



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
July 16, 2024

TOPIC: On-Call Engineering Plan Check Services

AGENDA TITLE

Agreements with Willdan Engineering Inc., TKE Engineering, Inc., Charles Abbott Associates, Inc., Harris & Associates, Inc., and Cannon Corporation for On-Call Engineering Plan Check Services

RECOMMENDED ACTION

Authorize the City Manager to execute agreements with the firms listed below to provide on-call engineering plan check services for a three-year period beginning July 16, 2024, and expiring June 30, 2027, with a provision for one, two-year renewal option for a total aggregate amount not to exceed \$1,500,000 for the term of the agreement and for the total annual compensation not to exceed \$300,000, including renewal options, exercisable by the City Manager (Core Agreement No. A-2024-XXX).

Firms	Location
Willdan Engineering, Inc.	Anaheim, CA
TKE Engineering, Inc.	Riverside, CA
Charles Abbott Associates, Inc.	Mission Viejo, CA
Harris & Associates, Inc.	Irvine, CA
Cannon Corporation	Irvine, CA

GOVERNMENT CODE §84308 APPLIES: Yes

DISCUSSION

The Public Works Agency (PWA)'s Engineering Services Division supports public and private property development by reviewing plans and issuing permits. In prior years, the City has utilized consultant firms on an as-needed basis to meet the goals and objectives of the City. The volume of development activity fluctuates and on-call plan checking services are required to keep up with demand and deliver timely services for the community.

The plan checking and permit fees that the City charges developers are based on cost recovery and the on-call nature of the recommended contracts ensures that the City can maintain responsiveness. The table shown below summarizes the number of permits that PWA has issued over the last five fiscal years.

Fiscal Year	Count of PWA Permits Issued
2018-2019	1,288
2019-2020	1,099
2020-2021	1,336
2021-2022	1,260
2022-2023	1,283

On March 19, 2024, PWA released a Request for Proposals (RFP) for on-call engineering plan check services. Seventeen (17) proposals were evaluated by a review committee, where each firm was rated according to its organization, credentials, resumes, references, and fees to provide the required services.

The list of the firms and each respective ranking is as follows:

Firm	City	Rank
Willdan Engineering	Anaheim, CA	1
TKE Engineering, Inc.	Riverside, CA	2
Charles Abbott Associates, Inc.	Mission Viejo, CA	3
Harris & Associates	Irvine, CA	4
Cannon Corporation	Irvine, CA	5

Staff recommends that Willdan Engineering, Inc., TKE Engineering, Inc., Charles Abbott Associates, Inc., Harris & Associates, Inc., and Cannon Corporation be retained to provide On-Call Engineering Plan Check Services (Exhibits 1-5).

In order to provide the best services to the City, staff will endeavor to distribute work equally among the five consultants, but reserves the right to assign more work to one or more consultants over another based on type of availability of staff and performance, among other factors.

FISCAL IMPACT

The current fiscal year funding is available in the FY 2024-25 budget and future fiscal year funding will be included in the proposed budgets for City Council consideration.

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
2024-25	10117605-62300	Public Works-Admin & Planning	Public Works-Development Engineering, Contract Services – Professional	\$250,000

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
2024-25	10117605-62302	Public Works-Admin & Planning	Public Works-Development Engineering, Contracted Vendor Personnel Services	\$50,000
2025-26	10117605-62300	Public Works-Admin & Planning	Public Works-Development Engineering, Contract Services – Professional	\$300,000
2026-27	10117605-62300	Public Works-Admin & Planning	Public Works-Development Engineering, Contract Services – Professional	\$300,000
Optional Extensions				
2027-28	10117605-62300	Public Works-Admin & Planning	Public Works-Development Engineering, Contract Services – Professional	\$300,000
2028-29	10117605-62300	Public Works-Admin & Planning	Public Works-Development Engineering, Contract Services – Professional	\$300,000
TOTAL				\$1,500,000

EXHIBIT(S)

1. Agreement – Willdan Engineering, Inc.
2. Agreement – TKE Engineering, Inc.
3. Agreement – Charles Abbott Associates, Inc.
4. Agreement – Harris & Associates, Inc.
5. Agreement – Cannon Corporation

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Alvaro Nuñez, Acting City Manager