



MEMORANDUM

Community Development Department

TO: Laurel Prevetti, Town Manager *Laurel Prevetti* **Mayor Review** LRP reviewed w/ Mayor and Mayor approved 6-23-21

FROM: Joel Paulson, Community Development Director

SUBJECT: First Amendment to an Agreement with O'Brien Code Consulting, Inc. for Building Plan Check Consulting Services

DATE: June 22, 2021

RECOMMENDATION:

Execute a First Amendment to an Agreement with O'Brien Code Consulting, Inc. for building plan check consulting services.

BACKGROUND:

The Town has used O'Brien Code Consulting, Inc. 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 O'Brien Code Consulting, Inc. 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

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

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DATE: June 21, 2021

SUBJECT: First Amendment to an Agreement with O'Brien Code Consulting, Inc. 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 16.207