

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.7
(ID # 29670)

MEETING DATE:
Tuesday, March 10, 2026

FROM : FIRE DEPARTMENT

SUBJECT: FIRE DEPARTMENT - Ratify and Approve Amendment No. 1 to the Professional Services Agreement with Willdan Engineering for On-Call Fire Plans Examiner and Fire Inspector to Increase the Annual Agreement Amount by \$410,000, from \$90,000 to \$500,000, Through June 30, 2030, All Districts. [Total Cost \$500,000; up to \$50,000 in additional compensation]; 100% Fire Department Office of the Fire Marshal Fees.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to the Professional Services Agreement with Willdan Engineering for On-Call Fire Plans Examiner and Fire Inspector to increase the annual Agreement by \$410,000, from \$90,000 to \$500,000, and extend the period of performance through June 30, 2030;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved to form by County Counsel to: (a) sign amendments that exercise the options of the Agreement, including modifications of the statement of work that stay within the intent of the Agreement; and (b) sign amendments to the compensation provisions that do not exceed \$50,000 annually;
3. Authorize the Chair of the Board to execute Amendment No. 1 on behalf of the County; and
4. Authorize the Purchasing Agent, or designee, to issue Purchase Orders to Willdan Engineering that do not exceed the total approved Agreement amount.


ACTION:


Robert Fish, Fire Department Chief 1/8/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: March 10, 2026
xc: Fire

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 410,000	\$ 410,000	\$ 500,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Fire Office of the Fire Marshal Fees			Budget Adjustment: No	
			For Fiscal Year: 25/26-29/30	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Fire Department has been utilizing on-call fire plans examination and fire inspection services since 2023 to supplement in-house staff and ensure timely plan review and inspection turn-around time during times of high volume or staffing challenges. The Fire Department’s use of an on-call consultant such as Willdan Engineering is a strategic solution to meet fluctuating demands for fire plan review and inspection services. As development activity across Riverside County continues to grow, the Department experiences periodic surges in workload that exceed the capacity of internal staff. These surges can be driven by seasonal construction cycles, staffing vacancies, or complex projects requiring specialized expertise.

By engaging a qualified consultant on an as-needed basis, the Department ensures continuity of service without compromising review timelines or public safety standards. This approach allows the Department to remain responsive to the needs of residents, developers, and businesses, while maintaining operational efficiency and avoiding delays that could impact project schedules or occupancy approvals.

The consultant’s support also provides flexibility to address urgent or time-sensitive reviews, ensuring that the Department can uphold its commitment to timely service delivery and regulatory compliance.

Impact on Residents and Businesses

On-call fire plans examination and fire inspection services ensure that the Fire Department can maintain timely and efficient fire plan reviews and inspections, especially during periods of high demand or staffing shortages. For residents and developers, this means reduced wait times for plan approvals and inspections, helping to keep construction projects on schedule and minimizing delays that could impact housing availability or business operations.

For businesses, particularly those undergoing renovations or new construction, expedited fire safety reviews contribute to faster occupancy approvals and reduced overhead costs associated with project delays. Additionally, having access to qualified consultants ensures that fire safety standards are upheld consistently, enhancing public safety and confidence in the built environment.

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This flexible staffing model supports economic development by enabling the Fire Department to respond quickly to fluctuating workloads without compromising service quality or safety standards.

Additional Fiscal Information

The on-call services will be funded 100% by development fees collected under Riverside County Ordinance 671 within the Fire Department's Office of the Fire Marshal. No dollar amount of work is guaranteed. The basis of work will be on an "as-needed" basis. The Agreement includes provisions for the County to terminate upon 30 days notice without cause. The Agreement shall not exceed \$500,000 annually through June 30, 2030.

Contract History and Price Reasonableness

Willdan Engineering was selected via a competitive bid solicitation, Request for Quote #FPARC-379, and the Fire Department has contracted with Willdan since August 2023 in which the billing rates remain unchanged. The billing rates are within the range of acceptable industry practice for engineering services.

ATTACHMENTS:

Amendment No. 1 Willdan Engineering for On-Call Fire Plans Examiner and Fire Inspector


Melissa Curtis, Deputy Director of Purchasing and Fleet

1/14/2026


Rebecca S Cortez, Principal Management Analyst

3/2/2026


Aaron Gettis, Chief Deputy County Counsel

1/13/2026

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT FOR
ON-CALL FIRE PLANS EXAMINER AND FIRE INSPECTOR
WITH
WILLDAN ENGINEERING

Original Contract Term:	August 18, 2023, through June 30, 2028
Contract Term Extended To:	August 18, 2023, through June 30, 2030
Effective Date of Amendment:	December 1, 2025
Original Annual Maximum Contract Amount:	\$90,000
Increased Contract Amount	\$410,000
Amended Annual Maximum Contract Amount:	\$500,000
Contract ID:	FPARC-91832-001-06/28

This First Amendment to the Professional Services Agreement for On-Call Fire Plans Examiner and Fire Inspector between County of Riverside, a political subdivision of the State of California, by and through its Fire Department (herein referred to as "COUNTY") and Willdan Engineering (herein referred to as "CONTRACTOR"), a California corporation, (herein referred to as "First Amendment"), entered into as of Effective Date of December 1, 2025 ("Effective Date"), is hereby amended below. CONTRACTOR AND COUNTY are sometimes individually referred to herein as "Party" and together as the "Parties".

RECITALS

WHEREAS, the Parties entered into that certain Professional Services Agreement for On-Call Fire Plans Examiner and Fire Inspector on August 18, 2023, Agreement FPARC-91832-001-06/28 ("Agreement"); and

WHEREAS, the Parties now desire to amend the Agreement to extend the term of the Agreement and increase the Agreement amount by \$410,000 through June 30, 2030.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. The above recitals are true and correct and are incorporated herein by reference.
2. **Term.** The Parties have agreed that the term of the Agreement shall run through June 30, 2030.
3. **Agreement Amount.** The Parties have agreed to increase the Agreement amount by \$410,000, for a new Agreement total amount of \$500,000 annually.
4. **Miscellaneous.** Except as otherwise expressly modified herein, all other terms and conditions of the Agreement shall remain unmodified and in full force and effect.
5. **Effective Date.** This Amendment No. 1 to the Agreement shall be effective December 1, 2025 ("Effective Date").

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT FOR
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6. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request.
7. **Entire Understanding.** Amendment No. 1 and the Agreement contain the entire understanding and agreement of the Parties. There are no oral or written representations, understanding, or ancillary covenants, undertaking or agreements that are not contained or expressly referred to within this Amendment No. 1 and Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By: Karen S. Spiegel
KAREN SPIEGEL
Chair, Board of Supervisors

Dated: MAR 10 2026

ATTEST:
Kimberly A. Rector
Clerk of the Board

By: [Signature]
Deputy

APPROVED AS TO FORM:

Minh C. Tran
DocuSigned by:
By: Amrit Dhillon
Amrit P. Dhillon
Deputy County Counsel

WILLDAN ENGINEERING, a California Corporation

Signed by:
By: Kate Nguyen
Kate Nguyen
Secretary

Dated: 12/29/2025

WILLDAN ENGINEERING, a California Corporation

DocuSigned by:
By: Vanessa Munoz
Vanessa Munoz
President

Dated: 12/29/2025