



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: July 15, 2025
Title: Second Amendment to Professional Services Agreement with CIR, Inc.
Presented by: Brian Lee, Deputy City Manager/Community Development Director
Nicole Giles, Management Analyst
Recommendation: Approve Second Amendment to Professional Services Agreement with CIR, Inc.

EXECUTIVE SUMMARY:

The City utilizes a combination of in-house personnel and external contract services for the provision of building inspection and plan check services. Since 2017, CIR, Inc. has performed as an integral contributor in providing responsive services to residents, developers and the business community. As such, it is recommended that the City Council consider authorizing the second of two one-year extension terms available under the existing agreement with CIR, Inc. and increasing the not-to-exceed compensation by Five Hundred Twenty-Five Thousand Dollars (\$525,000) for a total amount not to exceed Two Million One Hundred Twenty-Five Thousand Dollars (\$2,125,000).

DISCUSSION:

The Building and Safety Division current staffing level consists of two (2) full-time classifications (Deputy Community Development Director and Management Analyst) and one part-time administrative intern. Like other cities, a hybrid model is used for the provision of services, with in-house staff resources that are supplemented by professional expert consultant services. This model is beneficial to the City as contract services are utilized based on demand and are funded by user fees.

The City has utilized the professional services of CIR since 2017 for assistance with plan check, permitting and inspection services currently consisting of two (2) on-site building inspectors and one on-site permit technician. Under its agreement, this model ensures sufficient staff coverage and provides benefit with next-day inspections and appropriate plan check turnaround times. The model also provides for great flexibility – as demand increases with larger limited-term projects, the City is able to scale up quickly without the need to bring aboard ongoing staff resources that remain longer-term. Examples of this include CIR's assistance with plan check and inspection services for larger projects like the Melia Homes 97-unit Development at 1000 N Azusa Ave., the Trumark 75-unit Development at 747 N Barranca Ave., and the US Storage Center at 529 Cutter Way, among others. CIR has maintained an excellent track record with the city of Covina for providing reliable, quick, and customer friendly plan check, permitting, and inspection services. Approving the amendment would ensure that the Building & Safety Division offers reliable and efficient services to the community.

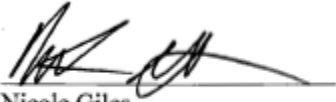
FISCAL IMPACT:

Pursuant to the PSA with CIR fees for plan check are collected by the City, with CIR receiving 55% of the collected fee for comprehensive plan check (i.e., structural, electrical, mechanical, etc.) and 50% for structural only. Compensation for inspection, plan check and permit technician services is included in the 2025-2026 Fiscal Year operating budget with \$125,000 allotted for Plan Check/Inspection (10104100-51560) and \$400,000 allotted for Consulting Fees (10104100-51005).

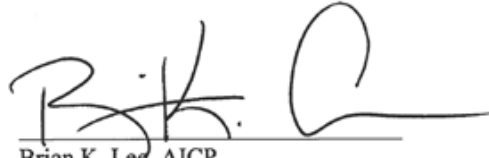
CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This action is not a “project” as defined by Section 15378 of the State of California Environmental Quality Act (“CEQA”) as it does not have the potential to result in physical change in the environment directly or indirectly.

Respectfully submitted,



Nicole Giles
Management Analyst



Brian K. Lee, AICP
Deputy City Manager/Director of Community Development