



Council Agenda Report

From: Devon Kuhnle, Deputy Building Official
Lori Wilson, Development Services Manager

Subject: Approval of a Resolution Adding JAS Pacific to the List of Qualified Plan Check and Inspection Services

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: June 17, 2025

Facts

1. The City's Building Division is responsible for overseeing and regulating construction, alteration, and maintenance of buildings and structures within the City. The division ensures that projects comply with building codes and regulations to protect public health and safety.
2. Plan check is the process where building officials review construction plans, drawings, and other documents to ensure they comply with building codes and local regulations before a building permit can be issued. Demand for plan check and inspection services is highly variable.
3. One of the most cost-effective approaches is to staff the Building Division at the baseline level of inspection and plan check demand, and augment staff with expert consultants. This approach is currently in place and has served the City and applicants well, reducing response times and providing specialized expertise where needed. The City currently has contracts with five such plan check and inspection consultant firms.
4. California Civil Code 55.3 requires that the City employ or retains enough building inspectors who are certified access specialists to conduct permitting and plan check services to review for compliance with state construction-related accessibility standards.
5. JAS Pacific has submitted a scope of work for plan check and inspection services and requests to be added to the City's list of qualified building plan check and inspection consultants.

Options

1. Take no action;
2. Add JAS Pacific to the City's list of qualified building plan check and inspection consultants and authorize the City Manager to enter into a Professional Services Agreement with JAS Pacific;
3. Amend the foregoing option;
4. Provide alternative direction to staff.

Analysis and Conclusions

Review of complex projects including industrial, hotel, and winery facilities requires a high level of technical specialization and expertise. To maintain consistent levels of customer service and technical accuracy, the division presently is under contract with five consulting firms for third-party plan check and inspection services. Several key staff from CSG Consultants, with which the City presently contracts, have

moved to JAS Pacific, a firm with which the City does not presently have a contract. These individuals have been key to developing high levels of customer satisfaction with the City's plan check process and therefore it is desirable to contract with the new employer to maintain a relationship with those individuals. JAS Pacific has submitted a professional services proposal and requests to be added to the City's list of qualified plan check and inspection consultants. Staff recommends adding JAS Pacific to the City's list of qualified plan check and inspection consultants and entering into a professional service agreement with JAS Pacific.

Fiscal Impact

None. Fees for external plan check are passed through directly to the applicant, therefore there is no direct fiscal impact to the City.

CEQA

The City finds that this action is not a project under the California Environmental Quality Act pursuant to State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378 because the action will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Recommendation (Option 2)

Approve Resolution 25-XXX, authorizing JAS Pacific to be added to the City's list of qualified building plan check and inspection consultants and authorizing the City Manager to enter into a Professional Services Agreement with JAS Pacific.

Attachments

1. Resolution 25-XXX
 - a. Qualified Building Plan Check and Inspection Consultant List
2. Professional Services Agreement – JAS Pacific
 - a. JAS Pacific's Scope of Work