



Agenda Report

MEETING DATE: Tuesday, January 25, 2022

TO: City Council

FROM: PUBLIC WORKS & UTILITIES DIRECTOR DI RENZO
MARIA ESTHER RODRIGUEZ, ASSISTANT DIRECTOR OF PUBLIC
WORKS & UTILITIES/CITY ENGINEER

SUBJECT: FIRST AMENDMENT TO CONSULTANT SERVICES CONTRACT
WITH CSG CONSULTANTS, INC. FOR ON-CALL ENGINEERING
PLAN CHECK REVIEW SERVICES IN AN ADDITIONAL AMOUNT
NOT TO EXCEED \$100,000

STATEMENT OF ISSUES:

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.

RECOMMENDED ACTION:

It is recommended that the City Council approve the first amendment to the Consultant Services Contract with CSG Consultants, Inc. for On-Call Engineering Plan Check Review Services in an additional amount not to exceed \$100,000.

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.

In 2018, PW&U sought staffing assistance for various types of projects and services through a request for proposals and qualifications for engineering services. CSG Consultant, Inc. (CSG) was selected to perform these engineering and plan check services. CSG has been working with the Community Development Department on reviews of private development projects over the years in the areas of Fire and Building reviews.

On September 28, 2020, the City Manager executed an agreement with CSG for engineering plan check review services in an amount not to exceed \$75,000. Over the 15 months, staff has called upon CSG to perform review of various projects and is approaching the appropriations threshold. Staff recommends the contract be amended to include an additional amount not to exceed \$100,000 to continue to provide these services as a staff

augment. The cost for their review is paid for by private developer fees specific to each project reviewed.

STRATEGIC PLAN:

This amendment is consistent with the Strategic Plan Goals:

1-Housing

3-Infrastructure & Environment

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 additional burden on city staff and slow down development review efforts.

ATTACHMENTS AND/OR REFERENCES (If any):

None