



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 19-670

Board Meeting Date: 6/25/2019

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**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 September 30, 2019, and increasing the amount by \$125,000, to an amount not to exceed \$751,000.

**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 issuing a Request for Quotation (RFQ) in June 2015. Since the initial contract execution, the Department has amended the contract six times for a total contract limit of \$626,000 and term extending through June 30, 2019.

**DISCUSSION:**

The Department recently issued a request for Proposals (RFP) for plan check services and is now in the process of reviewing the proposals received and selecting a vendor. In the interim, the Department is seeking authorization to extend the CSG contract through September 30, 2019, to allow time to negotiate and transition to a new contract. This amendment will allow the Department uninterrupted provision of plan check review services while a new contract is negotiated.

The CSG contract supports the County Shared Vision 2025 goal of livable community by facilitating the processing of building 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).

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

**FISCAL IMPACT:**

With the additional \$125,000, the maximum fiscal obligation of this Agreement will be \$751,000,

which is funded by permit revenue. Sufficient appropriations have been included in the FY 2019-20 Adopted Budget. There is no Net County Cost associated with this amendment.