



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 23-393

Board Meeting Date: 5/23/2023

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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 the agreement with CSG Consultants to Provide Plan Check and Building Inspection Services

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with CSG Consultants for the provision of plan check and building inspection services, increasing the amount by \$100,000 to an amount not to exceed \$1,125,000 with no change to the agreement term.

### **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 Amendment No. 1 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 agreement amount or term.

On March 27, 2023, the Community Development Director executed Amendment No. 2 to the agreement with CSG Consultants to increase the not to exceed amount by \$25,000 for a new total not to exceed amount of \$1,025,000.

### **DISCUSSION:**

The Planning and Building Department desires to increase the not to exceed amount of the contract with CSG Consultants by \$100,000 to allow CSG Consultants to continue to provide plan review services on existing projects that have already been referred to CSG for plan review services.

**FISCAL IMPACT:**

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