



CITY OF CARSON

Legislation Text

File #: 2019-105, Version: 1

Report to Mayor and City Council

Tuesday, February 05, 2019

Consent

SUBJECT:

CONSIDER APPROVAL OF AMENDMENT NO. 2 TO AN AGREEMENT WITH CSG CONSULTANTS, INC. TO PROVIDE ON-CALL PLANNING SERVICES (CITY COUNCIL)

I. SUMMARY

On December 6, 2016, the City entered into an agreement with the firm CSG Consultants, Inc. (CSG) to provide on-call planning services (Exhibit No. 1). This agreement was subsequently amended in November 2017 (Exhibit No. 2). Due to continued growth in development activity within the City, coupled with the loss of a number of City staff within the Planning Division, the need for the on-call services provided by CSG has increased, requiring a second amendment to the agreement with CSG (Exhibit No. 3). Staff anticipates an eventual reduction for CSG services as the Planning Division fills vacant positions. Staff is requesting that Council approve this amendment to the agreement with CSG Consultants, Inc. to maintain the high level of service provided by the Planning Division.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE the Amendment No. 2 to Agreement for Contractual Services for on-call planning services with CSG Consultants, Inc.
2. AUTHORIZE the Mayor to execute the amendment, following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate that is consistent with the requirements of law.

IV. BACKGROUND

On December 6, 2016, the City entered into an agreement with the firm CSG Consultants, Inc. (CSG) to provide on-call planning services. The Planning Division has utilized the staff from CSG to provide core services to its customers.

Since the agreement was initiated, the City has experienced an increased demand for planning services, from projects such as MBK Homes' 300-unit apartment project on Del Amo, the District at South Bay Specific Plan Amendment and Supplemental Environmental Impact Report, and other complex development applications. The use of CSG benefits the Division and its customers by ensuring responsive and timely services, while simultaneously providing the Division with the flexibility it needs to meet fluctuations in workload on an as-needed basis and conducts recruitment to fill vacant positions. As development continued to grow at an unanticipated rate and the on-call services provided by CSG were utilized more than expected, it was necessary to amend the agreement to pay for the increase in services provided, which Amendment No. 1 was approved by Council at the November 6, 2017 Council meeting.

With the continued growth in development activity within the City, coupled with the loss of a number of City staff within the Planning Division, the need for the on-call services provided by CSG has increased. This has necessitated a second amendment to the agreement with CSG. Staff is requesting that Council approve the second amendment to the agreement with CSG Consultants, Inc. to maintain the high level of service provided by the Planning Division.

V. FISCAL IMPACT

The not-to-exceed amount requested for the consultant will increase from \$200,000 annually for the three-year contract, to \$200,000 for the first contract year, \$321,000 for the second contract year, and extend the third contract year to nineteen months at a not to exceed cost of \$600,000 for the nineteen months. The costs of the consultant services are assumed by project applicants through the Planning Application Deposit Program. As a result, there is minimal direct impact to the City's General Fund.

VI. EXHIBITS

1. Contract Services Agreement with CSG Consultants, Inc. (pgs. 3-31)
2. Amendment No. 1 to Contract Services Agreement with CSG Consultants, Inc. (pgs. 32-34)
3. Amendment No. 2 to Contract Services Agreement with CSG Consultants, Inc. (pgs. 35-39)

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