



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** PLANNING AND BUILDING

**File #:** 18-836

Board Meeting Date: 9/4/2018

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Steve Monowitz, Community Development Director  
**Subject:** Resolution authorizing amendment to agreement with CSG Consultants

**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, 2019, and increasing the amount by \$200,000, for a total amount not to exceed \$601,000.

**BACKGROUND:**

In 2015, 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 July 1, 2015 through June 30, 2016, and total contract amount of \$90,000. The Department selected CSG after conducting a Request for Quotation (RFQ) released in June 2015. Since the initial contract execution, the Department has amended the contract four times for a new total contract limit of \$401,000 and through June 30, 2018.

**DISCUSSION:**

The Department encountered delays in releasing a Request for Proposals (RFP) to refresh the competitive procurement of these services. The tentative release date of the RFP has been moved to late November 2018. In the interim, the Department is seeking authorization to extend the CSG contract through June 30, 2019 and increase the payment limit by \$200,000, to allow the uninterrupted provision of plan review services while the Department moves forward with issuance of the RFP and the selection process that will follow.

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

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

**FISCAL IMPACT:**

With the additional \$200,000, the maximum fiscal obligation of this Agreement will be \$601,000, which is 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 amendment.