



# **Amendment #1 Professional Service Contract**

CSG Consultants, Inc  
Professional Building Inspection Services

March 4, 2025

# Background

- The Community Development Department requires a professional service contract for Building Inspection Services to assist with maintaining service levels in the field for Building Inspections.
- The City is obligated to facilitate inspections as required by permit issuance. Applicants pay a fee for this service and wait times for inspections are expected to be no more than 2 days, with 3 days being the threshold of when public complaints start.



# Background (cont.)

- **On February 12, 2024** - Request for Proposal (RFP) was posted in compliance with Chapter 3.03 of the Huntington Beach Municipal Code. Eleven (11) proposals were received.
- The reviewing committee selected CSG Consultants, Inc. as the most qualified consultant based on a scoring system established by Purchasing.
- On July 1, 2024, the Community Development Department executed a professional service contract for \$95,000. This amount is exhausted and an amendment for \$385,000 is requested to continue service through the expiration date of the contract, June 30, 2027.

# Analysis

- On average, the contract inspector completes 4000-5000 inspections per year. The work completed by the contract inspector, helps to keep wait times for scheduled inspections at a minimal level.
- The contract inspector is used only when demand deems it necessary. The contract inspector does not have any guarantee of work until work is assigned.
- All funding for contract will be approved through the regular budget adoption process. No additional appropriation is requested at this time.

# Recommendations

- Recommended Action: Approve and authorize the Mayor and City Clerk to execute “Amendment No. 1 to Professional Services Contract between the City of Huntington Beach and CSG Consultants, Inc., for Field Inspection of Construction Projects” an increase from \$95,000 to \$480,000.
- Alternative Action: Do not approve the contract and direct staff accordingly. Building Inspection request times are likely to increase, and services levels will decrease until new contract or solution is approved.

# Questions?

