

RESOLUTION NO. 19-51

**CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE AUTHORIZING THE CITY MANAGER OR DESIGNEE TO SIGN AGREEMENTS WITH THREE ON-CALL PLANNING, ENGINEERING, AND BUILDING CONSULTING FIRMS IN A TOTAL AMOUNT NOT TO EXCEED \$3,000,000 FOR A PERIOD OF THREE (3) YEARS TO PERFORM AS NEEDED PROFESSIONAL SERVICES.

WHEREAS, the Community Development Department has utilized professional services consultants on an as-needed basis for planning and building services; and

WHEREAS, to continue with the utilization of consultants for community development services, a new competitive Request for Qualifications (RFQ) process is required in order to establish and bring forward a recommended list of qualified consultants to Council for consideration; and

WHEREAS, the CDD intends to contract with several firms to provide an array of professional staff in various disciplines to perform the work required by the City of Millbrae including Planning, Engineering, Building Inspection, Permit Technician, Plan Check and Project Management; and

WHEREAS, the cost for the services is reimbursed through the deposits/payments required for the planning or building action and are paid in advance by the applicant; and

WHEREAS, the City prepared and posted a Request for Statement of Qualifications (RFQ) on May 29, 2019 through June 19, 2019 and nine firms responded; and

WHEREAS, staff anticipates that the three firms will be adequate to service the anticipated City needs; and

WHEREAS, for each firm, staff suggests setting a limit of not to exceed \$1,000,000 per firm, for a period of three years. Therefore, the total contract amount for all firms would be not to exceed \$3,000,000 and would be valid for three years; and

WHEREAS, a deposit or fees would be required from the project applicant that would be sufficient to recover all costs of the project. Therefore, the selection of three on-call consulting firms will not have a budgetary impact on the General Fund.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE authorizes the City Manager or designee to sign agreements with the following three on-call Planning, Engineering, and Building Consultant firms (1) 4LEAF, Inc.; (2) West Coast Code Consultants, Inc.; and (3) CSG Consultants in a total amount not to exceed \$3,000,000 for a period of 3 years to perform as needed professional planning and building services.

REGULARLY PASSED AND ADOPTED this 9th day of July, 2019.

Mayor



ATTEST:

Elena D. Suenza 7/10/19
City Clerk

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 9th day of July 2019, by the following vote:

AYES:	COUNCILMEMBERS:	Lee, Holober, Schneider, Oliva and Papan
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None

Elena D. Souza
CITY CLERK