

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CAPITOLA AUTHORIZING THE CITY MANAGER TO EXECUTE A SOLE-SOURCE
PROFESSIONAL SERVICES AGREEMENT WITH CSG CONSULTANTS IN AN AMOUNT
NOT TO EXCEED \$300,000 FOR ON-CALL BUILDING DIVISION AND PUBLIC WORKS
DEPARTMENT CONTRACT SERVICES FOR THREE YEARS.**

WHEREAS, Capitola Municipal Code (CMC) section 3.16.080 requires that general services in an amount greater than \$25,000 be subject to a formal bidding process; and

WHEREAS, Administrative Policy III-4 establishes policies and procedures to secure supplies, services, and equipment at the lowest possible cost, maintain financial control over purchases, define authority in the purchasing system, and assure the quality of purchases; and

WHEREAS, Administrative Policy III-4 requires a formal RFP bid procedure for purchases over \$25,000; and

WHEREAS, Administrative Policy III-4, Section II.2.a provides that a consulting firm may be selected for follow-up work without solicitations from other firms upon written justification and recommendation of the department head and approval by the City Manager in the case where the consulting firm has satisfactorily performed the previous stage of a project or has acquired extensive background and working knowledge; and

WHEREAS, CSG Consultants has satisfactorily provided on-call services for the City of Capitola Building Division for the past five years and has acquired extensive background and working knowledge of the Capitola Building Division processes and procedures; and

WHEREAS, the Director of Community Development and City Manager recommend the City engage CSG Consultants for on-call building division and Public Works Department services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola authorizes the City Manager to execute a sole-source professional service agreement with CSG Consultants.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 23rd day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kristen Brown, Mayor

ATTEST:

Julia Gautho, City Clerk