



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 23-971

Board Meeting Date: 12/5/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Steve Monowitz, Community Development Director

Subject: Amendments to the agreements with TRB+ Associates and CSG Consultants to Provide Plan Check and Building Inspection Services

RECOMMENDATION:

Adopt a resolution authorizing amendments to the agreements with TRB + Associates and CSG Consultants for the provision of plan check and building inspection services, increasing the contract not to exceed amounts by \$600,000 and by \$400,000, respectively, and amending the CSG Consultants scope of work with no change to the agreement terms.

BACKGROUND:

On June 14, 2022, following a Request for Proposals (RFP) for plan review, building inspection, and permitting services, this Board approved agreements with three firms (4LEAF INC., CSG Consultants, and TRB + Associates) based on their proven abilities to provide the necessary and desired services and to offer the County better coverage overlap due to the skilled labor shortages affecting the greater bay area.

Following Board approval, the Community Development Director executed first amendments to the agreements with 4LEAF INC., CSG Consultants, and TRB + Associates to include additional contract staffing services with the scope of work, including permit technicians and clerical/administration staff on an as-needed basis, with no change to the amount or term of the agreements.

The Community Development Director subsequently executed second amendments to the agreements with TRB + Associates and CSG Consultants to increase the not to exceed amounts by \$25,000 for new total not to exceed amounts of \$825,000 and \$1,025,000, respectively.

On May 23, 2023, the Board approved and executed a third amendment to the agreement with CSG Consultants to increase the not to exceed amount by \$100,000 for a new total not to exceed amount of \$1,125,000.

DISCUSSION:

The Planning and Building Department desires to increase the not to exceed amount of the contract with CSG Consultants by \$400,000 and with TRB + Associates by \$600,000, to allow them to continue providing contract staffing; plan review services for Planning and Building permits; and inspections for erosion control. Additionally, the Department proposes to amend the CSG Consultants scope of work to include civil, drainage, and geotechnical plan review services, and to clarify that the standard building plan check fee is limited to three rounds of review (1 original submittal and 2 resubmittal rounds).

FISCAL IMPACT:

Sufficient appropriations have been included in the FY 2023-25 Recommended Budget and there is no additional net county cost associated with these amendments.