



Administrative Report

H.7., File # 26-0592

Meeting Date: 5/12/2026

To: MAYOR AND CITY COUNCIL

From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE THE THIRD AMENDMENT TO THE AGREEMENT WITH MELAD AND ASSOCIATES, INC. TO PROVIDE COMPREHENSIVE PLAN CHECK SERVICES AND INSPECTION AND PERMIT TECHNICIAN STAFFING SUPPORT AS NEEDED, ADDING \$500,000 TO THE AGREEMENT, FOR A NEW NOT TO EXCEED TOTAL OF \$1,000,000 FULLY OFFSET BY FEES

APPROVE THE SECOND AMENDMENT TO THE AGREEMENT WITH BOWMAN INFRASTRUCTURE ENGINEERS LTD. TO PROVIDE COMPREHENSIVE PLAN CHECK SERVICES AND INSPECTION AND PERMIT TECHNICIAN STAFFING SUPPORT AS NEEDED, ADDING \$500,000 TO THE AGREEMENT, FOR A NEW NOT TO EXCEED TOTAL OF \$970,000 FULLY OFFSET BY FEES

APPROVE THE SECOND AMENDMENT TO THE AGREEMENT WITH TRANSTECH ENGINEERS, INC TO PROVIDE COMPREHENSIVE PLAN CHECK SERVICES AND INSPECTION AND PERMIT TECHNICIAN STAFFING SUPPORT AS NEEDED, ADDING \$500,000 TO THE AGREEMENT, FOR A NEW NOT TO EXCEED TOTAL OF \$700,000 FULLY OFFSET BY FEES

APPROVE AN AMENDMENT TO THE AGREEMENT WITH TRUE NORTH COMPLIANCE SERVICES, INC. TO PROVIDE COMPREHENSIVE PLAN CHECK SERVICES AND INSPECTION AND PERMIT TECHNICIAN STAFFING SUPPORT AS NEEDED, ADDING \$500,000 TO THE AGREEMENT, FOR A NEW NOT TO EXCEED TOTAL OF \$600,000 FULLY OFFSET BY FEES

EXECUTIVE SUMMARY

The proposed amendments to the four Agreements include a total of \$2,000,000 in additional spending authority across all contracts to allow the firms to assist with building plan check review and staffing on an as needed basis through the remainder of FY 2025-26 and into FY 2026-27. The proposed amendments are needed to accommodate the Department's current high volume of work.

BACKGROUND

The FY 2025-26 Adopted Budget included funding for third-party consultants to meet the Community Development Department's target of a two-week turnaround time for building plan check reviews and approvals. The City entered into agreements with multiple consulting firms, which are paid at a rate of 60% of the plan-check application fee collected by the City. The third-party plan check program has been highly successful in improving customer service and reducing average review times to meet the Department's performance metrics for project review times and customer service.

For FY 2025-26, the Community Development Department originally budgeted \$760,000 in Contract and Professional Services for the third-party plan check program. The City Council appropriated \$650,000 in additional funding on January 6, 2026, and \$950,000 on March 17, 2026 to continue supporting building plan checks, which was offset by additional application fee revenue that exceeded original projections. The proposed amendments would utilize the remainder of the FY 2025-26 funding and provide services into FY 2026-27.

COORDINATION

The Community Development Department prepared this item. The City Attorney's Office prepared the contract amendments.

FISCAL IMPACT

Funding for the recommended contract plan check services was approved as part of the FY 2025-26 Adopted Budget for the Community Development Department. The services provided by the contractor are offset by plan check revenue. Consultants engaged in plan review services for the City of Redondo Beach will be compensated at a rate of 60% of the plan check fees collected by the City.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Third Amendment to the Agreement with Melad and Associates Inc.
- Agmt - Second Amendment to the Agreement with Melad and Associates Inc., February 10, 2026
- Agmt - First Amendment to the Agreement with Melad and Associates Inc., December 2, 2025
- Agmt - Original Agreement with Melad and Associates Inc., July 15, 2025
- Insurance - Melad and Associates
- Agmt - Second Amendment to the Agreement with Bowman Infrastructure Engineers Ltd.
- Agmt - First Amendment to the Agreement with Bowman Infrastructure Engineers Ltd., February 10, 2026
- Agmt - Original Agreement with Bowman Infrastructure Engineers Ltd., July 15, 2025
- Insurance - Bowman Infrastructure Engineers Ltd.
- Agmt - Second Amendment to the Agreement with Transtech Engineers, Inc.
- Agmt - First Amendment to the Agreement with Transtech Engineers, Inc., February 10, 2026
- Agmt - Original Agreement with Transtech Engineers, Inc., August 5, 2025
- Insurance - TransTech Engineers, Inc.
- Agmt - First Amendment to the Agreement with True North Compliance Services, Inc.
- Agmt - Original Agreement with True North Compliance Services, Inc., July 15, 2025
- Insurance - True North Compliance Services, Inc.