

RESOLUTION NO. 174-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHMOND,
CALIFORNIA, AUTHORIZING SERVICE CONTRACTS FOR ON-CALL
BUILDING PLAN CHECK AND INSPECTION SERVICES IN AN AMOUNT NOT
TO EXCEED \$1,000,000 PER VENDOR OVER A THREE-YEAR PERIOD FROM
JANUARY 2026 THROUGH DECEMBER 2028,
WITH TWO ONE-YEAR OPTIONS**

WHEREAS, the Community Development Department anticipates the need for supplemental plan check and building inspection services to support large or expedited projects and to address peak workload periods; and

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

WHEREAS, the Community Development Department has demonstrated that utilizing qualified professionals from a pre-approved list of on-call consulting firms, selected through a competitive process, reduces delays and administrative expenses associated with project-by-project bidding; and

WHEREAS, on September 26, 2025, the Community Development Department issued a Request for Qualifications (RFQ) for On-Call Building Plan Check and Inspection Services via the City's BidsOnline system; and

WHEREAS, a total of 1,641 firms were notified of the RFQ, 37 firms downloaded the RFQ documents, and 12 firms submitted responses to the RFQ; and

WHEREAS, an evaluation panel composed of Building Division staff reviewed and scored all submittals based on the evaluation criteria, including methodology and approach, past performance, proposer qualifications, and cost proposal; and

WHEREAS, given the high quality and competitiveness of the responses, staff recommends including all 12 firms on the City's on-call list to maximize flexibility and encourage competitive pricing; and

WHEREAS, the following vendors are recommended for On-Call Building Plan Check and Inspection Services (listed in alphabetical order):

- 4LEAF, Inc.
- BPR Consulting Group
- Bureau Veritas
- Builder's Protection Group, LLC
- CSG Consultants, Inc.
- Interwest Consulting Group, Inc.
- Shums Coda Associates, Inc.
- The Code Group, Inc.
- TRB and Associates, Inc.
- True North Compliance Services, Inc.
- West Coast Code Consultants, Inc.
- Willdan Engineering; and

WHEREAS, as needed, the City will enter into individual on-call service contracts with each vendor, for an amount not to exceed \$1,000,000 per vendor, over a three-year period from January 1, 2026, through December 31, 2028, with two one-year options to extend; and

WHEREAS, the Community Development Department will administer and manage the contracts, and the costs of such services will be recovered through applicant payments or project-related fees.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Richmond hereby authorizes the Community Development Department to enter into service contracts, as needed, for on-call building plan check and inspection services with the firms listed above for an amount not to exceed \$1,000,000 per vendor over a three-year period from January 1, 2026, through December 31, 2028, with two one-years 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 December 16, 2025, by the following vote:

AYES:	Councilmembers Bana, Brown, Jimenez, Robinson, Wilson, and Vice Mayor Zepeda.
NOES:	None.
ABSTENTIONS:	None.
ABSENT:	Mayor Martinez.

PAMELA CHRISTIAN
CLERK OF THE CITY OF RICHMOND

Approved: (SEAL)
EDUARDO MARTINEZ
Mayor

Approved as to form:
DAVE ALESHIRE
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. 174-25**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on December 16, 2025.



Pamela Christian, Clerk of the City of Richmond