



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 16-598

Board Meeting Date: 9/26/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Steve Monowitz, Community Development Director
Subject: Resolution Authorizing Agreement with CSG Consultants

RECOMMENDATION:

Adopt a resolution authorizing a fourth amendment to the agreement with CSG Consultants, Inc. for the provision of Plan Review Services, extending the term through June 30, 2018 and increasing the payment limit by \$200,000, to an amount not to exceed \$401,000.

BACKGROUND:

In 2015, the Planning and Building Department entered into a contract with CSG Consultant for the provision of plan check services, with an original term of July 1, 2015 through June 30, 2016 and payment limit of \$90,000. CSG was selected by the Department after conducting a Request for Quotation (RFQ) released in June 2015. Since the initial contract execution, the contract has been amended three (3) times for a new total contract limit of \$201,000 and has been extended through June 30, 2017. This amendment, upon approval, will be the fourth since June 2015.

DISCUSSION:

The Department had every intention to release a Request for Proposals (RFP) in April 2017, prior to the expiration of the CSG contract in June 2017. However, this process was delayed as a result of the departure of a key administrative staff. The Department is seeking authorization to extend the CSG contract for another year and increase the payment limit by \$200,000, to allow the Department to work on the issuance of the RFP and the selection process that will follow. The Department expects to release the RFP in late fall.

The CSG contract supports the County Shared Vision 2025 goal of livable community by facilitating the processing of permits in a timely manner for applicants.

The resolution contains the County's standard provisions allowing amendments of the County's maximum fiscal obligation by no more than \$25,000 (in aggregate).

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

FISCAL IMPACT:

With the additional \$200,000, the maximum fiscal obligation of this Agreement will be \$401,000, all of which are funded by permit revenue. Sufficient appropriations have been included in the FY 2017-18 Adopted Budget. There is no Net County Cost associated with this Agreement.