

**AMENDMENT NO. 7 TO AGREEMENT 3800022R078951(b)**

**BETWEEN THE COUNTY OF SAN MATEO AND CSG CONSULTANTS, INC**

THIS AMENDMENT TO THE AGREEMENT, entered into this 6th day of May 2025, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and CSG Consultants, Inc, hereinafter called "Contractor";

**WITNESSETH:**

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 on July 1, 2022 (the Agreement); and

WHEREAS, on September 26, 2022, 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, with no change to the Agreement amount or term; and

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

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

WHEREAS, on December 5, 2023, the Parties entered into Amendment No. 4 to this Agreement to continue providing contract staffing; building, civil engineering, and geotechnical plan review services for Planning and Building permits; and inspections for erosion control; as well as 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, and to increase County's fiscal obligation by an additional \$400,000 for a total not to exceed amount of \$1,525,000, with no change to the term; and

WHEREAS, on April 9, 2024, the Parties entered into Amendment No. 5 to this Agreement to further increase County's fiscal obligation by \$1,500,000 for a total not to exceed amount of \$3,025,000 with no change to the term; and

WHEREAS, on June 28, 2024, the Parties entered into Amendment No. 6 to amend Exhibit B; and

WHEREAS, the parties wish to amend the Agreement to increase the County's fiscal obligation by an additional \$800,000 for a new total not to exceed amount of \$3,825,000, to extend the term end date to June 30, 2027, and to amend Exhibit B.

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

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

In consideration of the services provided by Contractor in accordance with all terms, conditions, and the specifications set forth in this agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed three million eight hundred twenty-five thousand dollars (\$3,825,000). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this Agreement.

2. Section 4 Term of the Agreement is amended to read as follows:

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2022, through June 30, 2027.

3. Revised Exhibit B (rev. June 21, 2024) is replaced with Revised Exhibit B (rev. May 6, 2025).

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 amendment's terms, the parties, by their duly authorized representatives, affix their respective signatures:

**For Contractor: CSG**

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

4/22/2025  
Date

Cyrus Kianpour  
Contractor Name (please print)

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**For County:**

COUNTY OF SAN MATEO

  
By: \_\_\_\_\_ Resolution No. 081137(b)  
President, Board of Supervisors, San Mateo County

Date: May 6, 2025

ATTEST:   
By: \_\_\_\_\_  
Clerk of Said Board

**Revised Exhibit B (rev. May 6, 2025)**

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 three million, eight hundred twenty-five thousand dollars (\$3,825,000).

**Rates effective through June 30, 2025**

<b><u>Personnel/Review Type</u></b>	<b><u>All Inclusive Fee/Hourly Rate</u> <u>July 1, 2024-June 30, 2025</u></b>
<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.	
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	\$130 per hour
Licensed Engineer (Structural Only Plan Review)	\$171 per hour
Expedited Plan Review Hourly	1.5 x hourly rate
CASp Consultation	\$145
Assistant Engineer	\$171 per hour
Associate Engineer	\$202 per hour
Senior Engineer	\$228 per hour
Senior Project Manager	\$254 per hour
Principal Engineer	\$270 per hour
Geotechnical Plan Review	Subconsultant hourly rate + 5%
Fire Plan Review	\$140
Fire Plan Review – Fire Protection Engineer	\$260
<b>Building Inspection Services</b>	
CASp Inspector	\$145
Certified Senior Building Inspector	\$125
Certified Building Inspector	\$114
<b>Other Staffing Services</b>	
Administration/Clerical Services	\$78
Permit Technician	\$99
Overtime	1.5 x hourly rate

**Rates effective on/after July 1, 2025**

PERSONNEL / REVIEW TYPE	ALL INCLUSIVE FEE / HOURLY RATE
<b>Building Plan Review by Percentage</b>	
Full Building Plan Review by Percentage	65% of Agency's Building Plan Check Fees
Structural Only Plan Review by Percentage	50% of Agency's Building Plan Check Fees
Expedited Plan Review by Percentage	95% of Agency's Building Plan Check Fees
<b>Building Plan Review Hourly Rates</b>	
Certified Building Plan Review	\$140
Structural Only Plan Review	\$175
CASp Plan Review/Consultation	\$150
Expedited Plan Review (Hourly)	1.5 x Hourly Rate
<b>Building Department Services Hourly Rates</b>	
Permit Technician	\$100
Senior Permit Technician	\$110
CASp Inspector	\$150
Building Inspector	\$120
Senior Building Inspector	\$131
Deputy Building Official	\$150
Building Official	\$170
Administration/Plan Processing ( <i>administration/Plan Processing fees are incurred for specific additional services requested by the agency beyond the normally provided Contractor administrative services which typically include coordinating the pick-up and return of plans; performing scanning, collating, and tracking; and providing plan review status updates to the agency. Cost for additional services will be negotiated based on the type of request with a minimum fee based on 0.5 hours of service per project</i> )	\$80
<b>Engineering Services Hourly Rates</b>	
Assistant Engineer	\$180
Associate Engineer	\$212
Senior Engineer	\$240
Principal Engineer	\$284
Senior Project Manager	\$260

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 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.