



## ***Agenda Report***

**MEETING DATE: Tuesday, September 13, 2022**

**TO: City Council**

**FROM: COMMUNITY DEVELOPMENT DIRECTOR MERRIAM  
ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR ALLEN**

**THROUGH: CITY MANAGER MENDEZ**

**SUBJECT: RESOLUTION APPROVING CONTRACT EXTENSIONS FOR CSG  
CONSULTANTS, INC. & 4LEAF, INC TO PROVIDE PLAN REVIEW AND  
INSPECTION SERVICES FOR THE CITY**

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### **STATEMENT OF ISSUES:**

Contract extensions are required in order to ensure complete and functional workflows of all Plan Review, Building Inspections, and Fire Inspections fulfillment functions

### **RECOMMENDED ACTION:**

Staff recommends that the City Council adopt Resolutions Approving a:

1. Second Amendment to the Contract between the City and CSG Consultants, Inc. ("CSG") for building construction, fire plan review, field building inspection and supplemental permit technician services to extend the term of the Contract to June 30, 2023; and authorizing the City Manager to execute same; and
2. First Amendment with 4Leaf, Inc. ("4Leaf") for building construction, fire plan review, field building inspection and supplemental permit technician services to extend the term of the Contract to June 30, 2023 and updating the compensation rates for Fiscal Year 2022-2023; and authorizing the City Manager to execute same.

### **DISCUSSION:**

These contracts have been in effect for the past 3 years to cover plan review and on-call supplemental inspections for the City. These contracts expired on June 30, 2022 and need to be renewed to maintain coverage of those services.

CSG's and 4Leaf's performance has been outstanding in the past, and both companies provide a high level of customer service to the communities that they have served including Watsonville. Their years of service to their City clients have clearly proven that they understand the needs of the community and are considered an extension of City staff by the development community. The basic service provided to the City by both firms is a ten-day turnaround of plan reviews for 90% of the projects. Complex or very large projects typically take an additional five to ten working days. The current contract with CSG and 4Leaf, Inc. covers services related to

plan reviews and inspection service. It includes reviews of building codes, fire codes, soils reports, and structural elements for building construction

**STRATEGIC PLAN:**

This request aligns with the 2021-2023 Strategic Plan by ensuring development projects are properly reviewed and evaluated to meet current building and fire code requirements. Fiscal health is maintained as the costs are a pass through for services provided.

**FINANCIAL IMPACT:**

There is no direct financial impact to the City, as the fees for these services are paid by the applicant to provide cost recovery of the plan review and inspection work and is collected at the time that the plan review application and permit application are submitted.

**ALTERNATIVE ACTION:**

City Council could choose not to extend these contracts which would cancel the previous contracts and place the full burden of responsibilities on existing staff to complete. This would cause significant delays in providing thorough and timely plan reviews and inspections.

**ATTACHMENTS**

None.