



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 20-525

Board Meeting Date: 7/7/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Steve Monowitz, Community Development Director

Subject: Amendment to Agreement with CSG Consultants to Provide Plan Review Services

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with CSG Consultants, Inc. for the provision of plan review services, extending the term through June 30, 2021, and increasing the amount by \$300,000 to an amount not to exceed \$390,000.

BACKGROUND:

In 2019, the Planning and Building Department entered into a contract with CSG Consultants ("CSG") for the provision of plan check services, with an original term of October 1, 2019 through June 30, 2020, and total contract amount of \$90,000.

DISCUSSION:

The Department executed in 9-month contract with CSG for the period October 2019 through June 2020, following a Request for Proposals (RFP) for plan check services. The contract was for a 9-month term to allow the contract to eventually align with the County's fiscal year cycle. The Department is now requesting Board approval to amend the contract, extending it for an additional year, through June 2021, and increasing the increasing the contract amount by \$300,000, which is the anticipated cost for a full year of services. This amendment will ensure that the Department will have uninterrupted provision of plan check review services for the upcoming fiscal year.

County Counsel has reviewed and approved the amendment and resolution as to form.

FISCAL IMPACT:

With the proposed amendment, the maximum fiscal obligation of this Agreement will be \$390,000, which is funded by permit revenue. Sufficient appropriations have been included in the FY 2020-21 Recommended Budget. There is no Net County Cost associated with this amendment.