



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 26

Section Name: {{section.name}}

Account Number: 10-4662

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Public Works Department

MEETING DATE: September 19, 2022

SUBJECT:
On-Call Private Development Mapping Services – Amendment

RECOMMENDATION:

Approve Amendment No. 2 to the agreement with CSG Consultants, Inc. for on-call private development mapping services in the amount of \$120,000 for a new agreement total of \$300,000; and authorize the Public Works Director to execute the amendment in substantially the form presented.

BACKGROUND:

On October 20, 2017, the City Manager approved an agreement with CSG Consultants, Inc. (CSG) for On-Call Private Development Mapping Services in an amount not-to-exceed \$90,000. On October 5, 2020, the City Council approved Amendment No. 1, increasing the agreement amount to \$180,000. Services provided by CSG are related to mapping, which includes but is not limited to, map checking, review of tentative, parcel, and final maps, as well as easements, lot line adjustments, and mergers.

Due to a large number of planning applications with maps being submitted to the City for review, the City continues to need outside services to review and process maps within the allowable amount of time. It should also be noted that the majority of mapping services require a professional licensed land surveyor to certify. Public Works currently does not have staff qualified to do so.

The increased budget amount is estimated to be sufficient for two (2) years of map-related work from CSG mapping staff. This agreement with CSG is only for work relating to maps. All of CSG's costs will be 100 percent cost recovery, as they will be paid through deposits collected as part of the building permit process or from mapping fees.

BUDGET IMPACT:

There is no net fiscal impact for this amendment as the costs for these services will be paid through deposits collected through the building permit process and mapping fees.

ENVIRONMENTAL DETERMINATION:

This 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 No. 2

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