



Administrative Report

H.24., File # 25-1084

Meeting Date: 8/5/2025

To: MAYOR AND CITY COUNCIL

From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE AN AGREEMENT FOR ON-CALL BUILDING PLAN CHECK SERVICES WITH TRANSTECH ENGINEERS, INC. FOR AN ANNUAL AMOUNT NOT TO EXCEED \$100,000 AND THE TERM AUGUST 5, 2025 TO JUNE 30, 2029

EXECUTIVE SUMMARY

The Community Development Department submitted a Decision Package for the Fiscal Year 2025-26 Budget proposing to outsource up to 70% of building plan check services to reduce review times and improve customer service. On July 15, 2025, the City Council approved on-call service agreements with six firms to perform these services. A seventh firm, Transtech Engineers Inc., also submitted a qualified proposal, but was unable to finalize the Agreement prior to the July 15 City Council Meeting. Staff is recommending approval of the attached agreement to add Transtech Engineers Inc. to the City's on-call list of building plan check firms.

BACKGROUND

Earlier this year the Community Development Department issued a Request for Proposals (RFP) to select highly qualified firms to provide plan check review and inspection services that meet the City's comprehensive building and safety needs. The process prioritized transparency, fairness, and technical expertise. Proposals were assessed on a range of criteria, including qualifications, relevant experience, availability of certified staff (such as Certified Access Specialist (CASP), structural engineers, and civil engineers), proposed fees, and the ability to meet established performance and communication standards. The RFP allowed for multiple firms to be selected, ensuring flexibility that would allow workload distribution, ensure responsiveness, and take advantage of specialized services offered by the various firms submitting proposals.

Transtech Engineers Inc.'s proposal demonstrated proven experience, ability to assign qualified personnel, and an understanding of the City's expectations for quality, responsiveness, and compliance. They displayed a strong understanding of the City's performance requirements and are being recommended to Council as an additional on-call consultant. The City assigns work to the on-call consultants on an as-needed basis. Over time, the Department will monitor performance of the approved on-call consultants and will make decisions on how to assign future work based on their performance. The proposed agreement includes a provision that allows for termination of the contract at any time, at the City's sole and absolute discretion.

COORDINATION

The Agreement was approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for the proposed Agreement was approved as part of the Community Development Department's FY 2025-26 operating budget. The cost of these services will be offset by revenue generated from plan check fees. Consultants engaged in plan check services will be compensated at 60% of the plan check fees collected by the City. The proposed agreement with Transtech Engineers Inc. has an annual not to exceed value of \$100,000.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Transtech Engineers Inc.