

Agenda Report



MEETING DATE: Tuesday, February 11, 2025

TO: City Council

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

SUBJECT: APPROVE FOURTH AMENDMENT TO CONTRACT WITH CSG CONSULTANTS, INC. FOR ON CALL ENGINEERING PLAN CHECK REVIEW SERVICES, INCREASE THE CONTRACT AMOUNT BY \$150,000 TO A TOTAL NOT TO EXCEED \$325,000 AND EXTEND CONTRACT TERM TO JUNE 30, 2026

RECOMMENDED ACTION:

Staff recommend that Council adopt a resolution approving the Fourth Amendment to the contract with CSG Consultants, Inc., increasing the contract by \$150,000 for a new contract total not to exceed \$325,000, updating the engineering hourly rates for FY25-26 and extending the contract term to June 30, 2026, for on-call engineering plan check review services.

BACKGROUND:

Engineering plan check reviews of private development projects has increased over the past few years and additional reviewers are needed 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 the First Amendment and amending the contract compensation to provide an additional \$100,000 for a new contract total amount not-to-exceed \$175,000.

On December 12, 2023, the City Council adopted Resolution No. 232-23 (CM) approving the Second Amendment, extending the contract to June 30, 2024, and updating the Engineering Hourly Rates for 2024.

On June 25, 2024, the City Council adopted Resolution No. 111-24 (CM) approving the Third Amendment extending the contract to June 30, 2025.

DISCUSSION:

The Public Works and Utilities Department's Engineering Division has a vacancy in the

development review process that has been vacant since June 2024. Since then, CSG Consultants, Inc. has provided extensive engineering plan check review services on larger residential projects, including the Hillcrest and Sunshine Gardens Subdivisions. As these two subdivisions have been going on for several years and require extensive review and oversight, staff want to retain CSG Consultants Inc. as they are familiar with the projects.

Staff recommend the contract be amended to provide an additional \$150,000 for a new total contract amount not to exceed \$325,000 and update the engineering hourly rates for FY25-26. The cost will be paid by private developer fees specific to each project. Staff also recommend extending the contract term to June 30, 2026.

STRATEGIC PLAN:

This amendment is consistent with the Strategic Plan Goals:

2-Infrastructure & Environment

3-Housing

FINANCIAL IMPACT:

The costs associated with this amendment are paid for by developer fees for each specific project, as appropriate.

ALTERNATIVE ACTION:

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

ATTACHMENTS AND/OR REFERENCES (If any):

None.