



CITY OF MENIFEE

SUBJECT: Agreements with 4Leaf, Inc. and Interwest Consulting Group, Inc. for On-Call Building and Safety Services

MEETING DATE: June 18, 2025

TO: Mayor and City Council

PREPARED BY: Laura Sportelli, Management Analyst

REVIEWED BY: Orlando Hernandez, Acting Community Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Professional Services Agreements with 4Leaf, Inc. and Interwest Consulting Group, Inc. for on-call plan review, inspection, and permit technician services for the Building and Safety Division in an amount not-to-exceed \$600,000 through June 30, 2026.

DISCUSSION

The Building and Safety Division, under the Community Development Department, currently utilizes vendors to provide necessary permit technician, inspection, and plan review services on an on-call, as-needed, basis. The Building and Safety Division engaged 4Leaf, Inc. and Interwest Consulting Group, Inc. during Fiscal Year 2022/2023, following the completion of a competitive Request for Qualification (RFQ) process where the vendors were evaluated and recommended for the department's professional services short list for Fiscal Years 2022/2023 and 2023/2024. 4Leaf, Inc. and Interwest Consulting Group, Inc. are two of fourteen vendors included on the Community Development short list. On June 19, 2024, the City Council approved the extension of the RFQ on-call list for Fiscal Years 2024/2025 and 2025/2026.

Contingent upon the approval of the Fiscal Years 2025/2026 and 2026/2027 Biennial Budget, and in preparation for the next fiscal year, staff recommends approval of the following Professional Services Agreements (PSAs) outlined in Table 1 below for necessary professional services covering the period of July 1, 2025, to June 30, 2026. The current PSAs are set to expire on June 30, 2025, as they run concurrently with each fiscal year.

New agreements need to be executed to provide for the continuity of service to meet the needs of projects within the City for FY 2025/2026. The contracts will be linked to enable the Building and Safety Division to select from two vendors on an as-needed basis with a coterminous not-to-exceed amount of \$600,000 per fiscal year.

TABLE 1: FY 2025/2026 AGREEMENT SUMMARY

Vendors	Services	Contract Amount	Account #
4Leaf, Inc.	<ul style="list-style-type: none"> • Plan Review • Inspection • Permit Technician 	\$600,000	1100-CDD- BLDG-652800
Interwest Consulting Group, Inc.			
TOTAL:		\$600,000	

The amount of the proposed agreements exceed the City Manager’s signing authority. Pursuant to Menifee Municipal Code §3.12.060, any agreement amount that exceeds the City Manager’s signing authority shall be approved by the City Council.

STRATEGIC PLAN OBJECTIVE

Thriving Economy

FISCAL IMPACT

The fiscal impact totaling \$600,000 for these on-call professional services has been included in the proposed Community Development, Building and Safety Division budget for FY 2025/26 within the General Fund under Professional Services (1100-CDD-BLDG-652800). No additional budget appropriation is required for this action.

ATTACHMENTS

1. Agreement - 4Leaf Inc
2. Agreement - Interwest Consulting Group Inc