Engineers, Inc.
- Agmt- First Amendment with Bowman Infrastructure Engineers Inc.
- Agmt- Original Agreement with Bowman Infrastructure Engineers Inc., July 15, 2025
- Insurance - Bowman Engineers Infrastructure, Inc.
- Agmt- Second Amendment with Robert Half, Inc.
- Agmt- First Amendment with Robert Half, Inc., October 21, 2025
- Agmt- Original Agreement with Robert Half, Inc., July 15, 2025
- Insurance - Robert Half, Inc.