



Legislation Details (With Text)

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**Title:** Staff Report for a City of San Leandro City Council Resolution to Approve Amendment No. 1 to a Consulting Services Agreement with CSG Consultants, Inc. for On-Call Civil Engineering and Land Surveying Consulting Services to Increase the Amount of Compensation by \$350,000 for a Total Not-To-Exceed Amount of \$550,000

**Indexes:**

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Date	Ver.	Action By	Action	Result
11/15/2021	1	City Council	Received and Filed	Pass

Staff Report for a City of San Leandro City Council Resolution to Approve Amendment No. 1 to a Consulting Services Agreement with CSG Consultants, Inc. for On-Call Civil Engineering and Land Surveying Consulting Services to Increase the Amount of Compensation by \$350,000 for a Total Not-To-Exceed Amount of \$550,000

**SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council approve and authorize the City Manager to execute Amendment No. 1 to the Consulting Services Agreement (CSA) with CSG Consultants, Inc. (CSG) to increase the amount of compensation by \$350,000, resulting in a total contract amount of \$550,000. This increase will allow continued plan checking by CSG for various surveying and engineering applications, allow CSG to continue to be the City Surveyor, and provide for future staff augmentation and construction inspection needs. Costs for services will be charged to the project applicant for which the service is provided.

**BACKGROUND**

The Engineering and Transportation Department provides engineering services for public and private land development projects. Consultants are used to supplement staff when there is higher than normal workload, when there are staff vacancies, and when specific expertise is required.

In 2020, the City renewed its 2017 CSA with CSG to continue to provide services related to the review of development submittals, the review and approval of subdivision maps, and the inspection of field work.

**Analysis**

CSG has performed well under its 2017 and 2020 contracts. However, the 2020 contract underestimated the services that CSG would provide to the City. Pandemic related staffing vacancies were filled by CSG while they continued to provide surveying and engineering plan checking services.

Approval of Amendment No. 1 will allow CSG to continue assisting the Engineering and Transportation Department. Without this amendment, the City will not be able to meet response times for review of development submittals and additional time may be needed to complete some capital improvement projects. Also, the City does not have a Licensed Land Surveyor on staff and therefore would not be able to approve any mapping applications that require a Land Surveyor's approval and signature.

An extension of the term of the contract is not requested at this time. At the conclusion of the contract, June 30, 2022, CSG will have provided five consecutive years of service to the Engineering and Transportation Department. New proposals for on-call civil engineering and land surveying consulting services will be requested and evaluated.

### **Current Agency Policies**

- Maintain and enhance San Leandro's infrastructure.

### **Previous Actions**

- On September 5, 2017, by Resolution No. 2017-115, City Council approved an agreement with CSG Consultants, Inc. for on-call civil engineering and land surveying consulting services for a period of three years.
- On December 4, 2020, by Resolution No. 2020-129, City Council approved an agreement with CSG Consultants, Inc. for on-call civil engineering and land surveying consulting services for a period of two years.

### **Fiscal Impacts**

This amendment allows for services of up to \$550,000 for the current two-year term of the agreement.

### **Budget Authority**

There is no appropriation of funds requested for this action.

A blanket purchase order is requested for the consulting firm, with tasks assigned to the consultant charged either to specific capital improvement projects or to specific development applications where direct costs can be recovered. There are no additional fiscal impacts beyond those originally identified in the adopted budget.

## **ATTACHMENTS**

### **Attachments to Related Legislative File**

On-Call CSA Amendment No. 1 - CSG

On-Call CSA - Signed CSG

**PREPARED BY:** Phillip Toste, Associate Engineer, Engineering and Transportation Department