



DATE: February 26, 2019

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Amend Professional Services Contracts and Increase Appropriations – Land Development Engineering**

RECOMMENDATION

1. Authorize the City Manager to amend the existing professional services contract with CSG Consultants for an additional \$250,000 for land development engineering services, for a total contract amount of \$350,000.
2. Authorize the City Manager to amend the existing professional services contract with Freyer & Laureta for an additional \$70,000 for land development engineering services, for a total contract amount of \$170,000.
3. Increase appropriations \$170,000 in the Public Works Department, Development Services Fund. (Five votes required)

BACKGROUND

In recent years, to keep pace with increasing development activity, the Public Works Department has contracted with the engineering firms of CSG Consultants, Freyer & Laureta, and Mott MacDonald for certain land development-related plan check services. Contracting for outside services allows the flexibility to manage the development workload as it fluctuates. Consultants have been necessary to maintain standard turnaround times for plan check services, maintaining a customer service level that is expected by the City's businesses and developers and is required under State law. These specialized services have been performed by consulting firms so that Public Works staff has additional time for project management and day-to-day contact with developers. This has allowed staff to process a dramatically higher number of development projects without a commensurate increase in staffing.

ANALYSIS

Staff has evaluated the anticipated workload through the remainder of the fiscal year and recommends increasing the CSG Consultants and Freyer & Laureta contracts in the amount of \$250,000 and \$70,000, respectively, for additional plan check services. In addition to relatively high baseline work, major developments have submitted construction documents, including 1255 Pear Avenue (Sobrato), 2580 and 2590 California Street (Greystar), and 700 and 800 East Middlefield Road (LinkedIn). Other development projects are anticipated to submit or continue their planning applications this year, including 2041 Landings Drive (Google Landings), Hope Street (Lots 4 and 8), 525-555 East Evelyn Avenue (Prometheus), and 1001 North Shoreline Boulevard (Sares Regis).

The recommended increases will allow the Public Works Land Development Section to maintain a high quality of development review in the time frames required, as the development workload continues at a high level.

FISCAL IMPACT

The Fiscal Year 2018-19 Adopted Budget includes limited-period funding of \$450,000 for consultant support in the Land Development Section. Of this amount, \$300,000 has been encumbered for the land development-related services stated above, leaving an unencumbered balance of \$150,000. An additional \$170,000 is needed, and staff recommends increased appropriations in the Development Services Fund, Public Works Land Development Engineering Section (Account No. 223600). The \$170,000 appropriation increase is fully cost-recovered from plan checking and permit fees received this year.

If the recommended action is approved, the total contract funding and appropriations will be as follows:

Firm	Current Contract	Contract Increase	Total
CSG Consultants	\$100,000	\$250,000	\$350,000
Freyer & Laureta	\$100,000	\$70,000	\$170,000
Mott MacDonald	\$100,000	\$0	\$100,000
Total Contract	\$300,000	\$320,000	\$620,000
Current Appropriations			\$450,000
Appropriation Increase			\$170,000

ALTERNATIVES

1. Do not authorize contract amendments or appropriation increase.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

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Approved by:

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QB/TS/5/CAM
917-02-26-19CR

cc: APWD – Solomon, APWD – Cameron, SMA – Goedicke, PA – Li, AAI – Doan