

**AMENDMENT NO. 4 TO AGREEMENT #3800022R078951(b)**  
**BETWEEN THE COUNTY OF SAN MATEO AND**  
**CSG CONSULTANTS**

THIS AMENDMENT NO. 4 TO THE AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and CSG Consultants, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for the purpose of providing independent plan check and building inspection services on an as needed basis for the planning and building department on July one, 2022 for an amount not to exceed \$1,000,000 and a term of July 1, 2022 through June 30, 2025; and

WHEREAS, the parties entered into Amendment No. 1 to this Agreement to include additional contract staffing services, including permit technicians and clerical/administration staff on an as-needed basis on September 26, 2022, with no change to the Agreement amount or term; and

WHEREAS, the parties entered into Amendment No. 2 to this Agreement to increase the County's fiscal obligation under this Agreement by \$25,000 for a total not to exceed amount of \$1,025,000 on March 27, 2023, with no change to the term; and

WHEREAS, the parties entered into Amendment No. 3 to this Agreement to increase County's fiscal obligation under this Agreement by \$100,000 for a total not to exceed amount of \$1,125,000 on May 23, 2023, with no change to the term; and

WHEREAS, the parties wish to amend the Agreement to continue providing contract staffing; building, civil engineering, and geotechnical plan review services for Planning and Building permits; and inspections for erosion control and increase County's fiscal obligation under this Agreement by \$400,000 for a total not to exceed amount of \$1,525,000; and

WHEREAS, the parties also wish to amend the Agreement scope of work to include additional plan check services, and to specify that plan reviews based on the plan check fee include one submittal and two resubmittals, for a total of three rounds of review.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

1. The third sentence of Section 3, "Payments," of the Agreement is amended to read as follows:

In no event shall County's total fiscal obligation under this agreement exceed One Million, Five Hundred Twenty-five Thousand dollars (\$1,525,000).

2. Revised Exhibit A (rev. August 29, 2022) is replaced with Revised Exhibit A (rev. October 23, 2023) attached to this amendment.
3. Revised Exhibit B (rev. August 29, 2022) is replaced with Revised Exhibit B (rev. October 23, 2023) attached to this amendment.
4. **All other terms and conditions of the agreement dated July 1, 2022, between the County and Contractor shall remain in full force and effect.**

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

**For Contractor: CSG CONSULTANTS**

  
\_\_\_\_\_  
Contractor Signature

10-27-2023  
Date

Cyrus Kianpour  
Contractor Name (please print)

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**For County:**

COUNTY OF SAN MATEO

By:  
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:  
Clerk of Said Board

**Revised Exhibit A (rev. October 23, 2023)**

In consideration of the payments set forth in Exhibit B, and any revisions thereto, Contractor shall provide the following services:

**As-Needed Building Plan Review Services**

Perform building review for compliance with California Building Standards Code and all applicable State, Federal, and local laws.

Plan review tasks performed as a percentage of the County’s Building Plan Review fee would include reviewing projects for adherence to the County’s latest adopted California Building Standard Codes covering plumbing, mechanical, fire protection, Title 24 energy, accessibility, and green building standards; as well as grading, drainage, geotechnical, floodplain, wildland urban interface fire severity zone, stormwater, hazardous materials, and State housing law Title 25 factory-built structured considerations.

Additional review services not covered under the aforementioned building plan review and performed on a separate hourly basis include: evaluation of grading and drainage records, studies, and improvement plans; stormwater and floodplain review; and complete geotechnical review.

Supply CASp certified professional to review plans for accessibility and to facilitate compliance with regulations.

All reviews will be conducted using the County’s plan review policies and procedures and will be thorough, accurate, and delivered in a timely manner performing concurrent reviews with Blubeam Studio and providing an itemized list including all plan check comments for each submittal and re-submittal of plans and supporting documentation.

CSG’s Plan Check Turnaround Times:

<b><u>Type of Review</u></b>	<b><u>Initial Review (Business Days)</u></b>	<b><u>Re-Check (Business Days)</u></b>
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction & Large/Complex Projects	10	5
Commercial Additions	10	5
Small Commercial Remodels/Tenant Improvements	10	5
Expedited	5	5

**As-Needed Building Inspection Services**

Provide experienced, ICC/CSFM certified inspectors to perform all required inspections to determine conformance with the California building and Fire codes, and all applicable State, Federal, and local laws.

Perform on site building inspection services covering structural, plumbing, mechanical, and electrical systems related to the construction or alteration of residential and commercial structures.

Virtual inspections utilizing Google Duo, FaceTime, Skype, MS Teams or other agency-preferred platform.

**As-Needed Permit Technician and Clerical/Administrative Services**

Contractor shall provide additional contract staffing services as requested in writing by the County Community Development Director, Assistant Director, or Building Official on a temporary basis, including permit technician staffing and clerical/administrative staffing.

**Revised Exhibit B (rev. October 23, 2023)**

In consideration of the services provided by Contractor described in Exhibit A, and any revisions thereto, and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

Contractor shall submit monthly invoices for Services rendered during the prior month to [planning\\_fiscal@smcgov.org](mailto:planning_fiscal@smcgov.org) and the contract manager, identifying the Agreement Number, specific work completed, the contract do-not-exceed amount, and the amount remaining unspent under this Agreement. County shall pay Contractor within thirty (30) business days of receipt of a satisfactory invoice. In no event shall payment for services exceed one million dollars, five hundred twenty-five thousand dollars (\$1,525,000).

<u>Personnel/Review Type</u>	<u>All Inclusive Fee/Hourly Rate</u>
<b>Building Plan Review Services</b>	
Plan Review Services shall be billed as a percentage of the County's Plan Check Fee as noted below. Plan review based on a percentage of plan check fees includes initial plan review and two subsequent reviews. Additional reviews, deferred submittals, and revisions will be charged at the appropriate hourly rate below, with prior written authorization. The following billing rates apply for services rendered on an hourly basis.	
Off-site Building Plan Review	65% of County's Plan Check Fee
Expedited Plan Review Percentage	95% of County's Plan Check Fee
Certified Building Plan Reviewer	\$125 per hour
Licensed Engineer (Structural Only Plan Review)	\$165 per hour
Expediated Plan Review Hourly	1.5 x Hourly Rate
CASp Consultation	\$140
Assistant Engineer	\$165 per hour
Associate Engineer	\$195 per hour
Senior Engineer	\$220 per hour
Senior Project Manager	\$245 per hour
Principal Engineer	\$260 per hour
Geotechnical Plan Review	Subconsultant Hourly Rate + 5%
Fire Plan Review	\$135
Fire Plan Review – Fire Protection Engineer	\$250

<u>Personnel/Review Type</u>	<u>Hourly Rate</u>
<b>Building Inspection Services</b>	
CASp Inspector	\$140
Certified Senior Building Inspector	\$120
Certified Building Inspector	\$110

<u>Personnel/Review Type</u>	<u>Hourly Rate</u>
<b>Other Staffing Services</b>	
Administration/Clerical Services	\$75
Permit Technician	\$95
Overtime	1.5 x Hourly Rate

All hourly rates reflect costs including salaries, benefits, workers' compensation insurance, local travel and miscellaneous office expenses. Overtime will only be billed with prior written authorization by the Chief Building Official or other responsible County personnel designated by the Building Official.

Contractor may request a rate increase based on the change in CPI for the applicable region for FY 2023-24 and FY 2024-25. Contractor must provide 90 days notice to the County of a requested rate increase, and any rate increase will require an amendment to this Agreement signed by both parties.