

**AMENDMENT NO. 2 TO THE AGREEMENT  
BETWEEN THE CITY OF SAN MATEO AND  
CSG CONSULTANTS, INC. FOR  
PROFESSIONAL CONSULTANT SERVICES**

WHEREAS, the City of San Mateo (“City”), a municipal corporation of the State of California, and CSG Consultants, Inc. (“Consultant”), entered into an Agreement for Professional Consultant Services (“Agreement”) on January 6, 2019; and

WHEREAS, the City requires additional staffing for review and processing of building permit and planning applications; and

WHEREAS, the Consultant provides those services; and

WHEREAS, City and Consultant wish to amend the Agreement ~~effective July 15, 2019~~ to increase the payment from \$90,000 to a not to exceed amount of \$200,000 of this Agreement; and

WHEREAS, City and Consultant wish to amend the Agreement ~~effective July 15, 2019~~ to extend the term to on or about March 2<sup>nd</sup>, 2020; and

NOW, THEREFORE, the parties agree as follows:

1. Section 4 -Term of the Agreement is amended to read:

“The services to be performed under this Agreement shall commence on December 3<sup>rd</sup>, 2018~~March 2<sup>nd</sup>, 2020~~[replace with the original start date of the agreement bc that has not changed] and be completed on or about March 2<sup>nd</sup>, 2021.”

2. Section 5 -Payment of the Agreement is amended to read:

“Payment shall be made by the CITY only for services rendered an upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performances of the services and any reimbursable expenses set forth in this Agreement, CITY agrees to pay CONSULTANT a fee based on verified time and materials not to exceed \$200,000. Requests for payments shall be itemized and correspond to the various items of work described in Exhibit A and shall be based on the rate and cost schedule set forth in Exhibit B.

Payment for extra work or changes in the work will not be made unless for work authorized in advance in writing by the PUBLIC WORKS DIRECTOR. Prior to commencing such extra work or changes, CONSULTANT and CITY shall agree upon an estimated not to exceed cost for such extra work. In no event shall CONSULTANT be paid for additional work that is necessary because of CONSULTANT’S errors or oversights.”

3. The remaining terms of the Agreement remain in full force and effect.

Exhibits:

Exhibit A – Scope of Services

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, CITY OF SAN MATEO and CSG Consultants, Inc. have executed this Agreement on \_\_\_\_\_, 2020.

CITY OF SAN MATEO

CONSULTANT

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Brad B. Underwood  
Public Works Director

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Cyrus Kianpour  
Its Authorized Agent  
President

If a Corporation, can be either 1) President or  
2) Vice President plus an additional corporate  
officer (i.e., Secretary, Treasurer) who shall  
sign below.

APPROVED AS TO FORM

ADDITIONAL CORPORATE OFFICER  
(if necessary per the above)

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Gabrielle Whelan  
Assistant City Attorney

## Exhibit A – Scope of Services

### SCOPE OF WORK – ONSITE LAND DEVELOPMENT PLAN CHECK

CSG will perform part-time onsite plan checking duties for planning applications and building permits under the supervision of City staff.

Typical staff augmentation duties will include:

- Review tentative maps, tentative parcel maps, architectural review, and other entitlement applications. Coordinate review with City staff and/or outside agencies as needed;
- Review final maps and improvement plans. Review will include evaluation of required records, studies, grading and improvement plan, and additional materials submitted by the design professional. Confirm that plans conform to City standard design criteria, conditions of approval, and infrastructure or other master plans;
- The proposed staff will meet with the applicant/representative and City staff to review comments or to delineate the standards which are not being met, in order to facilitate timely completion of the review;
- Participate in the evaluation of construction erosion control and postconstruction water quality control for compliance with the storm water quality management permit;
- Confirm that the developer has obtained necessary permits or approvals from other public agencies as needed, and that plans conform to the City's NPDES Municipal Regional Permit requirements for storm water treatment and retention;
- Review and recommend approval of engineering bond estimates and subdivision guarantees. Assist City staff in preparing subdivision improvement agreements, other agreements (including stormwater treatment measure and landscape maintenance agreements), and staff reports;
- Meet with developers, consultants, and other agencies on behalf of staff, as requested;
- Plan review comments and conditions of approval will be provided utilizing Energov software.

## Exhibit B – Rate and Cost Schedule

# 2020 Engineering Division Hourly Rates

CSG services are billed on a time-and-materials basis according to our Standard Rates, shown below.

Professional Engineering Services	2020 Hourly Rate
Engineering Trainee	\$60
Administrative Assistant	\$80
Analyst	\$130
Engineering Designer/CASp Inspection & Consultation	\$140
Construction Inspector	\$145
Senior Analyst	\$155
Assistant Resident Engineer	\$170
Assistant Engineer	\$145
Associate Engineer	\$170
Senior Construction Inspector	\$155
Senior Engineer	\$200
Senior Land Surveyor	\$200
Resident Engineer	\$200
Structure Representative	\$200
Senior Structural Engineer	\$220
Senior Project Manager	\$220
Principal Engineer	\$230
Senior Principal Engineer	\$250
Two-Person Survey Crew	\$330

*All hourly rates  
overhead costs*

*include  
including, but*

*not limited to, salaries, benefits, Workers Compensation Insurance, travel and office expenses. CSG will coordinate the pickup and return of plans to and from CSG offices. Overtime work will be billed at 1.5x the hourly rates indicated in the table above. On each anniversary of the contract start date, CSG will initiate a rate increase based on change in CPI-U for the applicable region. CSG will mail an invoice every month for services rendered during the previous month.*