



## Legislation Text

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**File #:** 19-0176, **Version:** 1

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Recommendation to authorize City Manager, or designee, to execute an amendment to Contract No. 34674 with CSG Consultants, Inc., of San Mateo, CA; Contract No. 34678 with Interwest Consulting Group, of Huntington Beach, CA; Contract No. 34706 with Jason Addison Smith Consulting Services, Inc., dba JAS Pacific, of Upland, CA; and, Contract No. 34690 with The Code Group, Inc., dba VCA Code, of Orange, CA, for as-needed plan review and inspection services, to increase the annual aggregate amount for the current contract year and the two remaining one-year renewal options by \$350,000, for a revised annual aggregate amount not to exceed \$1,075,000. (Citywide)

City Council approval is requested to increase the contract amounts with CSG Consultants, Inc.; Interwest Consulting Group; Jason Addison Smith Consulting Services, Inc., dba JAS Pacific; and The Code Group, Inc., dba VCA Code, for the current contract year. Approval is also requested to increase the annual aggregate for the remaining two one-year renewal options to accommodate any unanticipated need for plan review and inspection services.

The City Council originally adopted Specifications No. RFQ DV17-038 on July 11, 2017, to award contracts to multiple consulting firms in an annual aggregate amount of \$725,000 for a period of two years, with the option to extend the term for two additional one-year terms. Since the adoption of Specifications No. RFQ DV17-038, the Department of Development Services' (Department) Building and Safety Bureau (Bureau) has added staff to address the influx of new residential and commercial development projects. However, vacancies still remain due to workforce shortages caused by employee turnover, retirements, short-term illnesses, medical leaves, and temporary duty assignments. These contracts help minimize customer wait times at the Permit Center counter and backlogs for plan review and inspection services.

This matter was reviewed by Deputy City Attorney Linda T. Vu on January 31, 2019 and by Budget Analysis Officer Julissa José-Murray on February 11, 2019.

City Council action is requested on March 5, 2019, to ensure service levels are maintained to meet customer expectations.

The existing annual aggregate contract amount is \$725,000 and is budgeted in the Development Services Fund (EF 337) in the Development Services Department (DV). The additional funds requested would add \$350,000 to the existing annual aggregate contract authority for this year, and each of the two remaining renewal periods, for an annual aggregate amount not to exceed \$1,075,000. If all renewal options and contingency amounts are used, the additional funds requested for all three years would total \$1,050,000 and would

be funded from the Development Services Fund (EF 337) in the Development Services Department (DV). The number of additional local jobs associated with this recommendation is unknown at this time.

Approve recommendation.

LINDA F. TATUM, FAICP  
DIRECTOR OF DEVELOPMENT SERVICES

APPROVED:

PATRICK H. WEST  
CITY MANAGER