



# Agenda Report

**MEETING DATE:** Tuesday, December 12, 2023

**TO:** City Council

**FROM:** PUBLIC WORKS & UTILITIES DIRECTOR LINDBERG  
ASSISTANT PUBLIC WORKS & UTILITIES DIRECTOR FONTES

**THROUGH:** CITY MANAGER MENDEZ

**SUBJECT:** APPROVE CONTRACT AMENDMENT #2 WITH CSG  
CONSULTANTS, INC. FOR THE ON CALL ENGINEERING PLAN  
CHECK REVIEW SERVICES AND EXTENDING CONTRACT  
TERM TO JUNE 30, 2024

---

## **RECOMMENDED ACTION:**

Staff recommends that the Council adopt a resolution approving contract amendment #2 with CSG Consultants, Inc. and extend the contract term to June 30, 2024, for on call engineering plan check review services.

## **BACKGROUND:**

Engineering plan check review of private development projects has been increasing over the past few years and additional reviewers are needed to be able to maintain a timely review of projects. As a result, on September 28, 2020, the City Manager executed an agreement with CSG Consultants, Inc. for on call engineering plan check review services in an amount not-to-exceed \$75,000 with an expiration date of December 31, 2023.

On January 25, 2022, the City Council adopted Resolution No. 7-22 (CM), approving contract amendment #1 and amending the contract compensation to provide an additional amount not to exceed \$100,000 for a new contract total amount not to exceed \$175,000.

## **DISCUSSION:**

The Public Works and Utilities Department (PW&U) has engineering staff that participates in engineering plan check review for private development projects. In the past few years, the City has experienced an increase in private development engineering reviews based on the number and the complexity of these projects.

CSG Consultants, Inc. provides on call engineering plan check reviews services on an "as needed" basis and provides structural engineer review as City staff lacks this expertise. Their services on active projects and for future additional development projects

will be needed as projects are submitted. Staff recommends the contract be amended to extend the contract term to June 30, 2024.

**STRATEGIC PLAN:**

This amendment is consistent with the Strategic Plan Goals:

2-Infrastructure & Environment

3-Housing

**FINANCIAL IMPACT:**

There is no financial impact associated with this amendment.

**ALTERNATIVE ACTION:**

Not approving the amendment would place an additional burden on City staff and slow down development review efforts.

**ATTACHMENTS AND/OR REFERENCES (If any):**

None.