



## Legislation Text

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**File #:** 24-272, **Version:** 1

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Adopt a Resolution to Approve and Authorize the City Manager to Execute Two Consulting Services Agreements for Third Party Plan Check Services Between the City of San Leandro and CSG Consultants, Inc. for \$250,000 and TRB+Associates for \$500,000 in FY2024-2025 (for a Total Amount Not to Exceed \$750,000)

### **COUNCIL PRIORITY**

- **Fiscal Sustainability and Transparency**
- **Community & Business Development**

### **SUMMARY**

Construction activity in the City remains high and is projected to continue to remain so in the next few years. Third-party plan check consultants assist the City in managing the workload in order to meet deadlines and provide quality customer service. They enable the Building and Safety Services Division (Building) of the Community Development Department (CD) to continue providing plan check services in a timely manner, provide Certified Access Specialist (CASp) services as required by California statute, and supplement current staffing during this period of significant development activity. Our third-party consultants act as Floodplain Manager as required by the federal Floodplain Emergency Management Agency.

### **RECOMMENDATIONS**

Staff recommends the City Council approve and authorize the City Manager to enter into two Consultant Services Agreements, one with TRB+Associates for \$500,000 and another with CSG Consultants, Inc. for \$250,000 for third-party plan check services (for a combined not-to-exceed amount of \$750,000) in Fiscal Year 2024-2025.

### **BACKGROUND**

The City of San Leandro's Building and Safety Services Division of the Community Development Department ensures minimum standards to safeguard life, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, locations, and maintenance of buildings and structures within the City through plan review, permit issuances, and inspections.

The volume of construction activity, as well as the type and complexity of projects, has increased significantly and has remained high since 2013. Since 2013, the valuation, number, and complexity of permits have increased significantly. Construction valuation for Building permits issued in Fiscal Year (FY) 2023-2024 has exceeded \$380,000,000 and is expected to increase or remain high in (FY) 2024-2025 as entitled projects submit for building permits and/or begin construction. Notable projects

anticipated to apply for building permits and/or begin construction in FY 2024-2025 include: 18 new single-family homes at 2824 Halcyon (Poppy Lane), 880 Doolittle (127,000 square foot tilt-up), 1345 Doolittle (258,000 square foot tilt-up including 10,000 square feet of Leed certified class A offices), and 1919 Williams (221,495 square foot industrial building, future site of Torani syrup expansion), A high volume of accessory dwelling unit applications and some medium to large residential projects have also been in the building queue in recent years.

Third-party plan check consultants assist the City during times of high activity to meet deadlines and enable the City to provide quality customer service. Under the City Council approved FY 2024-2025 budget, the City Council approved appropriations of an amount not to exceed \$750,000 for FY 2024-2025 for Third-Party Plan Check consultants (see “Financial Impacts” below for more details).

### **Analysis**

Building Division conducted a competitive Request for Proposal (RFP) process for third-party plan check firms in the Spring of 2018. The City selected TRB+Associates (TRB) and CSG Consultants, Inc. for independent consultant plan check services, inspection services, CASp services, and front counter staff and entered a contract with both firms since FY 2024-2025. Because both firms have performed effectively with key services such as quality plan check reviews, FEMA Floodplain technical assistance, CASp consulting, and temporary inspector services, the Building Department has continued contracting with them and recommends approval of these contracts for FY 2024-2025.

### **Legal Analysis**

The staff report, resolution and two consulting service agreements were reviewed by the City Attorney and approved as to form.

### **Financial Impacts**

Sufficient funds are included in the fiscal year 2024-2025 general Fund budget for plan check services.

CSG (010-42-002-5120): \$250,000

TRB (010-42-002-5120): \$500,000

**Total \$750,000**

### **Attachments**

**Attachment A:** Draft Resolution CSG Consultants Inc. for \$250,000 and TRB+ Associates for \$500,000 in FY2024-2025 (for a total amount not to exceed \$750,000).

**Attachment B:** CSG Consultants FY2024-2025 Scope of Work and Compensation Schedule.

**Attachment C:** TRB FY2024-2025 Scope of Work and Compensation Schedule.

**Prepared by:** Michael Jeffery, Chief Building Official, Building and Safety Services Division,  
Community Development Department