



AGENDA REPORT SUMMARY

Meeting Date: June 13, 2023

Subject Development Services Department Amendments for Professional Service Agreements to provide Plan Review and Environmental Review

Prepared by: Nick Zornes, Development Services Department

Reviewed by: Jon Maginot, Assistant City Attorney

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Resolution – TRB + Associates
2. Resolution – Structech
3. Resolution – David J. Powers
4. Resolution – EMC Planning Group, Inc.

Previous Council Consideration:

February 14, 2023, Adjustment to FY22/23 Budget Appropriations to increase total for plan review.

Fiscal Impact:

All fiscal impacts associated with the professional service agreements accounted for in this agenda report are offset by revenues that are equal to or greater than the expenditures. Plan review and environmental review fees are paid upon submittal of a project or permit within the city.

Environmental Review:

Not applicable.

Summary:

The Development Services Department utilizes multiple third-party consultants to complete various required plan reviews and environmental review of received permits and projects. Existing consultant contracts are set to expire on June 30, 2023. The Development Services Department requests to extend the existing agreements in place with the optional 2-year extension noted in the original agreement. Since the original agreement is greater than \$100,000 any amendments to the agreement require City Council authorization.

Staff Recommendation:

Approve and adopt a resolution authorizing the City Manager to execute amendments to the professional service agreements for the Development Services Department.

City Manager

GE

Reviewed By:

City Attorney

JH



Subject: Development Services Department Amendments for Professional Service Agreements to provide Plan Review and Environmental Review

Purpose

Amendments to existing professional service agreements allow for continuation and continuity of services provided by the Development Services Department. Additionally, the agreement amendments reflect the actual expenditures of services provided in FY2023, and anticipated expenditures for FY2024 and FY2025.

Background

The Development Services Department has utilized third-party consultants to provide the required plan review and environmental review in the absence of in-house staff to complete the work. In FY2021, the City of Los Altos entered into multiple professional service agreements to provide the required plan review and environmental review which allowed for an initial term of 3 years. The existing professional service agreements expire on June 30, 2023. Each professional service agreement provides the option to extend the term for an additional 2 years.

Analysis

The following tables represent the four contract amendments for existing professional service agreements within the Development Services Department. Each of the four agreements are eligible for an optional contact extension for an additional two years. Due to the significant increase in project and permit submittals in the city it is necessary to authorize the total budget for each agreement to allow for the use of third-party consultants. The total authorized budget for each agreement is reflected in the City’s Annual Budget for the Development Services Department.

TRB + Associates			
Services Provided:	Provides Third-Party Building Plan Review for Building Permits submitted to the city.		
Fiscal Analysis:	Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact.		
Original Contract Amount:	\$1,050,000.00	Term:	FY2021/2022/2023
Contract Amendment:	\$1,650,000.00	Term:	FY2024/2025
Contract Total:	\$2,700,000.00		

Structech			
Services Provided:	Provides Third-Party Building Plan Review for Building Permits submitted to the city.		
Fiscal Analysis:	Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact.		
Original Contract Amount:	\$1,050,000.00	Term:	FY2021/2022/2023
Contract Amendment:	\$500,000.00	Term:	FY2024/2025
Contract Total:	\$1,550,000.00		



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David J. Powers			
Services Provided:	Provides Third-Party Environmental Planning Review for Permits and Projects within the city.		
Fiscal Analysis:	Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact.		
Original Contract Amount:	\$220,000.00	Term:	FY2021/2022/2023
Contract Amendment:	\$200,000.00	Term:	FY2024/2025
Contract Total:	\$420,000.00		

EMC Planning Group, Inc.			
Services Provided:	Provides Third-Party Environmental Planning Review for Permits and Projects within the city.		
Fiscal Analysis:	Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact.		
Original Contract Amount:	\$220,000.00	Term:	FY2021/2022/2023
Contract Amendment:	\$200,000.00	Term:	FY2024/2025
Contract Total:	\$420,000.00		

Recommendation

Approve and adopt a resolution authorizing the City Manager to execute amendments to the professional service agreements for the Development Services Department.