



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 24-252

Board Meeting Date: 4/9/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Steven Monowitz, Director of Planning and Building

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

RECOMMENDATION:

Adopt a resolution authorizing a fifth amendment to the agreement with CSG Consultants for the provision of plan check and building inspection services, increasing the amount by \$1,500,000 to an amount not to exceed \$3,025,000.

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. Each agreement included a maximum fiscal obligation of \$1,000,000, \$1,000,000, and \$800,000 respectively, and a three-year term of July 1, 2022 through June 30, 2025.

Following Board approval, the Director of Planning and Building executed first amendments 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 amount or term of the agreements.

The Director of Planning and Building subsequently executed a second amendment to the agreement with CSG Consultants to increase the not to exceed amount by \$25,000 from \$1,000,000 to \$1,025,000.

On May 23, 2023 this Board approved and executed a third amendment to the agreement with CSG Consultants to increase the not to exceed amount by an additional \$100,000 from \$1,025,000 to \$1,125,000.

On December 5, 2023 this Board approved and executed a fourth amendment to the agreement with CSG Consultants to increase the not to exceed amount by an additional \$400,000 from \$1,125,000 to \$1,525,000. The scope of work was also amended to include civil, drainage, and geotechnical plan review services, and to clarify that the standard building plan check fee is limited to three rounds of review (one original submittal and two resubmittal rounds).

DISCUSSION:

Vacancies in key technical positions in the Planning and Department, along with an influx of large County projects, have increased the need for CSG's plan review services. Thus, the Planning and Building Department desires to further increase the not to exceed amount of the agreement with CSG Consultants by an additional \$1,500,000 from \$1,525,000 to \$3,025,000. All other terms and conditions of the agreement, as previously amended, will remain the same.

The County Attorney has reviewed and approved as to form the fifth amendment to the agreement with CSG Consultants and the accompanying resolution.

PERFORMANCE MEASURE:

Measure	Plan Check Turnaround Time - Initial Review (Business Days)	Plan Check Turnaround Time - Resubmittal (Business Days)
Residential and Commercial New Construction, Additions, Remodels/ Tenant Improvement Projects	10	5

FISCAL IMPACT:

Sufficient appropriations for the fifth amendment to the agreement with CSG Consultants have been included in the FY 2023-25 Recommended Budget and there is no additional net County cost associated with the amendment.