



City of Huntington Beach

File #: 22-367

MEETING DATE: 5/17/2022

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Sean Joyce, Interim City Manager

VIA: Ursula Luna-Reynosa, Director of Community Development

PREPARED BY: Celeste Coggins, Admin Analyst

Subject:

Approve and authorize execution of Amendment No. 2 to Professional Service Contract between the City of Huntington Beach and CSG Consultants, Inc. for professional building inspection services

Statement of Issue:

Staff is requesting approval to amend an existing contract between the City of Huntington Beach and CSG Consultants, Inc. (CSG) for professional building inspection services. The amendment would help address a higher demand for inspection services related to major projects. As such, the amendment would increase the contract amount by \$642,001 (from \$99,999 to \$742,000) and extend the term by two years, through June 17, 2024.

Financial Impact:

Amendment No. 2 will not require additional appropriation. Funds are available through the Community Development Department Fiscal professional services budget submittal/approval process using General Fund account 10060401.69365 across multiple fiscal years: FY 21/22 (\$170,001), FY 22/23 (\$360,000), FY 23/24 (\$112,000). Revenue generated from associated permit fees will provide funding for these services. No funds will be expended, unless they are approved in the City's annual budget.

Recommended Action:

Approve and authorize the Mayor and City Clerk to execute "Amendment No. 2 to Agreement Between the City of Huntington Beach and CSG Consultants, Inc. for Counter Service and Field Inspections of Construction Projects."

Alternative Action(s):

Do not authorize the amendment and direct staff accordingly.

Analysis:

The contract with CSG is based on a one-year term set to expire on June 17, 2022. Additionally, the available budget has already been expended. In anticipation of the current contract expiring and given the increasing volume of development activity, staff recommends increasing the contract budget and extending the term. Revenue generated from associated permit fees will provide funding for these services.

Following a competitive request for proposals, the City awarded the current contract to CSG for \$65,000, primarily to fund an existing CSG inspector who was already contracted with the City. After the initial contract budget was exhausted, Amendment No. 1 was executed to increase funds from \$65,000 to \$99,999 and continue services.

The proposed amendment would provide supplemental inspection services to meet demand that exceeds the capacity of the City's inspection staff resources. The proposed contract amendment amount is a not to exceed amount for an additional two-year term, with no guarantee of work. Funding for contract services would occur through City Council authorization in the budget approval process.

Environmental Status:

This request is exempt pursuant to Section 15061 (b)(3) of the California Environmental Quality Act.

Strategic Plan Goal:

Non Applicable - Administrative Item

Attachment(s):

1. Amendment No. 2 to Agreement between City of Huntington Beach and CSG Consultants, Inc., for Counter Service and Field Inspection of Construction Projects.
2. Amendment No. 1 to Agreement between City of Huntington Beach and CSG Consultants, Inc., for Counter Service and Field Inspection of Construction Projects.
3. Original Professional Services Contract between City of Huntington Beach and CSG Consultants, Inc., for Counter Service and Field Inspection of Construction Projects.
4. Insurance Certificate for CSG Consultants, Inc.
5. CSG's Huntington Beach Business License