



STAFF REPORT

MEETING DATE: June 28, 2023

PRESENTER: Jesus R. Orozco, Community Development Director

SUBJECT: Consideration of First Amendment to a Consultant Services Agreement with Rod Carsey, Consulting and Plan Review Services for Building Plan Check Services (JRO)

RECOMMENDATION: Council by motion adopt a resolution approving a First Amendment to Consultant Services Agreement with Rod Carsey, Consulting and Plan Review Services for building plan check services.

EXECUTIVE SUMMARY:

On March 11, 2020, City Council approved a professional services agreement with Rod Carsey, Consulting and Plan Review Services (Rod Carsey) to provide building plan check services for the Building Division of the Community Development Department (CDD). Rod Carsey currently provides the City with plan check services for public and private projects, including commercial and residential plan reviews. The current agreement is set to expire on June 30, 2023. City staff has been satisfied with the services delivered by Rod Carsey thus far; and, therefore staff is recommending approval of an amendment to the consultant services agreement.

DISCUSSION:

City staff has been satisfied with the services delivered by Rod Carsey under the current agreement set to expire on June 30, 2023. Staff is recommending approval of an amendment to the consultant services agreement with minor changes to the scope of services and fees necessary to meet the department's needs.

This first amendment to the professional services agreement will take into account the updated Master Fee Schedule going into effect July 1, 2023. The services agreement will be subject to the terms listed below and as further defined in the Professional Service Agreement attached as Exhibit 'A' of Attachment 'A'.

Term	Three years ending on June 30, 2026 or by 30 Day Notice by City
Base Fee	50% of the Plan Check fee charged by the City
Plan Addendums	\$73 per hour
Expedited Plan Review	50% of the Plan Check fee charged by the City plus \$73 per hour

ENVIRONMENTAL REVIEW:

The proposed action is not defined as a project under the California Environmental Quality Act (CEQA) Section 15378(b)(2) because this action involves continuing administrative activities.

FISCAL IMPACT:

Plan check services are included as part of the annual budget process. Plan check fees are reimbursed to the City, and paid by private developers for their projects.

ATTACHMENTS:

- A. Resolution w/Exhibits