



Agenda Item

Orange City Council

Item #: 3.4.

8/11/2026

File #: 26-0453

TO: Honorable Mayor and Members of the City Council

THRU: Jarad Hildenbrand, City Manager

FROM: Russell Bunim, Community Development Director

1. SUBJECT

Second Amendment to the Agreement with Willdan Engineering for on-call building services

2. SUMMARY

Second Amendment to the Agreement with Willdan Engineering to increase appropriated funds for the use of professional consultants to maintain service levels at the permit counter, plan check, and building inspection services as needed.

3. RECOMMENDED ACTION

Approve the Second Amendment to the agreement with Willdan Engineering in the amount of \$200,000 for on-call building services; and authorize the Mayor and City Clerk to execute on behalf of the City.

4. FISCAL IMPACT

The total expenditure on this agreement is \$200,000 and will be funded through General Fund (100):
100-6201-55101- Professional/Technical Services \$200,000

5. STRATEGIC PLAN GOALS

Goal 3: Enhance Economic Development and Achieve Fiscal Stability.

6. DISCUSSION AND BACKGROUND

The City entered into an agreement with Willdan Engineering to provide on-call building services to supplement Building Division operations and assist with maintaining timely plan review, inspection, and permit processing services. The agreement was structured to provide flexibility in addressing fluctuations in development activity, staffing shortages, employee vacancies, and specialized technical review needs.

Willdan Engineering has provided critical support by performing plan review, inspection, and other building-related services necessary to maintain customer service levels, meet statutory permit processing timelines, and support ongoing development activity within the City.

The agreement has previously been amended to increase the contract amount in response to continued service demands. As work has progressed, the remaining contract balance is anticipated to be insufficient to support the level of services needed due to staff turnover and the vacancy in the

Plan Check Engineer position. Accordingly, a Second Amendment is proposed to increase the contract's compensation by \$200,000, resulting in a revised not-to-exceed amount of \$605,000.

Approving the Second Amendment will ensure continuity of on-call building services while the City continues to address workload demands and staffing needs. The additional appropriation will provide sufficient funding to maintain timely permit processing, minimize project delays, and continue providing responsive service to residents, businesses, and the development community.

The proposed amendment does not modify the scope of services or the term of the agreement. All other terms and conditions of the original agreement, as previously amended, will remain in full force and effect.

7. ATTACHMENTS

- Second Amendment to the Agreement with Willdan Engineering