



DATE: November 16, 2021

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Amend Professional Services Contract with CSG Consultants for Land Development Engineering Services**

RECOMMENDATION

Authorize the City Manager or designee to amend the existing Fiscal Year 2021-22 professional services contract with CSG Consultants, Inc., for an additional \$350,000 to provide land development engineering services in a not-to-exceed amount of \$450,000.

BACKGROUND AND ANALYSIS

To keep pace with increasing development activity in recent years, the Public Works Department contracts with outside engineering firms for land development-related engineering and plan check services. Contracting for outside services allows staff the flexibility to manage the development workload as it fluctuates. Consultants have been necessary to maintain standard turnaround times for plan check services, which satisfies the customer service level that is expected by the City's businesses and developers and meets requirements under State law.

In October 2021, the City entered into an agreement with CSG Consultants, Inc. (CSG), in the amount of \$100,000 to provide plan check services for development projects for Fiscal Year 2021-22. Staff has evaluated the anticipated development workload and determined that additional assistance will be required to keep up with the workload through the end of Fiscal Year 2021-22. In addition to relatively high-baseline work, construction documents for major developments are in plan check and permitting, including 1001 North Shoreline Boulevard (Sares Regis), 600 Ellis Street (Sobrato), 777 West Middlefield Road (Fortbay), and 1255 Pear Avenue (Sobrato). Other planning applications and/or construction documents anticipated to require significant staff time in the next year include North Bayshore and Middlefield Park master plans (Google), 590 Castro Street (Sobrato), 555 West Middlefield Road (Avalon Bay), 1920 Gamel Way (DeNardi), 365-405 San Antonio Road (Merlone-Geier), and 355-415 East Middlefield Road (SummerHill).

Staff recommends increasing the CSG contract by \$350,000 for additional land development engineering services for a total not-to-exceed amount of \$450,000. This recommended increase in the consultant agreement will allow the Public Works Land Development Section to maintain high-quality development review in the time frames required as the development workload continues at a high level.

FISCAL IMPACT

The Fiscal Year 2021-22 Adopted Budget allocated limited-period funding of \$450,000 from the Development Services Fund for consultant support in the Land Development Engineering Section. Of this amount, \$100,000 has been encumbered for engineering services under the current CSG agreement. There is sufficient funding remaining in the limited-period funding budgeted for the recommended contract amendment for the CSG agreement to add \$350,000, for a total not-to-exceed amount of \$450,000.

ALTERNATIVES

1. Do not authorize the agreement amendment for land development engineering services for development projects.
2. Provide other direction.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Quynh Byrer
Principal Civil Engineer

Reviewed by:

Edward Arango
Assistant Public Works Director/
City Engineer

Approved by:

Dawn S. Cameron
Public Works Director

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

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cc: PWD, APWD—Arango, PCE—Byrer, SMA—Goedicke, SMA—Doan, PA—Li