



Legislation Text

File #: 19-951, **Version:** 1

Resolution approving administrative, plan check, and inspection services agreements with CSG Consultants, Inc. and West Coast Code Consultants, Inc. in an amount not to exceed \$1,000,000 total for each year of a two year period for each firm with the ability to renew for an additional two years at the City's sole discretion, and authorizing the City Manager to execute agreements on behalf of the City.

WHEREAS, the City of South San Francisco ("City") Public Works Department is responsible for providing development engineering services consisting of plan check, inspection, and associated administrative services; and

WHEREAS, the level of development engineering services required to accommodate the rate of development is over and above the capabilities of the existing staff; and

WHEREAS, on December 17, 2019, staff issued a Request for Proposals (RFP) for municipal engineering services related to land development services provided by the Engineering Division; and

WHEREAS, on January 13, 2020, staff received two proposals from the firms CSG Consultants, Inc. (CSG) and West Coast Code Consultants, Inc. (WC3); and

WHEREAS, a review panel consisting of two senior engineers and one principal planner reviewed the firms' experience, qualifications, and references, and

WHEREAS, the review panel recommends that both firms CSG and WC3 undertake the municipal engineering services; and

WHEREAS, the overall length of each consultant agreement is two (2) years, from March 1, 2020, to June 30, 2021; and

WHEREAS, the consultants will work on an on-call basis as defined by the City on a project-by-project basis; and

WHEREAS, private development review, coordination, and inspection will be funded through permit fees and deposits from the permit applicants; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South San Francisco, that the City Council hereby approves a consulting services agreement with CSG and WC3, attached herewith respectively as Exhibits A and B, for municipal engineering services for the City of South San Francisco, in a total amount not to exceed \$1,000,000 each year for each firm for a two (2) year term conditioned on CSG Consultants, Inc. and West Coast Code Consultants, Inc. timely execution of the consultant services agreement and submission of all required documents, including but not limited to, certificates of insurance and endorsements, in accordance with the agreement documents.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the agreements and any other related documents on behalf of the City upon timely submission by CSG Consultants, Inc. and West Coast Code Consultants, Inc. signed contracts and all other documents, subject to approval by the City Attorney.

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