



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 10

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: November 07, 2022

SUBJECT:
Private Development and Right-of-Way Support Services – Agreement

RECOMMENDATION:

Approve an agreement with CSG Consultants, Inc. for private development and right-of-way support services in the amount of \$150,000 for a term from December 1st, 2022, through December 1st, 2023, and authorize the Public Works Director to execute the agreement in substantially the form presented.

BACKGROUND:

On January 6, 2019, the Public Works Director approved an agreement with CSG Consultants, Inc. (CSG) for private development and right-of-way support services for \$48,000 to address a significant increase in the number of permits and planning applications that required Public Works staff review. CSG was selected through a competitive process after the City solicited proposals from 11 different engineering firms. Of the 11 firms solicited, CSG was the only proposal received. The agreement with CSG includes building permit and planning application reviews and has been amended multiple times; however, it recently expired prior to seeking another amendment. Due to CSG's expertise, staff is recommending approval of a new agreement in the amount of \$150,000.

The annual number of building permit and planning applications submitted to the City has increased in recent years. Public Works staff reviewed 74 planning applications during fiscal year 2018-19, 104 planning applications during fiscal year 2019-20, and 125 planning applications during fiscal year 2020-21, which is a 67% increase in three years. In addition, Public Works staff reviewed 670, 752, and 950 building permits, 2018-19, 2019-20, and 2020-21, respectively, which is a 42% increase in three years. Staff anticipates permit volume to stay at these levels or continue to increase. Accordingly, staff continues to need outside consulting services to assist with the review and processing of 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. All costs associated with CSG's review of the applications are recovered by the City. To ensure the City is providing cost-effective services for residents and developers, staff reviews CSG's hourly charges to project accounts to verify plan reviews are completed efficiently. Based on the historic level of effort and expenditures to date, the \$150,000 amount is estimated to be sufficient for support from CSG staff for the new agreement term.

Staff recommends approval of the agreement with CSG to meet the City's immediate level of service requirements for building permits, planning applications, and right-of-way permit reviews. Staff plans to undergo another competitive process in the form of a Request for Proposals (RFP) for these services in the next year.

BUDGET IMPACT:

There is no net fiscal impact for this agreement, as the costs for consulting services will be paid by deposits collected from applicants or from permitting 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 - Agreement

STAFF CONTACT

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