



AGENDA REPORT

Meeting Date: April 22, 2014
Item Number: E-16
To: Honorable Mayor & City Council
From: David Yelton, Community Development Acting Assistant Director
Subject: APPROVAL OF AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND CSG CONSULTANTS, INC. TO PROVIDE PLAN REVIEW SERVICES AND OTHER AS-NEEDED CONSULTING SERVICES; AND

APPROVAL OF A CHANGE ORDER IN THE AMOUNT OF \$100,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$150,000

Attachments: 1) Agreement

RECOMMENDATION

Staff recommends that the City Council approve Amendment No. 1 to the agreement increasing the current agreement amount and purchase order amount by \$100,000 with CSG Consultants Inc., for plan review and other as needed code review engineering consulting services for a total not-to-exceed amount of \$150,000.

INTRODUCTION

CSG Consultants, Inc. has provided supplemental plan review engineering and building code consulting and staffing services to maintain acceptable customer service demands during peak periods, since 2013. CSG Consultants, Inc. was selected for this agreement based on their specialized professional engineering consulting services, and has consistently demonstrated their ability by providing a high degree of professional technical skill and expertise.

DISCUSSION

It is necessary for the Community Development Department's plan review program to seek outside consulting services to accommodate increases in demand and to streamline development review services provided to the public, as necessary to meet development review turn-around times.

Professional plan review engineering and consulting services were solicited and CSG Consultants, Inc. was selected based on their professional qualifications, competitive rates, and to provide an alternate source for professional consulting services. Community Development Department has maintained a technical code engineering service relationship with CSG Consultants, Inc. since 2013. Their professional rates have been held firm since inception of the Agreement in 2013. CSG Consultants, Inc. has not only learned the City's local code amendments as they apply to development plan review services, but they have consistently provided high level of service to the City and its customers with its complete engineering and plan review services, including building, all trades, and Green Building code standards.

The proposed amendment enhances the agreement scope to incorporate review of development construction plans in accordance with Beverly Hills Municipal Code and all applicable State laws. This agreement has been established to meet the Community Development Department work plan item to improve the quality of customer services by streamlining the plan review turn-around time for commercial and residential construction work within the City. The ability to have a consultant augment staffing demands, and also review Building Technical Codes will provide customers timely reviews during periods of peak demand.

FISCAL IMPACT

The cost to perform the consultant engineering services by CSG Consultants, Inc. will be from salary savings and offset from plan check revenues.

Don Rhoads
Finance Approval

Susan Healy Keene, AICP

Approved by:

Susan Healy Keene

Attachment 1

AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN THE CITY OF
BEVERLY HILLS AND CSG CONSULTANTS, INC. TO PROVIDE PLAN
REVIEW SERVICES AND OTHER AS-NEEDED CONSULTING
SERVICES

NAME OF CONTRACTOR: CSG Consultants, Inc.

RESPONSIBLE PRINCIPAL OF CONTRACTOR: Khoa Duong, PE, Treasurer

CONTRACTOR'S ADDRESS: 801 Park Center Drive, Suite 230
Santa Ana, CA 92705
Attention: Khoa Duong, PE, Treasurer

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Susan Healy Keene, AICP, Director,
Community Development Department

COMMENCEMENT DATE: April 30, 2013

TERMINATION DATE: June 30, 2015

CONSIDERATION: Original Agreement not to exceed: \$50,000.00
Amendment No. 1 not to exceed: \$100,000.00
Total not to exceed: \$150,000.00

AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND CSG CONSULTANTS, INC. TO PROVIDE PLAN REVIEW SERVICES AND OTHER AS-NEEDED CONSULTING SERVICES

This Amendment No. 1 is to that certain Agreement between the City of Beverly Hills (hereinafter called "CITY"), and CSG Consultants, Inc. (hereinafter called "CONTRACTOR") dated May 29, 2013, and identified as Contract No. 188-13 ("Agreement"), a copy of which is filed in the City Clerk's office.

RECITALS

A. CITY entered into an agreement with CONTRACTOR to provide plan review services and other as-needed consulting services.

B. CITY desires to increase the Consideration due to an increase in plan check services in the amount of \$100,000.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Consideration shall be amended as set forth on the cover page.

Section 2. The Termination Date shall be amended as set forth on the cover page.

Section 3. Except as specifically amended by this Amendment No. 1, the remaining provisions of the Agreement shall remain in full force and effect.

Executed on the ____ day of _____ 201__, at Beverly Hills, California.

CITY OF BEVERLY HILLS,
A Municipal Corporation

LILI BOSSE
Mayor of the City of Beverly Hills, California

ATTEST:

_____(SEAL)
BYRON POPE
City Clerk

CONTRACTOR: CSG Consultants, Inc.



CYRUS KIANPOUR
President



KHOA DUONG, PE
Treasurer

APPROVED AS TO FORM:



LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY C. KOLIN
City Manager



SUSAN HEALY KEENE
Director of Community Development



KARL KIRKMAN
Risk Manager