

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHMOND,
CALIFORNIA, AUTHORIZING ON-CALL CIVIL AND LAND DEVELOPMENT
PLAN CHECK AND RELATED INSPECTION SERVICES CONTRACTS FOR AN
AMOUNT NOT TO EXCEED \$500,000 PER VENDOR OVER A THREE-YEAR
PERIOD WITH TWO ONE-YEAR OPTIONS TO EXTEND**

WHEREAS, the Community Development Department anticipates requiring services for Civil and Land Development Plan Check and Related Inspection Services; and

WHEREAS, the project-by-project bidding process for these services can take up to four months and involves significant per-project staff time and costs; and

WHEREAS, the Community Development Department has demonstrated that the use of professionals drawn from a list of on-call service firms that have undergone a competitive process, eliminates much of the delay and costs associated with project-by-project bidding; and

WHEREAS, on August 4, 2025, the Community Development Department issued a Request for Qualifications (RFQ) for on-call Civil and Land Development Plan Check and Related Inspection Services through the City's BidsOnline system; and

WHEREAS, 597 firms were notified, and 38 firms downloaded the RFQ; and

WHEREAS, 6 firms responded to the RFQ, and all were reviewed by a panel consisting of staff members from the Community Development Department and Public Works- Engineering; and

WHEREAS, in evaluating the qualifications, the panel evaluated the responses on the firm's general experience and qualifications information, the experience of key personnel and references, the service approach and understanding, and the cost & hourly rate for all key personnel; and

WHEREAS, the firms recommended for the Civil and Land Development Plan Check and Related Inspection Services on-call list are:

- 1 4Leaf, Inc.
- 2 Bureau Veritas
- 3 CSG Consultants
- 4 Ghirardelli Associates
- 5 West Coast Code Consultants (WC3); and

WHEREAS, each on-call service contract would be for an amount not to exceed \$500,000, over a three-year period, with an two one-year options to extend; and

WHEREAS, firms on the on-call list will be selected to perform specific project-related work based on their project-related experience and availability to complete the work; and

WHEREAS, the Community Development Department will manage the contracts, and the costs of each contract will be paid by applicant fees, as well as grants, and/or comprehensive planning fees.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Richmond hereby authorizes the Community Development Department to enter into Service Contracts for On-call Civil and Land Development Plan Check and Related Inspection Services with the above-mentioned firms for an amount not to exceed \$500,000 per vendor over a three-year period, with two one-year options to extend.

I certify that the foregoing resolution was passed and adopted by the City Council of the

City of Richmond at a regular meeting thereof held on _____ by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

Mayor

Approved as to form:

City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No.** _____, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on Mmmm dd, yyyy.

Pamela Christian, Clerk of the City of Richmond