



COUNCIL REPORT

DATE: March 19, 2024

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Contract Amendments for Outside Building Plan Checking and Inspection Services**

RECOMMENDATION

1. Authorize the City Manager or designee to execute an amendment to the professional services agreement for building plan checking, inspection, and consultant/professional support services with Shums Coda Associates, Inc., to increase maximum compensation by \$1,250,000 for a total contract amount not to exceed \$2,250,000.
2. Authorize the City Manager or designee to execute an amendment to the professional services agreement for building plan checking, inspection, and consultant/professional support services with CSG Consultants, Inc., to increase maximum compensation by \$250,000 for a total contract amount not to exceed \$475,000.

BACKGROUND

The Building Division uses outside consultant services to assist in building plan checks, inspections, and professional support services for the Community Development Department. Contracting with these professional agencies allows the Building Division to respond and manage the development workload to provide consistent and reliable service response times and technical expertise, as well as maintain State-mandated permit review timelines. On May 23, 2023, Council authorized building inspection, plan check, and support services for Fiscal Year 2023-24 with the following companies and amounts totaling \$1,225,000:

- Shums Coda and Associates, Inc: \$1,000,000
- CSG Consulting Inc.: \$225,000

City staff initiated these contracts at conservative amounts with the intent to return to Council if adjustments were necessary. The requested actions reflect staff's current assessment of services that are anticipated for the remainder of this fiscal year and the consultant resources necessary based on current workload levels and the State-mandated timelines required to deliver permit services. As such, the Community Development Department continues to rely heavily on outside consultants to assist with these specialized services.

The term of services is July 1, 2023 through June 30, 2024. Since the maximum compensation reflects an estimated amount for contract services, if service needs are less than expected, the full contract amount would not be expended.

FISCAL IMPACT

Building Division services are part of the Development Services Fund, and the services provided are recovered from plan checking and permit fees paid for by permit applicants. The requested contract amendments require a total of \$1.5 million in funding. On [February 27, 2024](#), the City Council appropriated \$1.5 million in Development Services Fund for contract services for plan checking/inspection services as part of the Fiscal Year 2023-24 Midyear Budget Adjustments. This is sufficient funding for the recommended contract amendments, and no additional appropriations are requested at this time.

ALTERNATIVES

1. Reduce the contract amendment amounts and direct staff to return to Council for additional authorization later in the fiscal year as needed.
2. Provide additional direction to staff.

PUBLIC NOTICING—Agenda posting.

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