

# Agenda Report

April 13, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Planning & Community Development Department

**SUBJECT:** **AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 32171 WITH JASON ADDISON SMITH CONSULTING, INC. (DBA JAS PACIFIC) AND CONTRACT NO. 32173 WITH J LEE ENGINEERING, INC. TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT FOR EACH CONTRACT BY \$249,999 TO \$1,610,772 AND \$1,629,555 FOR BUILDING AND FIRE PLAN REVIEW SERVICES**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action 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 amend Contract 32171 with Jason Addison Smith Consulting, Inc. ("JAS Pacific") by increasing the contract amount by \$249,999, thereby increasing the not-to-exceed amount from \$1,360,773 to \$1,610,772 for continued plan review services through the contract expiration of December 1, 2026;
3. Authorize the City Manager to amend Contract 32173 with J Lee Engineering, Inc. by increasing the contract amount by \$249,999, thereby increasing the not-to-exceed amount from \$1,379,556 to \$1,629,555 for continued plan review services through the contract expiration of December 6, 2026; and
4. Find that Competitive Bidding is not required pursuant to the City Charter Section 1002 (F), contracts for professional or unique services. To the extent these transactions could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contract amendment an exemption from the Competitive Selection Process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to the Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

## **BACKGROUND:**

The City's Planning & Community Development Department and Fire Department review construction plans for new construction within the City. The demand for these services fluctuate over time in response to a variety of factors. To meet peak demand of plan check services, the City contracts with multiple outside consultants, on an as-needed basis, to augment internal staff resources which allows for additional flexibility in the distribution of plan check workloads and to meet plan check turn-around times.

Following a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, on October 25, 2021 the City Council authorized three-year contracts in the amount of \$950,000 to JAS Pacific and J Lee Engineering, Inc. Subsequently, with City Manager approval, one year time extensions were granted for the contracts in November 2024 and September 2025, moving the expiration dates to December 2026, with \$300,000 in not-to-exceed funds added with each extension. However, due to a recent increase in demand for contract plan review services due to the Eaton Fire rebuilding, contract funds will be expended prior to the expiration of the contract. The Planning and Community Development Department and Fire Department share the same contracts.

The City recovers sufficient plan review revenues to cover the contracted expenses, administrative and overhead costs. In FY 2025, \$4,063,548 in Building Plan Review fees were collected in the Building Fund; with \$1,364,553 in Fire Plan Review fees collected in the Building Fund. As of April 2026, approximately \$6,750,762 in plan review fees have been collected in the Building and Fire Funds in FY 2026.

JAS Pacific and JLee Engineering have provided quality personnel that work effectively under direction of City staff, performing needed plan review in a timely manner. It is beneficial to have contracts in place with multiple plan review consultants to ensure fluctuating demand does not exhaust the capacity of a single firm, leading to a delay in turnaround for review.

### **Increase for Plan Review Services**

It is challenging to predict with certainty the actual usage of plan review services as entitlements are valid for up to three years and it is at the applicants' discretion when approved projects are submitted for plan review. Additionally, there has been a significant increase in construction activity due to the impact of the Eaton Fire. In FY 2025, of the \$1,000,000 budgeted for contract plan review services, a total of \$901,504 was expended. As of April 1, 2026, approximately \$581,543 has already been expended for contract plan review services; with the current workload and forecasted trend, there is not sufficient contractual capacity to keep up with the demand until a new contract can be established.

Staff is requesting an amendment to increase the contracts for JAS Pacific and J Lee Engineering by \$249,999, thereby increasing the total not-to-exceed amount for JAS Pacific to \$1,610,772 and J Lee Engineering to \$1,629,555 for the remainder of the

contract term, to continue use of the services and avoid service interruptions while allowing time for the preparation of a new Request for Proposal for future plan review needs. Pasadena Management Union (PMA) has provided their approval for this request.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract furthers the City Council's strategic plan goals of ensuring public safety and 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 contract amendment, not to exceed \$249,999 for each contract, will increase the total not-to-exceed amount for JAS Pacific to \$1,610,772 and J Lee Engineering to \$1,629,555, and will not have a fiscal impact to the City's General Fund. The proposed contract expense is \$499,998 until the contracts expire in December 2026. The FY 2027 Operating Budget includes sufficient appropriations in the Building Fund for contract services, and expenses are paid from fees generated to the Building Fund from building and fire plan check revenues.

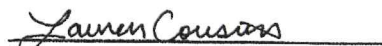
Respectfully submitted,



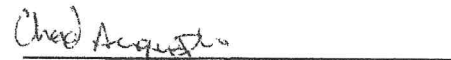
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