

RESOLUTION 2026-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSULTING SERVICES AGREEMENT WITH 4LEAF, INC. FOR FISCAL YEARS 2026-27 THROUGH 2027-28 IN AN AMOUNT NOT TO EXCEED \$384,500 OVER THE TWO-YEAR TERM FOR ON-CALL INSPECTION, PLAN CHECK, PERMIT TECHNICIAN AND RELATED SERVICES

WHEREAS, enhancing the Residential Health and Safety Program is a City Council Priority contained in the adopted FY 2026-27 City Council Priority Workplan, effective April 7, 2025;

WHEREAS, the City has a need for continued inspection, plan check, permit technician, and other related services to be provided on an “on-call” basis for various permit, inspection and plan check applications and private development-related projects due to an ongoing high level of development activity;

WHEREAS, the firm of 4LEAF, Inc. (4Leaf) has demonstrated competence in working with the City’s Community Development Department and is familiar with the San Pablo community and building environment and has the professional qualifications necessary for the satisfactory performance of services required and has submitted a cost proposal that is competitive with the cost of services from similar firms;

WHEREAS, staff proposes entering into a two-year Consulting Services Agreement with 4LEAF (Agreement) for services outlined in the attached scope of work in amounts not to exceed \$192,250 for services rendered in each Fiscal Year 2026-27 and Fiscal Year 2027-28, for a total contract amount not to exceed \$384,500;

WHEREAS, funding for the Agreement is already budgeted in the City Council FY 2026-27 and FY 2027-28 budget within the Community Development Department Professional Services line item in account code 212-1755-43600;

WHEREAS, staff requests this agreement be exempted from formal City bidding requirements per San Pablo Municipal Code section 3.16.110(A) which states that contracts involving the acquisition of professional or specialized services, such as but not limited to services rendered by architects, attorneys, engineers, accountants and other classes where the City must depend upon the skill, integrity, judgment and ability of the service, are exempted from formal and informal contracting requirements; and

WHEREAS, the engagement of an on-call inspection, plan check, and permit technician consultant is not a “project” as defined by CEQA. Specifically, CEQA Guidelines Section 15378 states that “project” does not include the creation of government funding mechanisms or other governmental fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of San Pablo hereby authorizes the City Manager to enter into a two-year Consulting Services Agreement with 4LEAF (Agreement) for services outlined in the attached scope of work in amounts not to exceed One Hundred Ninety Two Thousand Two Hundred Fifty Dollars (\$192,250) for services rendered in each Fiscal Year 2026-27 and Fiscal Year 2027-28, for a total contract amount not to exceed Three Hundred Eighty-Four Thousand Five Hundred Dollars (\$384,500).

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct and are included herein by reference as findings.

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ADOPTED this 15th day of June 2026, by the following votes:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

Dorothy Gantt, City Clerk

Elizabeth Pabon-Alvarado, Mayor