



## **REPORT TO CITY COUNCIL**

**To: Honorable Mayor and Members of the City Council**

**From: Grant Yates, City Manager**

**Prepared By: Nicole McCalmont, Senior Engineering Technician**

**Date: September 24, 2019**

**Subject: Amendment No. 2 to the Professional Services Agreement with Bureau Veritas for Plan Checking Services**

### **Recommendation**

Authorize the City Manager to execute Amendment No. 2 to the Bureau Veritas Professional Services Agreement for engineering plan check services in the amount not to exceed \$300,000 for Fiscal Year 2019-2020 with a City option to extend an additional one (1) year on the same contract terms.

### **Background**

On December 13, 2016 the City and Bureau Veritas entered into a Professional Services Agreement (PSA) for engineering plan check services for a two and a half (2.5) year term with compensation not to exceed \$300,000 per fiscal year. Development activity in the City is increasing and, consequently, the number of plan checks provided by Bureau Veritas is also increasing. On April 23, 2019, Council approved Amendment No. 1 to the Original Agreement increasing the contract amount an additional \$198,000 for Fiscal Year 2018-2019.

### **Discussion**

To date Bureau Veritas has provided high-quality engineering plan check services for the City. Due to the increasing developer plan check workload, City staff recommends extension of the PSA for a one-year term ending June 30, 2020 with an option that may be exercised by the City Manager to extend one additional year through June 30, 2021. Compensation shall not to exceed \$300,000 for Fiscal Year 2019-2020 and for the extension term.

### **Fiscal Impact**

Amendment No. 2 to the Professional Services Agreement for engineering plan checking services in the amount of \$300,000 per fiscal year will be funded by developer paid fees. Sufficient funds have been approved in the Fiscal Year 2019/20 budget for this amendment.

Amendment No 2 BV  
September 24, 2019

**Exhibits**

- A – Amendment No. 2
- B – Amendment No. 1
- C – Original Agreement