



# CITY OF SAN MATEO

City Hall  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 3

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** March 02, 2020  
**SUBJECT:**  
Private Development and Right-of-Way Support Services Agreement – Amendment

**RECOMMENDATION:**

Approve Amendment No. 2 to the agreement with CSG Consultants, Inc. for professional consultant services for private development and right-of-way support services in the amount of \$110,000, for a new agreement total of \$200,000; extend the term of the agreement to be completed on or about March 2, 2021; and authorize the Public Works Director to execute the amendment in substantially the form presented.

**BACKGROUND:**

On January 6, 2019, to address a significant increase in the number of permits and planning applications that required Public Works staff review, the Public Works Director approved an agreement with CSG Consultants, Inc. (CSG) for private development and right-of-way support services in the not-to-exceed amount of \$48,000. CSG's scope of work primarily includes review of building permits, planning applications, and right-of-way related work. On July 15, 2019, the City Manager approved Amendment No.1, increasing the agreement amount to \$90,000.

Due to the continued high volume of building permit and planning applications being submitted to the City, there is still a need for consulting services to assist staff to review and process the applications within the required timeframes. Costs associated with staff time and consultant services required to review and process applications and permits are paid by fees collected from the building permit applicants and planning application deposits. Accordingly, all costs associated with CSG's review of the applications are recovered by the City. The increased contract amount is estimated to be sufficient for one year of part-time work from CSG support staff.

Prior to reaching the total amount of this contract amendment, Public Works staff will issue a Request for Qualifications to provide a competitive process for future private development and right-of-way support services.

**BUDGET IMPACT:**

There is no net fiscal impact for this contract amendment, as the costs for consulting services will be paid by deposits collected from applicants or from permitting fees.

**ENVIRONMENTAL DETERMINATION:**

This amendment to a professional services agreement is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Amendment

**STAFF CONTACT**

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