

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: April 24, 2025

PREPARED BY: Kalaina Perez, Management Analyst

SUBJECT: AUTHORIZE A CONTINGENCY OF \$75,000 FOR SUPPLEMENTAL PLAN REVIEW, INSPECTIONS, AND RELATED SERVICES (CONTRACT NO. C48010)

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## **RECOMMENDATION:**

1. Authorize a contingency of \$75,000 to be used for supplemental plan review, inspections, and related services (Contract No. C48010).
2. Authorize the City Attorney to make any non-monetary changes to the agreement.
3. Authorize the City Manager or designee to approve any change orders and execute any amendments to the agreements.

## **BACKGROUND/ANALYSIS:**

On June 27, 2024, City Council approved contracts with three vendors, Willdan Engineering, Interwest Consulting Group, and Bureau Veritas North America for supplemental plan review, inspections, and related services, with a total not-to-exceed amount of \$300,000. These contracts were established to provide the Development Services Department with supplemental support to maintain operational capacity and ensure continued service delivery.

Following the retirement of a Building Inspector in 2024, a contract building inspector was brought on for a seven-month period to ensure service levels remained consistent and to minimize delays in inspection scheduling. This position has since been permanently filled, resulting in a reduction in ongoing contract costs.

In addition, a contract Permit Technician has been supporting frontline staff, enabling team members to focus on the successful implementation of the City's new permitting system, Clariti. This temporary staffing solution has helped sustain timely permit processing and supported a smooth customer service experience during the system transition.

While funds are available, the \$300,000 not-to-exceed limit cannot be surpassed without further authorization from the City Council. To ensure continued support for these essential services, staff is requesting a \$75,000 contingency allocation for supplemental plan review, inspections, and related services.

## **Legal Review:**

This report has been reviewed by the City Attorney's Office.

**FINANCIAL IMPACT:**

Funds to support this request are available in the Fiscal Year 2024-25 budget, with \$50,000 in Account No. 1104420-4301000 and \$25,000 in Account No. 1104470-4300500; therefore, there is no additional impact to the General Fund with this action.

**ATTACHMENTS:**

1. Contract C48010A – Willdan Engineering
2. Contract C48010B – Bureau Veritas North America
3. Contract C48010C – Interwest Consulting Group