**Department:** PLANNING AND BUILDING
**File #:** 21-828

Board Meeting Date: 10/19/2021

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

**To:** Honorable Board of Supervisors

**To:** Steve Monowitz, Community Development Director

**Subject:** Second Amendment to Agreement with CSG Consultants to Provide Plan Review Services

## RECOMMENDATION:
Adopt a resolution authorizing a second amendment to the agreement with CSG Consultants, Inc. for the provision of plan check services, extending the term through June 30, 2022, and increasing the amount by $447,975, to an amount not to exceed $837,975.

## 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 total contract amount of $90,000. On July 7, 2020, the Board approved an amendment increasing the contract amount by $300,000 (to a new not to exceed of $390,000) and extending the agreement through June 2021.

## DISCUSSION:
The Department is now requesting Board approval of a second amendment to extend the agreement for an additional year, through June 2022, and increase the contract amount by $447,975, to a new not to exceed amount of $837,975, which is the anticipated additional cost for another full year of services. This amendment will ensure that the Department will have uninterrupted provision of plan check review services for the current fiscal year.

County Counsel 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 $837,975, which is funded by permit revenue. Sufficient appropriations have been included in the FY 2021-22 Adopted Budget. There is no Net County Cost associated with this amendment.