

Agenda Report

September 15, 2025

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO CONTRACTS WITH TRUE NORTH COMPLIANCE SERVICES, INC., JASON ADDISON SMITH CONSULTING, INC., AND J LEE ENGINEERING, INC. FOR AN AMOUNT NOT-TO-EXCEED \$500,000 EACH FOR EATON FIRE PLAN REVIEW, PERMITTING, INSPECTION AND ADMINISTRATIVE SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the actions proposed herein are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize the City Manager to enter into a contract for Eaton Fire plan review, permitting, inspection and administrative services following a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047 with True North Compliance Services, Inc. in an amount not to exceed \$500,000 for a three-year term. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (Contracts for professional or unique services);
3. Authorize the City Manager to enter into a contract for Eaton Fire plan review, permitting, inspection and administrative services following a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047 with Jason Addison Smith Consulting Services, Inc. (DBA JAS Pacific) in an amount not to exceed \$500,000 for a three-year term. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (Contracts for professional or unique services); and
4. Authorize the City Manager to enter into a contract for Eaton Fire plan review, permitting, inspection and administrative services following a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047 with J Lee Engineering, Inc. in an amount not to exceed \$500,000 for a three-year term.

Competitive price bidding is not required pursuant to City Charter Section 1002(F) (Contracts for professional or unique services).

BACKGROUND:

On January 7, 2025, Pasadena was struck by an extraordinarily severe windstorm and the destructive Eaton Fire which caused widespread damage to infrastructure, structures, and roads, resulting in power outages, downed trees, road closures, and significant debris. The subsequent losses for the City of Pasadena were 185 damaged structures.

Immediately after the emergency, staff established several measures to assist the fire survivors in the recovery process including expedited permitting and plan reviews for rebuilding, next day building inspections for any residential project that has an active building permit citywide, and automatic 12-month time extensions to all existing building permits and entitlements.

Due to the impacts of the Eaton Fire, the Planning Department is experiencing a significant increase in construction activity. In order to keep up with the increased demand, it is necessary to supplement the operation with contracted services to augment internal staff resources. Contracted services will allow the city to provide expedited services, timely next day inspection services and maintain high quality customer service.

In prior years, the City has contracted with multiple outside consultants for plan review and inspection services. Rather than utilizing the Department's existing plan review contracts, a Request for Proposals (RFP) was administered specifically for Eaton Fire related work. To qualify for potential funding from the Federal Emergency Management Agency ("FEMA") Hazard Mitigation Grant Program, procurement processes must follow 2 CFR 200, the federal procurement requirements for federal awards.

A Request for Proposals (RFP) for plan review, permitting, inspection, and administrative services was issued on April 10, 2025, with fourteen (14) proposals received:

Firm	Score
True North Compliance Services, Inc.	83.4
JAS Pacific	83.3
J Lee Engineering, Inc.	82
CSG Consultants, Inc.	81.9
4LEAF, Inc.	81.6
Bureau Veritas North America, Inc.	81.4
Urban37, Inc.	81.3
Shums Coda Associates	81.1
NV5, Inc.	78.6
Willdan Engineering	78
Transtech Engineers, Inc.	76.2
The Code Group, Inc. (VCA Code)	75.7
Bowman Consulting Group, Ltd.	69.7
RM Dev Inc.	36.2

To be considered for selection, proposals were to demonstrate substantial knowledge and experience in completing plan reviews and building inspection services for public and private development projects and verifying compliance with California Building Standards Code and other Life and Safety provisions, Pasadena Municipal Code, and other related codes and ordinances applicable to rebuild projects in the City of Pasadena. Proposals were also to demonstrate the ability to provide the city with dependable, cost-effective and qualified personnel, expertise in building construction and building codes, and ability to provide high quality plan review, inspection, permitting, and administrative services and meet the City's expected turnaround times.

A panel of staff evaluated proposals based on the criteria set forth in the RFP, and in accordance with the City's competitive selection process for professional services. True North Compliance Services, Inc., JAS Pacific, and J Lee Engineering, Inc. were determined to have the most qualified and experienced personnel to provide the necessary services for the city.

As such, it is recommended that contracts be awarded to True North Compliance Services, JAS Pacific, and J Lee Engineering for Eaton Fire plan review, permitting, inspection and administrative services in the amount not to exceed \$500,000 each, for a three-year term.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic plan goals of ensuring public safety and increasing conservation and sustainability. In addition, the contract award furthers the City's mission to deliver exemplary municipal services.

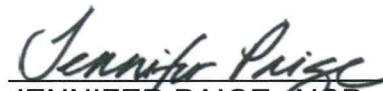
ENVIRONMENTAL ANALYSIS:

Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061(b)(3). The contract award is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA.

FISCAL IMPACT:

The proposed contracts with True North Compliance Services, JAS Pacific, and J Lee Engineering will not have a fiscal impact on the City's General Fund. The total proposed contract expense is \$1,500,000 over three years. The FY2026 Operating Budget includes an appropriation of \$500,000 in the Building Fund for contract plan review, building inspection, permitting, and administrative services and all plan review expenses are paid from fees generated from plan check services. Additionally, if awarded grant funding from FEMA through the Hazard Mitigation Grant Program, FEMA will fund 75% of the total grant award (award amount is not yet known).

Respectfully submitted,



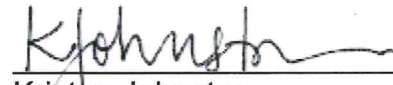
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MIGUEL MÁRQUEZ
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Attachments:

Attachment A - Evaluation Summary