

RESOLUTION NO. 19-52

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE AUTHORIZING
THE CITY MANAGER TO EXECUTE AN AMENDMENT FOR AN INCREASE OF \$350,000
BRINGING THE TOTAL NOT TO EXCEED AGREEMENT AMOUNT TO \$1,300,000 AND
EXTENSION OF TIME TO THE PROFESSIONAL SERVICES AGREEMENT WITH CSG
CONSULTANTS FOR CONTRACT ENGINEERING, PLAN CHECK AND BUILDING
SERVICES THROUGH AUGUST 31, 2019**

WHEREAS, the Community Development Department (CDD) provides services to the public, including Planning and Building review, Economic Development, and Code Enforcement; and

WHEREAS, due to significant regional building activity, the CDD has received a number of submittals for a variety of land use development projects; and

WHEREAS, CDD is also involved in additional medium-term, large-scale internal projects such as the General Plan Update and the development of an El Camino Real and Downtown Specific Plan; and

WHEREAS, in order to process development applications in a timely manner and to backfill City staff during training, staff absences, and when positions are vacant; the CDD has used outside consultants to support permanent staff; and

WHEREAS, CSG Consultants have extensive experience in planning, building, and related activities and the services provided by CSG, to date, have helped to keep the department current and responsive to the applicant's expectation of timeliness and professionalism in the processing of entitlement submittals; and

WHEREAS, the City has determined that additional funds and an extension of time are necessary for continued Community Development Department services until selection of a consultant through an Request for Proposals process; and

WHEREAS, the City recovers fees from applicants to pay for these services and, where contracted work activity is related to a specific project, applicants are responsible for the City's actual costs incurred in preparing and processing the entitlements; and

WHEREAS, the City has determined that additional authorized contract authority and an extension of time are necessary for continued Community Development Department services.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE authorizes the City Manager to execute an Addendum to the Professional Services Agreement with CSG Consultants (CSG) for contract engineering, plan check and building services to increase total compensation in an amount not to exceed \$350,000, bringing the total not to exceed agreement amount to \$1,300,000 and authorizing an extension of time through August 31, 2019.

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



Mayor

ATTEST:

Elena W. Souza 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