



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building



Date: January 31, 2017
Board Meeting Date: March 14, 2017
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Steve Monowitz, Community Development Director

Subject: Resolution authorizing an amendment to the agreement with CSG Consultants, Inc. to provide plan review services, increasing the amount by \$76,500 to an amount not to exceed \$176,000.

RECOMMENDATION:

Adopt a Resolution authorizing an amendment to the agreement with CSG Consultants, Inc. to provide plan review services, increasing the amount by \$76,500 to an amount not to exceed \$176,000.

BACKGROUND:

The Planning and Building Department released a Request for Quotation (RFQ) in June 2015 for a consultant to provide reviews of building plans. Plans are submitted by the public to the Department in conjunction with building or other County applications. The consultant would check the plans for compliance with the California Building Code and local ordinances and amendments.

A total of four proposals were submitted from firms Bureau Veritas, CSG Consultants, Inc, Interwest, and Kutzmann & Associates, Inc. Proposers were evaluated based on their experience providing similar services to the public sector, cost effectiveness, and knowledge of the permitting process. At the recommendation of the Selection Committee, the Department executed a contract with CSG Consultants, Inc (CSG).

On July 1, 2016, the Department amended the contract for an additional \$9,500, increasing the total to an amount not to exceed \$99,500.

DISCUSSION:

Significantly increasing volumes of building permits has resulted in a corresponding need for plan checking services. Department staff have assessed that CSG has provided thorough and accurate work and has consistently met project deadlines. Increasing the value of the agreement between the County and CSG will contribute to

positive outcomes for applicants, allowing the Department to continue processing permits in a timely manner. The Department intends to release an RFP in April of 2017 in order to identify a vendor to provide plan review services beginning in July of 2017.

The agreement and resolution have been reviewed and approved by County Counsel as to form.

Retention of CSG for plan review services contributes to the Shared Vision 2025 outcome of an Environmentally Conscious Community by conserving and protecting natural resources and using land more efficiently.

FISCAL IMPACT:

The term of the amended agreement is July 16, 2015 through June 30, 2017. The total obligation is \$176,000, all of which is funded by permit revenue. Sufficient appropriations have been included in the FY 2016-17 Adopted Budget. There is no impact to Net County Cost.