Item 412/2025

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Lisa L. Kim	From:	Niki Wetzel
Dept:	City Manager	Dept:	Community Development
		Date:	11/12/2025

Subject: Approval of Amendment No. 2 to the agreement with Interwest Consulting Group, Inc. to provide on-call Planning contractual services. (Cost:$250,000) (Action Item)

OBJECTIVE

For the City Council to approve Amendment No. 2 with Interwest Consulting Group, Inc (Interwest) to provide on-call Contractual Planning Services on an "as-needed" basis.

BACKGROUND

In March 2025, the Community Development Department (CDD) entered into agreements with five consulting firms to provide on-call planning services on an "as-needed" basis. These contracts were established following a competitive Request for Proposals (RFP) process, CDD-003 On-Call Planning Services, and are designed to supplement City staffing resources on an as-needed basis. The firms were selected based on their qualifications, experience, and proposed approach to service delivery. The following firms were selected as the top-ranked providers, listed in no particular order:

- The Code Group, Inc (VCA)
- CSG Consultants (CSG)
- Civic Solutions
- Interwest Consulting Group (Interwest)
- Sagecrest Planning and Environmental (Sagecrest)

The on-call nature of these contracts provides flexibility in meeting fluctuating staffing demands and ensures continuity in service delivery during staff absences, peak workload periods, or vacancies.

CDD utilizes Interwest for on-call contractual planning services. The intent is to ensure a timely turnaround and to meet high customer service standards. While staff has been working to fill the vacant Associate and Assistant Planner positions, the need for planning plan review remains constant.

DISCUSSION

There is currently two vacancies in the Planning Services division, which staff is working to fill, resulting in an increase in workload for current staff. Due to the vacant positions, staff utilizes Interwest for on-call contractual Planning services for Accessory Dwelling Unit (ADU) plan check projects to maintain timely turnaround. On average, approximately 62 ADU plan checks are completed by Interwest per month.

Currently, Interwest contract compensation amount is $50,000 to provide on-call contractual planning services. The amendment will increase the contract by $250,000 to a total not-to-exceed compensation amount of $300,000 to be expended as needed for FY 2025-26.

FINANCIAL IMPACT

Amendment No. 2 for Interwest will bring the total contract amount to $300,000. Funds will be utilized only as needed. No additional appropriation is required to increase the contract by $250,000, as sufficient funding is already included in the Community Development Department's adopted FY 2025-26 operating budget and available salary savings from vacant positions.

RECOMMENDATION

It is recommended that the City Council:

- Approve Amendment No. 2 for on-call contractual Planning services to the agreement with Interwest Consulting Group, Inc. to increase the compensation for the agreement in the amount of $250,000;

- Authorize the City Manager, or designees, to execute Amendment No. 2 with Interwest Consulting Group, Inc., and make minor modifications as appropriate thereto, on behalf of the City; and

- Authorize the City Manager, or designees, to exercise option year amendment terms, for the current year and available option year.

By: Kenneth Le, Administrative Analyst

ATTACHMENT(S)

1. Draft Amendment No. 2
2. Exhibit A