



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 28, 2022

Subject: Amendments to the Professional Services Agreements for Plan Check Services

Recommendation

Authorize the City Manager to execute amendments to agreements for professional services with Engineering Resources of Southern California (ERSC), Charles Abbott Associates, and Willdan Engineering to provide engineering plan checking services in such final form as approved by the City Attorney.

Background

As part of the development process, the Engineering Department of the City of Lake Elsinore requires the 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. City Council approved the original Professional Services Agreements on June 23, 2020. Amendment No. 1 to the Professional Services Agreement for Charles Abbott Associates, Inc. was approved on February 8, 2022. Amendment No. 1 and Amendment No. 2 to the Engineering Resources of Southern California (ERSC) Agreement was approved on approved on April 13, 2021 and October 26, 2021, respectively.

Discussion

Development activity is increasing with the number of plan checks provided also increasing. Therefore, additional funds are needed to cover future plan check services for the 12-month contract term. Staff requests each firm have a contract amount of not-to-exceed per fiscal year as listed below.

- Charles Abbott Associates –\$300,000
- Engineering Resources of Southern California (ERSC) –\$850,000
- Willdan Engineering –\$300,000

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Fiscal Impact

There is no direct financial impact on the General Fund as the services provided are funded 100% through development plan check fees.

Exhibits

A – Consultant Amendments

B – Original Agreements