



CITY COUNCIL STAFF REPORT

MEETING DATE: June 9, 2025

ITEM TITLE: Adopt a Resolution Authorizing an Amendment to the Professional Services Agreement with West Coast Code Consultants, Inc. for an Amount Not to Exceed \$190,000, and CSG Consultants, Inc. for an Amount Not to Exceed \$20,000 for Building and Fire Plan Review Consultant Services for Fiscal Year 2024-25.

RECOMMENDATION:

Staff recommend that the City Council adopt a Resolution authorizing an amendment to the professional services agreement with West Coast Code Consultants, Inc. for an amount not to exceed \$190,000, and CSG Consultants, Inc. for an amount not to exceed \$20,000 for building and fire plan review consultant services for fiscal year (FY) 2024-25.

FISCAL IMPLICATIONS:

There is no fiscal impact associated with this recommendation and no additional appropriation is required. There is sufficient funding in the Building Division Professional Services budget to cover this request.

The current professional services agreement with West Coast Code Consultants, Inc. ("WC3") is \$379,800 for FY 2024-25. A \$190,000 increase is proposed for the remainder of FY 2024-25 to cover the recent plan review submittal of 11 El Camino Real (six-story, multi-family with 251 apartments) and miscellaneous fire plan review of various Planning Division projects.

The current professional services agreement with CSG Consultants, Inc. ("CSG") is \$269,000 for FY 2024-25. A \$20,000 increase is proposed for the remainder of FY 2024-25 to cover an increase in the number of plans routed to CSG for timely plan review turnaround. The table below best reflects the amended dollar amount with each plan review consultant:

| Consultant | Amended Bldg Review | Amended Fire Review | Total |
|------------|---------------------|---------------------|-----------|
| WC3 | \$150,000 | \$40,000 | \$190,000 |
| CSG | \$20,000 | \$0 | \$20,000 |

BACKGROUND:

At its June 26, 2023 City Council meeting, the Council adopted a Resolution authorizing the City Manager to execute a two-year extension for on-call plan review services with WC3 in the not-to-exceed amount of \$747,700 (\$367,900 for FY 2023-24 and \$379,800 for FY 2024-25) and CSG in the not-to-exceed amount of \$530,600 (\$261,600 for FY 2023-24 and \$269,000 for FY 2024-25). At that time, it was estimated that the projected contract dollar amount for each consultant

would be sufficient for FY 2024-25 given the anticipated project applications to be received.

At the time of the projected dollar amount for each consultant, key development projects were placed on hold. However, these projects have been recently submitted for plan review and additional funding in the contract will be required to maintain timely reviews.

ANALYSIS:

Use of outside plan review services is critical for efficient and timely processing of permit applications. Plan review turnaround is improved and complaints over the years have reduced significantly with the use of outside plan review services. Larger projects continue to be processed with outside plan review services while less complicated projects are typically reviewed in-house depending on inspection workload. The balance of in-house and outside plan review has proven to be a good model for developers and homeowners in San Carlos.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution authorizing an amendment to the professional services agreement with West Coast Code Consultants, Inc. for an amount not to exceed \$190,000, and CSG Consultants, Inc. for an amount not to exceed \$20,000 for building and fire plan review consultant services for FY 2024-25; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Chris Valley, Building Official

Al Savay, Community Development Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution