



DATE: May 22, 2018

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Amendment No. 2 to Professional Services Agreement with CSG Consultants, Inc. (CSG) for Private Development Plan Check Review and Related Services

RECOMMENDATION

That Council adopts the attached resolution authorizing the City Manager to execute Amendment No. 2 to the Professional Services Agreement with CSG for Private Development Plan Check Review and Related Services.

SUMMARY

A second amendment to the agreement with CSG for the review of grading plans, subdivision maps, improvement plans, and other services is needed due to increased private developments in the City. The amendment will increase the contract by \$180,000 for a total contract value not-to-exceed \$680,000 and extend it to December 31, 2018. The additional cost was included in the City's FY 2019 Operating Budget.

BACKGROUND

Public Works staff is responsible for reviewing grading plans, subdivision maps, improvement plans, and soils and geological reports for private development projects. The City entered into an agreement with CSG on November 18, 2016, to provide these services on a temporary basis due to staff vacancies, and significant private development workload. On September 17, 2017, Council approved Amendment No. 1, which increased the original \$75,000 agreement amount by an additional \$425,000, for a total agreement amount of \$500,000 and extended the agreement to June 30, 2018.

DISCUSSION

The Public Works Department has contracted with CSG for Development Review Services since 2016. The amended agreement amount of \$500,000 for CSG's services is nearly depleted. The need for these services is required through the end of the calendar year. To that end, staff is requesting Amendment No. 2 to the agreement with CSG for an additional amount of \$180,000, increasing the total of the contract to \$680,000, and extending the contract to December 31, 2018.

ECONOMIC IMPACT

There is no economic impact related to this action.

FISCAL IMPACT

The \$180,000 increase to the CSG Consultants, Inc. (CSG) contract will be partially offset by charges to developers. The offsetting amount is estimated at \$100,000. Funding for this expense will come from the General Fund and is included in the proposed FY 2019 Operating Budget.

STRATEGIC INITIATIVES

This agenda item does not relate to one of the Council's Strategic Initiatives.

SUSTAINABILITY FEATURES

CSG Consultants, Inc. does not provide any physical improvements to the City's infrastructure. Therefore, this section is not applicable.

PUBLIC CONTACT

No public contact has been made related to this amendment.

NEXT STEPS

If Council approves this request, the City Manager will execute an amendment to the agreement with CSG to increase the contract amount to \$680,000, and extend the term to December 31, 2018.

Prepared by: Karyn Neklason, Management Analyst II

Recommended by: Alex Ameri, Interim Director of Public Works

Approved by:



Kelly McAdoo, City Manager