



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 22-700

Board Meeting Date: 9/13/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Steve Monowitz, Community Development Director
Subject: Fourth Amendment to Agreement with CSG Consultants

RECOMMENDATION:

Adopt a resolution authorizing a fourth amendment to the agreement with CSG Consultants, Inc. increasing the amount by \$62,000, to an amount not to exceed \$899,975, and extending the term through September 30, 2022.

BACKGROUND:

In 2019, following a Request for Proposals (RFP) process, the Planning and Building Department ("Department") entered into a contract with CSG Consultants ("CSG") for the provision of structural, mechanical, electrical, plumbing, and life safety plan check services, with an original term of October 1, 2019 through June 30, 2020, and a total contract amount of \$90,000. On July 7, 2020, this Board approved an amendment increasing the contract amount by \$300,000 (to a new not-to-exceed amount of \$390,000) and extending the agreement through June 2021. On October 19, 2021, this Board approved a second amendment increasing the amount by \$447,975 (to a new not-to-exceed amount of \$837,975) and extending the agreement through June 30, 2022. On April 21, 2022, the parties amended the scope of work to add permit technician and building inspection services to temporarily support the Department in providing uninterrupted permitting and plan check review services.

DISCUSSION:

This fourth amendment increases the contract amount by \$62,000, to a new not-to-exceed of \$899,975, to cover the additional costs related to the additional services provided under the expanded scope of work, and extends the term through September 30, 2022.

County Attorney 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 \$899,975.

Sufficient appropriations were included in the FY 2021-22 Adopted Budget. There is no change to the Net County Cost associated with this amendment.