



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 10

Section Name: {{section.name}}

Account Number: 26-3125

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Community Development Department
MEETING DATE: December 05, 2022

SUBJECT:

Building Inspections, Permit Technician, Off-Site Plan Review, and Code Enforcement Inspection Services – Amendment

RECOMMENDATION:

Approve Amendment No. 1 to the agreement with 4LEAF, Inc. for professional consultant services for building inspections, permit technician, off-site plan review, and code enforcement inspection services to extend the term through January 31, 2023, and increase the agreement amount by \$161,000 for a new agreement total of \$260,000.

BACKGROUND:

On June 30, 2022, the City Manager approved an agreement with 4LEAF, Inc. for building inspection, permit technician, off-site plan review, and code enforcement inspection services in an amount not-to-exceed \$99,000. The services 4LEAF provides include the review of plans, calculations, and reports for compliance with adopted building codes and the provision of technical advice, reports, and correspondence related to plan check services. These specialized services are typically provided by a structural engineer, and due to the consistently high volume of plan submittals and ongoing staff constraints, the Community Development Department (CDD) will exhaust the contracted amount more quickly than anticipated.

This amendment will allow CDD to maintain current levels of service for the next two months. Staff are evaluating responses to a Request for Qualifications (RFQ) for long-term building support services and will be returning to Council in January 2023 with multiple contracts for review.

BUDGET IMPACT:

The additional \$161,000 in costs resulting from this amendment can be absorbed within the fiscal year 2022-23 operational budget for the Community Development Department.

ENVIRONMENTAL DETERMINATION:

This contract amendment 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 - Proposed Amendment No. 1

STAFF CONTACT

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