



# MEMORANDUM

## Community Development Department

LRP reviewed w/ Mayor,  
Mayor approved 6-23-21

TO: Laurel Prevetti, Town Manager *Laurel Prevetti* **Mayor Review** \_\_\_\_\_

FROM: Joel Paulson, Community Development Director

SUBJECT: First Amendment to an Agreement with Interwest Consulting Group for Building Plan Check Consulting Services

DATE: June 21, 2021

### RECOMMENDATION:

Execute a First Amendment to an Agreement with Interwest Consultant Group for building plan check consultant services.

### BACKGROUND:

The Town has used Interwest Consulting Group to assist in the processing of plan checks for many years. The original Agreement was for Five Years. A new Request for Proposal has been sent out during this period and is pending review.

### DISCUSSION:

The Plan Check consultant provides Building Division plan check services to the Town, providing both non-structural and structural review for building permit applications.

### CONCLUSION:

Staff recommends that the Town Manager execute a First Amendment to an Agreement for Consulting Services with Interwest Consulting Group for an additional two months with no monetary value

### ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

PREPARED BY: Joel Paulson  
Director, Community Development

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Reviewed as necessary: Town Manager, Assistant Town Manager, Town Attorney, Finance Director

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DATE: MONTH Date, 2021

SUBJECT: First Amendment to an Agreement with Interwest Consulting Group for Building  
Plan Check Consulting Services

FISCAL IMPACT:

There is no monetary value associated with this First Amendment.

Attachments:

1. First Amendment to Agreement
2. AGR 16.211