

AMENDMENT TO PROFESSIONAL SERVICES MASTER AGREEMENT

THIS AMENDMENT TO Professional Services Master Agreement is made and entered into this 27 day of June 2018, between the **CITY OF STOCKTON**, a municipal corporation ("City"), and **4LEAF, Inc.**, a California "C" Corporation whose address is 8896 N Winding Way, Fair Oaks, CA 95628 and telephone number is (925) 462-5959, ("Consultant"), and **Bureau Vertias North America, Inc.**, a Delaware Corporation whose address is 180 Promenade Circle, Suite 150, Sacramento, CA 95834 and telephone number is (916) 725-420, ("Consultant"), and **CSG Consultants, Inc.**, a California Corporation whose address is 1022 G Street, Sacramento, CA 95814 and telephone number is (916) 492-2275, ("Consultant"), and **West Coast Code Consultants, Inc.**, a California "S" Corporation whose address is 2400 Camino Ramon, Suite 240, San Ramon, CA 94583 and telephone number is (925) 275-1700, ("Consultant").

RECITALS

WHEREAS, the Parties entered into a Professional Services Master Agreement for on-call building plan review and inspection services, engineering plan review including CASp compliance and OSHPD 3 certification, construction and floodplain management on July 25, 2017 ("Original Agreement"), pursuant to Resolution 2017-06-20-1103, as part of a vendor pool and desire to amend said Agreement, and

WHEREAS, the Original Agreement approved compensation for services and reimbursable expenses in an amount not to exceed Four Hundred, Eighty Thousand Dollars (\$480,000.00) total across all Consultants; and

WHEREAS, the services provided for under this Agreement are vital to functions carried out by the Community Development Department; and

WHEREAS, due to an unforeseen increase in economic growth, the City and Consultant previously approved compensation will not support the increased building services work demand; and

WHEREAS, the City and Consultant now wish to update the Original Agreement, due to this unanticipated construction intensification, by entering into an Amended Professional Services Master Agreement and raise the compensation to One Million Dollars (\$1,000,000.00) total across all Consultants.

NOW, THEREFORE, in consideration of the mutual covenants and conditions in this Agreement, City and Consultant agree as follows:

1. Section 4: Compensation. Compensation for services and reimbursable expenses is hereby amended to be in the amount not to exceed One Million Dollars (\$1,000,000.00), and not to exceed hourly rates as described more particularly under Professional Services Fees found in Exhibit A (4LEAF, Inc.), Exhibit B (Bureau Veritas North America, Inc.), Exhibit C (CSG Consultants, Inc.), and Exhibit D (West Coast Code Consultants, Inc.). The payments shall be made on a monthly basis upon receipt and approval of Consultant's invoice. Consultant acknowledges that this amount includes total compensation across four contracts.

2. All other terms and conditions of the said original Professional Services Master Agreement shall remain unchanged and in full force and effect unless modified in writing by both parties.

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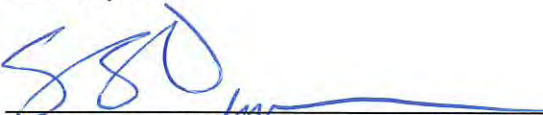

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IN WITNESS WHEREOF, the parties have caused this Amendment to the Professional Services Master Agreement to be executed on the date and year first above written.


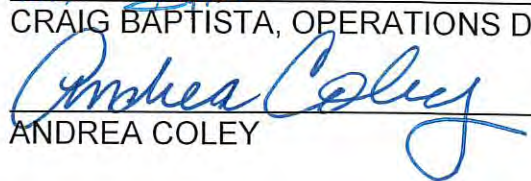
CITY OF STOCKTON


KURT O. WILSON
CITY MANAGER



4LEAF, INC.


KEVIN J. DUGGAN, PRESIDENT

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CHRIS ROSE, OPERATIONS MGR.

ATTEST:


BRET HUNTER, CIVIC
INTERIM CITY CLERK



APPROVED AS TO FORM:

JOHN LUEBBERKE
CITY ATTORNEY



Resolution No. 2018-06-05-1103

STOCKTON CITY COUNCIL

=====

RESOLUTION APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES

On June 20, 2017, City Council approved a three-year Professional Services Master Agreement with four (4) companies to provide on-call building plan review and inspection, engineering plan review, and floodplain management services and

The approved compensation for services and reimbursable expenses was \$480,000 total across all consulting companies; and

The on-call building services support is used to mitigate the work created by the influx of development activity when permanent City staff reaches near capacity and needs additional resources to provide necessary service to the public; and

Of the original \$480,000 contract amount, \$320,000 was allocated for Fiscal Year (FY) 2017-18, with the remaining \$160,000 to be made available during FY 2018-19; and

The funds projected for the contract were based on the building industry valuation standards of approximately \$340 million. Current projection for FY 2017-18 is estimated to be approximately \$500 million, which is a significant increase over FY 2016-17; and

Staff estimates a need for an additional \$500,000 to be added to the last two years of the term of the agreement. This increase, added to the remaining \$160,000, will result in \$680,000 available funds for the remainder of the contract term; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS
FOLLOWS:

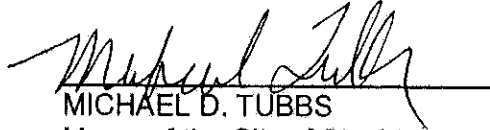
1. Council approves an amendment to the "Professional Services Master Agreement," between the City of Stockton and each of the following firms, already authorized and approved for the establishment of a Vendor Pool, to increase the overall contract amount by \$520,000 bringing the total amount to \$1,000,000.

- a. 4LEAF, Inc. Fair Oaks, CA
- b. CSG Consultants, Inc., Sacramento, CA
- c. Bureau Veritas North America, Inc., Sacramento, CA
- d. West Coast Code Consultants, Inc., San Ramon, CA


2. The City Manager is hereby authorized and directed to execute the Amended Professional Services Master Agreement with each of the vendor pool firms on behalf of the City of Stockton.

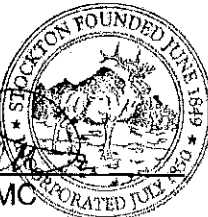
3. The City Manager is hereby authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Resolution.

PASSED, APPROVED, and ADOPTED June 5, 2018.


MICHAEL D. TUBBS
Mayor of the City of Stockton

ATTEST:


BRET HUNTER, CMC
City Clerk of the City of Stockton

The seal of the City of Stockton is circular. The outer ring contains the text "STOCKTON FOUNDED JUNE 1849" at the top and "INCORPORATED JULY 1850" at the bottom, separated by stars. The inner circle features a landscape with a ship on the water, a bridge, and a building.



City of Stockton

Legislation Text

File #: 18-4499, Version: 1

AMENDMENT TO THE PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES

RECOMMENDATION

It is recommended that the City Council adopt a resolution to:

1. Authorize the City Manager to execute an Amendment to Professional Services Master Agreement 2017-06-20-1103-NP to increase the overall contract amount by \$520,000, bringing the total to \$1,000,000 for the three-year contract term; and
2. Authorize the City Manager to take appropriate and necessary actions to carry out the purpose and intent of this resolution.

Summary

On June 20, 2017, the City Council approved a Professional Services Master Agreement for on-call building plan review and inspection, engineering plan review, and floodplain management services (Attachment A - Professional Master Services Agreement 2017-06-20-1103-NP). Development is cyclical, and during an improving economy, the demand for building plan review and inspection services can outpace staffing levels. Because of this cycle, adding permanent staff to meet the increased demand is not always prudent and can lead to overstaffing when the economy is in decline. A combination of modest staffing increases and additional contracted services was included in the FY 2016-17 budget, and proposed again in the FY 2018-19 budget.

The increased development activity exceeded prior estimates and current resources are insufficient to manage the additional workload. More contracted services are recommended to maintain the current service levels for the remainder of the contract, which ends July 25, 2020. The contract limit would be increased by \$520,000 for a revised three-year compensation limit of \$1 million. The original contract was awarded following an open Request for Qualifications process and four firms were selected to provide on-call services. Staff recommends adoption of the proposed resolution to address the workload associated with increased development activity.

DISCUSSION

Background

As part of the fiscal year 2016-17 budget, a combination of modest staffing increases and consulting services was determined to be the most responsible way to address increased development activity and increased demand for the Community Development Department. This approach avoids over-hiring of permanent staff in response to cyclical development activity by using consultants to augment staffing and procure specialized planning services that would not be economical to provide by hiring

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permanent specialist staff. The combination of modest staffing increases and contracted services is also recommended in the FY 2018-19 budget to address the workload associated with continued development activity increases.

City Council approved a three-year Professional Services Master Agreement on June 20, 2017, with four (4) companies to provide on-call building plan review and inspection, engineering plan review, and floodplain management services.

- 4Leaf, Inc., Fair Oaks, CA
- Bureau Veritas North America, Inc., Sacramento, CA
- CSG Consultants, Inc., Sacramento, CA
- West Coast Code Consultants, Inc., San Ramon, CA

The approved compensation for services and reimbursable expenses was \$480,000 total across all consulting companies. The agreement structure is an integral part of providing high-level services to the public. The on-call building services support is used to mitigate the work created by the influx of development activity when permanent City staff reaches near capacity and needs additional resources to provide necessary service to the public.

Present Situation

Of the original \$480,000 contract amount, \$320,000 was allocated for Fiscal Year (FY) 2017-18, with the remaining \$160,000 to be made available during FY 2018-19. This original amount averaged to \$13,333 per month. Currently, using the highest rate charged for services by any of the vendors in the past four months, the estimated average is approximately \$27,000 per month.

The funds projected for the contract were based on the building industry valuation standards of approximately \$340 million. Current projection for FY 2017-18 is estimated to be approximately \$500 million, which is a significant increase over FY 2016-17 (Table 1.). This increase in construction activity required a corresponding increase in the number of building inspection stops. To address the increase in permit activity and inspections needed, especially during this peak period, staff utilized contract services for plan reviews and inspections at a higher than expected rate to supplement city staff. The staff is projecting a need for an additional \$520,000 to be added to the last two years of the term of the agreement. This increase, added to the remaining \$160,000, will result in \$680,000 available funds for the remainder of the contract term to address this higher peak level of permit activity and meet customer needs.

Table 1.

Fiscal Year	Valuation	Annual Percentage Change
2013 - 14	\$153 million	
2014 - 15	\$212 million	39.0%
2015 - 16	\$306 million	44.5%
2016 - 17	\$334 million	9.2%
2017 - 18	\$411 million (as of April 30) \$500+ million (estimate for end of FY)	23.0%

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FINANCIAL SUMMARY

This is a 3 year contract and the annual costs are displayed in the table below. There is sufficient budget allocated in FY 2017-18 and planned for FY 2018-19 in the proposed budget to cover the first 2 years of the contract. Final year (FY 2019-20) appropriation will be budgeted through the annual budget process.

Fiscal Year	Budget Allocation Account	Amount
FY 2017-18	Building Division (048-1830-510)	\$320,000
FY 2018-19	Building Division (048-1830-510)	\$400,000
FY 2019-20	Building Division (048-1830-510)	\$280,000
		\$1,000,000

Attachment A - Professional Master Services Agreement 2017-06-20-1103-NP

Attachment B - Amendment Master On-Call Building Professional Services Agreement

MEMORANDUM

June 11, 2018

TO: Kurt O. Wilson, City Manager

FROM: David W. Kwong, Director

SUBJECT: CONTRACT CHANGE ORDER #1 - PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES

On June 5, 2018, the above item was approved by City Council by resolution number 2018-06-05-1103. The contents of this item remain the same, of which, no changes have been made since its adoption by City Council. With the action taken by the City Council, the City Manager is authorized to execute the attached document.



DAVID W. KWONG, DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT6/11/18

DATE

DK:mf

Attachments: Amendment To Professional Services Master Agreement
Professional Services Master Agreement

APPROVED BY:

KURT O. WILSON, CITY MANAGER
CITY OF STOCKTON_____
DATE

Esther Gilliland

From: Makinde Falade
Sent: Wednesday, June 20, 2018 2:30 PM
To: Esther Gilliland
Subject: Business License info

Hi Esther,

Find below the information requested in response to your voice message. Let me know if you have any questions or concerns.

CSG – 19-00114727 (expires 4/30/19)
BV – 19-00127671 (expires 6/30/19)
WC3 – 19-00127495 (expires 4/30/19)
4Leaf – 19-00078218 (expires 3/31/19)

Thank you,

Makinde Falade

Program Manager III



Community Development Department

(209) 937-7567

"Intellectuals solve problems; geniuses prevent them"

Albert Einstein

RECEIVED

City Manager

Date Received JUN 21 2018**CONTRACT ROUTING FORM**

Attachment B

City Clerk

Date Received JUN 28 2018City of Stockton
City Manager's OfficeContract Number 2017-06-20-1103-NP

(For Clerk's Use)

AmendmentCITY CLERK
CITY OF STOCKTON**CITY CONTRACT TYPE (select one)**

- ☐ Original ☒ Amendment/Change Order ☐ Grant
☐ Subdivision Agreement ☐ Other _____

CONTRACT INFORMATIONContract Amount: \$ 1,000,000Contract Title: PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICEVendor/Other Party: 4Leaf; CSG; Bureau Veritas; West Coast Code ConsultantsContract Start Date: July 19, 2017 Contract End Date: June 30, 2020 Contract Term: 3 years**COUNCIL APPROVAL REQUIRED?** ☒ Yes ☐ No (provide account # if no)Council approval required for contracts over \$ 75,000 for FISCAL YEAR: 2018/19Motion/Resolution/Ordinance No: 2018-06-05-1103Must be Attached ☒**REQUIRED DOCUMENTS** (The following documents shall be submitted with the signed contract when required):

- Business License Required? ☒ Yes ☐ No Business License No. CSG 19-00114727
 Bonds Required? ☐ Yes ☒ No BV - # 19-0127671 4LEAF # 19-00078218
 Insurance Required? ☒ Yes ☐ No WCB - # 19-0127495
 Notary Required? ☐ Yes ☒ No Recordation Required? ☐ Yes ☒ No

Mandatory Routing Order**1 DEPARTMENT:** CDDDEPARTMENT HEAD APPROVAL [Signature] date: 6/11/18Project Mgr: Makinde Falade ext: 7567

Staff: _____

Forwarded to: Procurement on: 6/12/18 by: Makinde**2 PROCUREMENT**Approved (X) Name/Signature: [Signature]Forwarded to: Matt / Risk on: 6/15/18 by: Th**3 VENDOR/OTHER PARTY**

Signed (✓) originals on: _____

Forwarded to: _____ on: _____ by: _____

4 RISK SERVICESInsurance on: 6-18-18 by: MB

Bonds approved on: _____ by: _____

Forwarded to: CA on: 6-18-18 by: M. P.RM #: 18-454**5 CITY ATTORNEY**Approved as to Form and Content on: 6/20/18 by: YAForwarded to: CM on: 6/29/18 by: A. Gilliland**6 CITY MANAGER**Signed by City Manager on: [Signature]Forwarded to: Clerk on: 6/28/18 by: DJG**7 CITY CLERK**City Clerk attested on: 6-28-18Returned (initials) original(s) to dept. on: 6-28-18 by: CSmithRetained (initials) original(s) for City's file. Hard Copy on file? Yes ☒ No ☐ OB # _____**8 ORIGINATING DEPARTMENT:** _____

Requisition No. _____ Original sent to vendor on: _____ by: _____

Copy of contract to be retained by department. Original on file in the Clerk's office.

Copy of contract sent to Purchasing on: _____ by: _____

9 PROCUREMENT: Purchase Order No. _____**PUR No.** _____

2017-De-20-1103 NP Amendment

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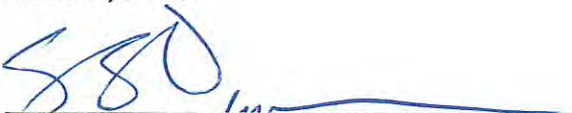

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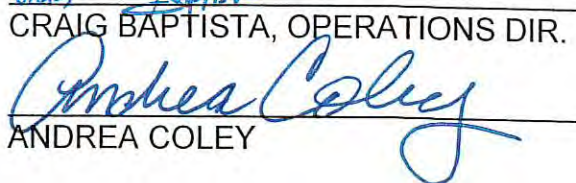
CITY OF STOCKTON


KURT O. WILSON
CITY MANAGER



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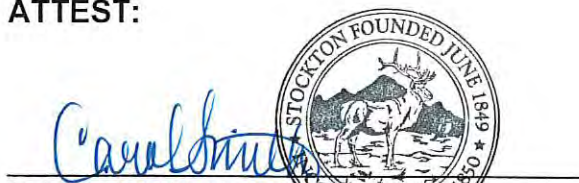
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ATTEST:


BRET HUNTER, CMC
INTERIM CITY CLERK



APPROVED AS TO FORM:

JOHN LUEBBERKE
CITY ATTORNEY



Resolution No. 2018-06-05-1103

STOCKTON CITY COUNCIL

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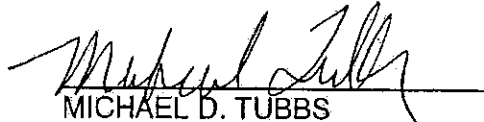
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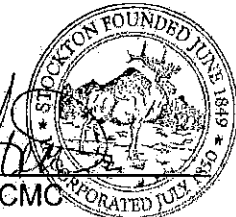
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Mayor of the City of Stockton

ATTEST:

 
BRET HUNTER, CMC
City Clerk of the City of Stockton



City of Stockton

Legislation Text

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Attachment A - Professional Master Services Agreement 2017-06-20-1103-NP

Attachment B - Amendment Master On-Call Building Professional Services Agreement

MEMORANDUM

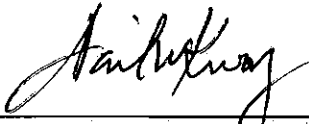
June 11, 2018

TO: Kurt O. Wilson, City Manager

FROM: David W. Kwong, Director

SUBJECT: **CONTRACT CHANGE ORDER #1 - PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES**

On June 5, 2018, the above item was approved by City Council by resolution number 2018-06-05-1103. The contents of this item remain the same, of which, no changes have been made since its adoption by City Council. With the action taken by the City Council, the City Manager is authorized to execute the attached document.



DAVID W. KWONG, DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT

6/11/18

DATE

DK:mf

Attachments: Amendment To Professional Services Master Agreement
Professional Services Master Agreement

APPROVED BY:

KURT O. WILSON, CITY MANAGER
CITY OF STOCKTON

DATE

Esther Gilliland


From: Makinde Falade
Sent: Wednesday, June 20, 2018 2:30 PM
To: Esther Gilliland
Subject: Business License info

Hi Esther,

Find below the information requested in response to your voice message. Let me know if you have any questions or concerns.

CSG – 19-00114727 (expires 4/30/19)
BV – 19-00127671 (expires 6/30/19)
WC3 – 19-00127495 (expires 4/30/19)
4Leaf – 19-00078218 (expires 3/31/19)

Thank you,
Makinde Falade
Program Manager III

 **CITY OF
STOCKTON**
Community Development Department
(209) 937-7567

*"Intellectuals solve problems; **geniuses** prevent them"*
Albert Einstein

RECEIVED

City Manager

Date Received JUN 21 2018

CONTRACT ROUTING FORM

Attachment B

City Clerk

Date Received JUN 28 2018

CITY CLERK
CITY OF STOCKTONCity of Stockton
City Manager's OfficeContract Number 2017-06-20-1103-NP-01 - Amendment

(For Clerk's Use)

CITY CONTRACT TYPE (select one)

- ☐ Original ☒ Amendment/Change Order ☐ Grant
☐ Subdivision Agreement ☐ Other _____

CONTRACT INFORMATIONContract Amount: \$ 1,000,000Contract Title: PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICEVendor/Other Party: 4Leaf, CSG, Bureau Veritas, West Coast Code ConsultantsContract Start Date: July 19, 2017 Contract End Date: June 30, 2020 Contract Term: 3 years**COUNCIL APPROVAL REQUIRED?** ☒ Yes ☐ No (provide account # if no) _____Council approval required for contracts over \$ 75,000 for FISCAL YEAR: 2018/19Motion/Resolution/Ordinance No: 2018-06-05-1103Must be Attached ☒**REQUIRED DOCUMENTS** (The following documents shall be submitted with the signed contract when required):

- Business License Required? ☒ Yes ☐ No Business License No. CSG 19-00114727
 Bonds Required? ☐ Yes ☒ No BY - #19-0127671 4LEAF # 19-00078218
 Insurance Required? ☒ Yes ☐ No WCB - #19-0127495
 Notary Required? ☐ Yes ☒ No Recordation Required? ☐ Yes ☒ No

Mandatory Routing Order**1 DEPARTMENT: CDD**

DEPARTMENT HEAD APPROVAL

Project Mgr: Makinde Faladeext: 7567

Staff: _____

date: 6/11/18Forwarded to: Procurementon: 6/12/18by: Makinde**2 PROCUREMENT**

Approved () Name/Signature: _____

Forwarded to: Matt / Riskon: 6/15/18by: TH**3 VENDOR/OTHER PARTY**

Signed (✓) originals on: _____

Forwarded to: _____

on: _____

by: _____

4 RISK SERVICESInsurance on: 6-18-18by: MB

Bonds approved on: _____

by: _____

Forwarded to: CAon: 6-18-18by: M. P.RM #: 18-454**5 CITY ATTORNEY**Approved as to Form and Content on: 6/20/18by: JAForwarded to: CMon: 6/20/18by: Agilliland**6 CITY MANAGER**Signed by City Manager on: 6/20/18Forwarded to: Clerkon: 6/28/18by: CM**7 CITY CLERK**City Clerk attested on: 6-28-18Returned (pdf) original(s) to dept. on: 6-28-18by: CMRetained (all) original(s) for City's file. Hard Copy on file? Yes ☒ No ☐ OB # _____**8 ORIGINATING DEPARTMENT:** _____

Requisition No. _____

Original sent to vendor on: _____

by: _____

Copy of contract to be retained by department. Original on file in the Clerk's office.

Copy of contract sent to Purchasing on: _____

by: _____

9 PROCUREMENT: Purchase Order No. _____**PUR No.** _____

2017-06-20-1103-01 NP Amendment

AMENDMENT TO PROFESSIONAL SERVICES MASTER AGREEMENT

THIS AMENDMENT TO Professional Services Master Agreement is made and entered into this 27 day of June 2018, between the **CITY OF STOCKTON**, a municipal corporation ("City"), and **4LEAF, Inc.**, a California "C" Corporation whose address is 8896 N Winding Way, Fair Oaks, CA 95628 and telephone number is (925) 462-5959, ("Consultant"), and **Bureau Vertias North America, Inc.**, a Delaware Corporation whose address is 180 Promenade Circle, Suite 150, Sacramento, CA 95834 and telephone number is (916) 725-420, ("Consultant"), and **CSG Consultants, Inc.**, a California Corporation whose address is 1022 G Street, Sacramento, CA 95814 and telephone number is (916) 492-2275, ("Consultant"), and **West Coast Code Consultants, Inc.**, a California "S" Corporation whose address is 2400 Camino Ramon, Suite 240, San Ramon, CA 94583 and telephone number is (925) 275-1700, ("Consultant").

RECITALS

WHEREAS, the Parties entered into a Professional Services Master Agreement for on-call building plan review and inspection services, engineering plan review including CASp compliance and OSHPD 3 certification, construction and floodplain management on July 25, 2017 ("Original Agreement"), pursuant to Resolution 2017-06-20-1103, as part of a vendor pool and desire to amend said Agreement, and

WHEREAS, the Original Agreement approved compensation for services and reimbursable expenses in an amount not to exceed Four Hundred, Eighty Thousand Dollars (\$480,000.00) total across all Consultants; and

WHEREAS, the services provided for under this Agreement are vital to functions carried out by the Community Development Department; and

WHEREAS, due to an unforeseen increase in economic growth, the City and Consultant previously approved compensation will not support the increased building services work demand; and

WHEREAS, the City and Consultant now wish to update the Original Agreement, due to this unanticipated construction intensification, by entering into an Amended Professional Services Master Agreement and raise the compensation to One Million Dollars (\$1,000,000.00) total across all Consultants.

NOW, THEREFORE, in consideration of the mutual covenants and conditions in this Agreement, City and Consultant agree as follows:

1. Section 4: Compensation. Compensation for services and reimbursable expenses is hereby amended to be in the amount not to exceed One Million Dollars (\$1,000,000.00), and not to exceed hourly rates as described more particularly under Professional Services Fees found in Exhibit A (4LEAF, Inc.), Exhibit B (Bureau Veritas North America, Inc.), Exhibit C (CSG Consultants, Inc.), and Exhibit D (West Coast Code Consultants, Inc.). The payments shall be made on a monthly basis upon receipt and approval of Consultant's invoice. Consultant acknowledges that this amount includes total compensation across four contracts.

2. All other terms and conditions of the said original Professional Services Master Agreement shall remain unchanged and in full force and effect unless modified in writing by both parties.

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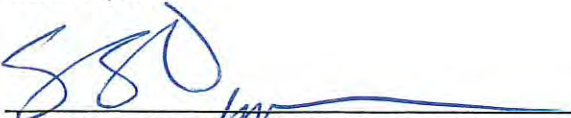

//

IN WITNESS WHEREOF, the parties have caused this Amendment to the Professional Services Master Agreement to be executed on the date and year first above written.


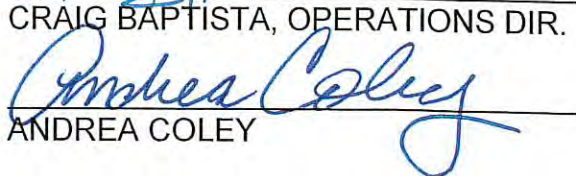
CITY OF STOCKTON


KURT O. WILSON
CITY MANAGER


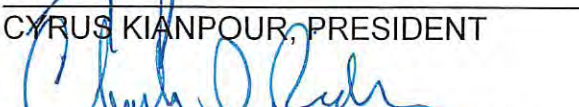
4LEAF, INC.


KEVIN J. DUGGAN, PRESIDENT

GENE BARRY, VICE PRESIDENT



BUREAU VERITAS NORTH AMERICA, INC.


CRAIG BAPTISTA, OPERATIONS DIR.

ANDREA COLEY

CSG CONSULTANTS, INC.


CYRUS KIANPOUR, PRESIDENT

CHARLES D. RUER, SECRETARY

WEST COAST CODE CONSULTANTS, INC.


GYAN SENERATNE, PRESIDENT

CHRIS ROSE, OPERATIONS MGR.

ATTEST:

BRET HUNTER, CMC
INTERIM CITY CLERK

APPROVED AS TO FORM:

JOHN LUEBBERKE
CITY ATTORNEY



Resolution No. 2018-06-05-1103

STOCKTON CITY COUNCIL

=====

RESOLUTION APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES

On June 20, 2017, City Council approved a three-year Professional Services Master Agreement with four (4) companies to provide on-call building plan review and inspection, engineering plan review, and floodplain management services and

The approved compensation for services and reimbursable expenses was \$480,000 total across all consulting companies; and

The on-call building services support is used to mitigate the work created by the influx of development activity when permanent City staff reaches near capacity and needs additional resources to provide necessary service to the public; and

Of the original \$480,000 contract amount, \$320,000 was allocated for Fiscal Year (FY) 2017-18, with the remaining \$160,000 to be made available during FY 2018-19; and

The funds projected for the contract were based on the building industry valuation standards of approximately \$340 million. Current projection for FY 2017-18 is estimated to be approximately \$500 million, which is a significant increase over FY 2016-17; and

Staff estimates a need for an additional \$500,000 to be added to the last two years of the term of the agreement. This increase, added to the remaining \$160,000, will result in \$680,000 available funds for the remainder of the contract term; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS
FOLLOWS:**

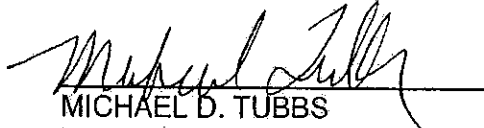
1. Council approves an amendment to the "Professional Services Master Agreement," between the City of Stockton and each of the following firms, already authorized and approved for the establishment of a Vendor Pool, to increase the overall contract amount by \$520,000 bringing the total amount to \$1,000,000.

- a. 4LEAF, Inc. Fair Oaks, CA
- b. CSG Consultants, Inc., Sacramento, CA
- c. Bureau Veritas North America, Inc., Sacramento, CA
- d. West Coast Code Consultants, Inc., San Ramon, CA


2. The City Manager is hereby authorized and directed to execute the Amended Professional Services Master Agreement with each of the vendor pool firms on behalf of the City of Stockton.

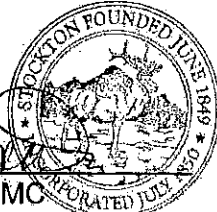
3. The City Manager is hereby authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Resolution.

PASSED, APPROVED, and ADOPTED June 5, 2018.


MICHAEL D. TUBBS
Mayor of the City of Stockton

ATTEST:


BRET HUNTER, CMC
City Clerk of the City of Stockton

The seal of the City of Stockton is circular. It features a central illustration of a ship on the water, with a star above it. The text "STOCKTON FOUNDED JUNE 1849" is written along the top inner edge, and "INCORPORATED JULY 1850" is written along the bottom inner edge. There are small stars on either side of the central illustration.



City of Stockton

Legislation Text

File #: 18-4499, Version: 1

AMENDMENT TO THE PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES

RECOMMENDATION

It is recommended that the City Council adopt a resolution to:

1. Authorize the City Manager to execute an Amendment to Professional Services Master Agreement 2017-06-20-1103-NP to increase the overall contract amount by \$520,000, bringing the total to \$1,000,000 for the three-year contract term; and
2. Authorize the City Manager to take appropriate and necessary actions to carry out the purpose and intent of this resolution.

Summary

On June 20, 2017, the City Council approved a Professional Services Master Agreement for on-call building plan review and inspection, engineering plan review, and floodplain management services (Attachment A - Professional Master Services Agreement 2017-06-20-1103-NP). Development is cyclical, and during an improving economy, the demand for building plan review and inspection services can outpace staffing levels. Because of this cycle, adding permanent staff to meet the increased demand is not always prudent and can lead to overstaffing when the economy is in decline. A combination of modest staffing increases and additional contracted services was included in the FY 2016-17 budget, and proposed again in the FY 2018-19 budget.

The increased development activity exceeded prior estimates and current resources are insufficient to manage the additional workload. More contracted services are recommended to maintain the current service levels for the remainder of the contract, which ends July 25, 2020. The contract limit would be increased by \$520,000 for a revised three-year compensation limit of \$1 million. The original contract was awarded following an open Request for Qualifications process and four firms were selected to provide on-call services. Staff recommends adoption of the proposed resolution to address the workload associated with increased development activity.

DISCUSSION

Background

As part of the fiscal year 2016-17 budget, a combination of modest staffing increases and consulting services was determined to be the most responsible way to address increased development activity and increased demand for the Community Development Department. This approach avoids over-hiring of permanent staff in response to cyclical development activity by using consultants to augment staffing and procure specialized planning services that would not be economical to provide by hiring

File #: 18-4499, Version: 1

permanent specialist staff. The combination of modest staffing increases and contracted services is also recommended in the FY 2018-19 budget to address the workload associated with continued development activity increases.

City Council approved a three-year Professional Services Master Agreement on June 20, 2017, with four (4) companies to provide on-call building plan review and inspection, engineering plan review, and floodplain management services.

- 4Leaf, Inc., Fair Oaks, CA
- Bureau Veritas North America, Inc., Sacramento, CA
- CSG Consultants, Inc., Sacramento, CA
- West Coast Code Consultants, Inc., San Ramon, CA

The approved compensation for services and reimbursable expenses was \$480,000 total across all consulting companies. The agreement structure is an integral part of providing high-level services to the public. The on-call building services support is used to mitigate the work created by the influx of development activity when permanent City staff reaches near capacity and needs additional resources to provide necessary service to the public.

Present Situation

Of the original \$480,000 contract amount, \$320,000 was allocated for Fiscal Year (FY) 2017-18, with the remaining \$160,000 to be made available during FY 2018-19. This original amount averaged to \$13,333 per month. Currently, using the highest rate charged for services by any of the vendors in the past four months, the estimated average is approximately \$27,000 per month.

The funds projected for the contract were based on the building industry valuation standards of approximately \$340 million. Current projection for FY 2017-18 is estimated to be approximately \$500 million, which is a significant increase over FY 2016-17 (Table 1.). This increase in construction activity required a corresponding increase in the number of building inspection stops. To address the increase in permit activity and inspections needed, especially during this peak period, staff utilized contract services for plan reviews and inspections at a higher than expected rate to supplement city staff. The staff is projecting a need for an additional \$520,000 to be added to the last two years of the term of the agreement. This increase, added to the remaining \$160,000, will result in \$680,000 available funds for the remainder of the contract term to address this higher peak level of permit activity and meet customer needs.

Table 1.

Fiscal Year	Valuation	Annual Percentage Change
2013 - 14	\$153 million	
2014 - 15	\$212 million	39.0%
2015 - 16	\$306 million	44.5%
2016 - 17	\$334 million	9.2%
2017 - 18	\$411 million (as of April 30) \$500+ million (estimate for end of FY)	23.0%

File #: 18-4499, Version: 1

FINANCIAL SUMMARY

This is a 3 year contract and the annual costs are displayed in the table below. There is sufficient budget allocated in FY 2017-18 and planned for FY 2018-19 in the proposed budget to cover the first 2 years of the contract. Final year (FY 2019-20) appropriation will be budgeted through the annual budget process.

Fiscal Year	Budget Allocation Account	Amount
FY 2017-18	Building Division (048-1830-510)	\$320,000
FY 2018-19	Building Division (048-1830-510)	\$400,000
FY 2019-20	Building Division (048-1830-510)	\$280,000
		\$1,000,000

Attachment A - Professional Master Services Agreement 2017-06-20-1103-NP

Attachment B - Amendment Master On-Call Building Professional Services Agreement

MEMORANDUM

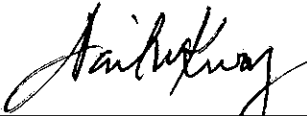
June 11, 2018

TO: Kurt O. Wilson, City Manager

FROM: David W. Kwong, Director

SUBJECT: **CONTRACT CHANGE ORDER #1 - PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES**

On June 5, 2018, the above item was approved by City Council by resolution number 2018-06-05-1103. The contents of this item remain the same, of which, no changes have been made since its adoption by City Council. With the action taken by the City Council, the City Manager is authorized to execute the attached document.



DAVID W. KWONG, DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT

6/11/18

DATE

DK:mf

Attachments: Amendment To Professional Services Master Agreement
Professional Services Master Agreement

APPROVED BY:

KURT O. WILSON, CITY MANAGER
CITY OF STOCKTON

DATE

Esther Gilliland


From: Makinde Falade
Sent: Wednesday, June 20, 2018 2:30 PM
To: Esther Gilliland
Subject: Business License info

Hi Esther,

Find below the information requested in response to your voice message. Let me know if you have any questions or concerns.

CSG – 19-00114727 (expires 4/30/19)
BV – 19-00127671 (expires 6/30/19)
WC3 – 19-00127495 (expires 4/30/19)
4Leaf – 19-00078218 (expires 3/31/19)

Thank you,
Makinde Falade
Program Manager III

 **CITY OF
STOCKTON**
Community Development Department
(209) 937-7567

*"Intellectuals solve problems; **geniuses** prevent them"*
Albert Einstein

RECEIVEDCity Manager
Date Received JUN 21 2018**CONTRACT ROUTING FORM**

Attachment B

City Clerk
Date Received
JUN 28 2018City of Stockton
City Manager's OfficeContract Number 2017-06-20-1103-NP-52 Amendment
(For Clerk's Use)CITY CLERK
CITY OF STOCKTON**CITY CONTRACT TYPE (select one)**

- ☐ Original ☒ Amendment/Change Order ☐ Grant
☐ Subdivision Agreement ☐ Other _____

CONTRACT INFORMATIONContract Amount: \$ 1,000,000Contract Title: PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICEVendor/Other Party: 4Leaf, CSG, Bureau Veritas, West Coast Code ConsultantsContract Start Date: July 19, 2017 Contract End Date: June 30, 2020 Contract Term: 3 years**COUNCIL APPROVAL REQUIRED? ☒ Yes ☐ No (provide account # if no)**Council approval required for contracts over \$ 75,000 for FISCAL YEAR: 2018/19Motion/Resolution/Ordinance No: 2018-06-05-1103 Must be Attached ☒**REQUIRED DOCUMENTS (The following documents shall be submitted with the signed contract when required):**

Business License Required? ☒ Yes ☐ No Business License No. CSG 19-00114727
 Bonds Required? ☐ Yes ☒ No BY - #19-0127671 4LEAF # 19-0007828
 Insurance Required? ☒ Yes ☐ No WCB-#19-0127495
 Notary Required? ☐ Yes ☒ No Recordation Required? ☐ Yes ☒ No

Mandatory Routing Order**1 DEPARTMENT: DD**

DEPARTMENT HEAD APPROVAL [Signature] date: 6/11/18
 Project Mgr: Makinde Falade ext: 7567 Staff: _____ ext: _____
 Forwarded to: Procurement on: 6/12/18 by: Makinde

2 PROCUREMENT

Approved ☒ Name/Signature: [Signature]
 Forwarded to: Matt Risk on: 6/15/18 by: Th

3 VENDOR/OTHER PARTY

Signed (☒) originals on: _____
 Forwarded to: _____ on: _____ by: _____

4 RISK SERVICES

Insurance on: 6-18-18 by: MB Bonds approved on: _____ by: _____
 Forwarded to: CA on: 6-18-18 by: M. P. RM #: 18-454

5 CITY ATTORNEY

Approved as to Form and Content on: 6/20/18 by: JA 012910
 Forwarded to: CM on: _____ by: [Signature]

6 CITY MANAGER

Signed by City Manager on: [Signature] Forwarded to: Clerk on: 6/28/18 by: [Signature]

7 CITY CLERK

City Clerk attested on: 6-28-18 Returned (☒) original(s) to dept. on: 6/28/18 by: [Signature]
 Retained (☒) original(s) for City's file. Hard Copy on file? Yes ☒ No ☐ OB # _____

8 ORIGINATING DEPARTMENT:

Requisition No. _____ Original sent to vendor on: _____ by: _____

Copy of contract to be retained by department. Original on file in the Clerk's office.

Copy of contract sent to Purchasing on: _____ by: _____

9 PROCUREMENT: Purchase Order No. _____

PUR No. _____

2017-06-20-1103-02 NP Amendment

AMENDMENT TO PROFESSIONAL SERVICES MASTER AGREEMENT

THIS AMENDMENT TO Professional Services Master Agreement is made and entered into this 27 day of June 2018, between the **CITY OF STOCKTON**, a municipal corporation ("City"), and **4LEAF, Inc.**, a California "C" Corporation whose address is 8896 N Winding Way, Fair Oaks, CA 95628 and telephone number is (925) 462-5959, ("Consultant"), and **Bureau Vertias North America, Inc.**, a Delaware Corporation whose address is 180 Promenade Circle, Suite 150, Sacramento, CA 95834 and telephone number is (916) 725-420, ("Consultant"), and **CSG Consultants, Inc.**, a California Corporation whose address is 1022 G Street, Sacramento, CA 95814 and telephone number is (916) 492-2275, ("Consultant"), and **West Coast Code Consultants, Inc.**, a California "S" Corporation whose address is 2400 Camino Ramon, Suite 240, San Ramon, CA 94583 and telephone number is (925) 275-1700, ("Consultant").

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WHEREAS, the Parties entered into a Professional Services Master Agreement for on-call building plan review and inspection services, engineering plan review including CASp compliance and OSHPD 3 certification, construction and floodplain management on July 25, 2017 ("Original Agreement"), pursuant to Resolution 2017-06-20-1103, as part of a vendor pool and desire to amend said Agreement, and

WHEREAS, the Original Agreement approved compensation for services and reimbursable expenses in an amount not to exceed Four Hundred, Eighty Thousand Dollars (\$480,000.00) total across all Consultants; and

WHEREAS, the services provided for under this Agreement are vital to functions carried out by the Community Development Department; and

WHEREAS, due to an unforeseen increase in economic growth, the City and Consultant previously approved compensation will not support the increased building services work demand; and

WHEREAS, the City and Consultant now wish to update the Original Agreement, due to this unanticipated construction intensification, by entering into an Amended Professional Services Master Agreement and raise the compensation to One Million Dollars (\$1,000,000.00) total across all Consultants.

NOW, THEREFORE, in consideration of the mutual covenants and conditions in this Agreement, City and Consultant agree as follows:

1. Section 4: Compensation. Compensation for services and reimbursable expenses is hereby amended to be in the amount not to exceed One Million Dollars (\$1,000,000.00), and not to exceed hourly rates as described more particularly under Professional Services Fees found in Exhibit A (4LEAF, Inc.), Exhibit B (Bureau Veritas North America, Inc.), Exhibit C (CSG Consultants, Inc.), and Exhibit D (West Coast Code Consultants, Inc.). The payments shall be made on a monthly basis upon receipt and approval of Consultant's invoice. Consultant acknowledges that this amount includes total compensation across four contracts.

2. All other terms and conditions of the said original Professional Services Master Agreement shall remain unchanged and in full force and effect unless modified in writing by both parties.

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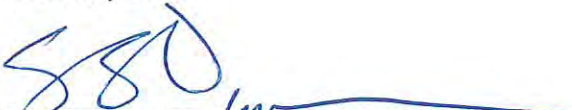

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IN WITNESS WHEREOF, the parties have caused this Amendment to the Professional Services Master Agreement to be executed on the date and year first above written.


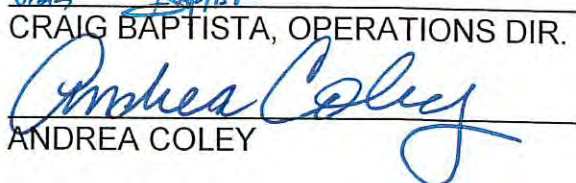
CITY OF STOCKTON


KURT O. WILSON
CITY MANAGER

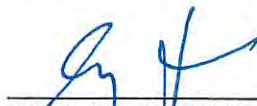

4LEAF, INC.


KEVIN J. DUGGAN, PRESIDENT

GENE BARRY, VICE PRESIDENT



BUREAU VERITAS NORTH AMERICA, INC.


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ANDREA COLEY

CSG CONSULTANTS, INC.


CYRUS KIANPOUR, PRESIDENT

CHARLES D. RUER, SECRETARY

WEST COAST CODE CONSULTANTS, INC.


GYAN SENERATNE, PRESIDENT

CHRIS ROSE, OPERATIONS MGR.

ATTEST:


BRET HUNTER, CMC
INTERIM CITY CLERK



APPROVED AS TO FORM:

JOHN LUEBBERKE
CITY ATTORNEY



Resolution No. 2018-06-05-1103

STOCKTON CITY COUNCIL

=====

RESOLUTION APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES

On June 20, 2017, City Council approved a three-year Professional Services Master Agreement with four (4) companies to provide on-call building plan review and inspection, engineering plan review, and floodplain management services and

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Staff estimates a need for an additional \$500,000 to be added to the last two years of the term of the agreement. This increase, added to the remaining \$160,000, will result in \$680,000 available funds for the remainder of the contract term; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS
FOLLOWS:

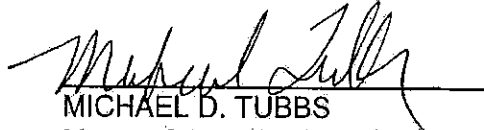
1. Council approves an amendment to the "Professional Services Master Agreement," between the City of Stockton and each of the following firms, already authorized and approved for the establishment of a Vendor Pool, to increase the overall contract amount by \$520,000 bringing the total amount to \$1,000,000.

- a. 4LEAF, Inc. Fair Oaks, CA
- b. CSG Consultants, Inc., Sacramento, CA
- c. Bureau Veritas North America, Inc., Sacramento, CA
- d. West Coast Code Consultants, Inc., San Ramon, CA


2. The City Manager is hereby authorized and directed to execute the Amended Professional Services Master Agreement with each of the vendor pool firms on behalf of the City of Stockton.

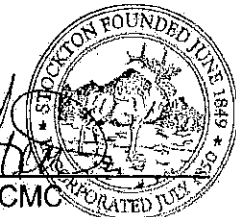
3. The City Manager is hereby authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Resolution.

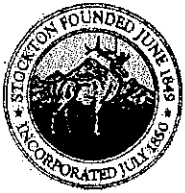
PASSED, APPROVED, and ADOPTED June 5, 2018.


MICHAEL D. TUBBS
Mayor of the City of Stockton

ATTEST:


BRET HUNTER, CMC
City Clerk of the City of Stockton





City of Stockton

Legislation Text

File #: 18-4499, Version: 1

AMENDMENT TO THE PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES

RECOMMENDATION

It is recommended that the City Council adopt a resolution to:

1. Authorize the City Manager to execute an Amendment to Professional Services Master Agreement 2017-06-20-1103-NP to increase the overall contract amount by \$520,000, bringing the total to \$1,000,000 for the three-year contract term; and
2. Authorize the City Manager to take appropriate and necessary actions to carry out the purpose and intent of this resolution.

Summary

On June 20, 2017, the City Council approved a Professional Services Master Agreement for on-call building plan review and inspection, engineering plan review, and floodplain management services (Attachment A - Professional Master Services Agreement 2017-06-20-1103-NP). Development is cyclical, and during an improving economy, the demand for building plan review and inspection services can outpace staffing levels. Because of this cycle, adding permanent staff to meet the increased demand is not always prudent and can lead to overstaffing when the economy is in decline. A combination of modest staffing increases and additional contracted services was included in the FY 2016-17 budget, and proposed again in the FY 2018-19 budget.

The increased development activity exceeded prior estimates and current resources are insufficient to manage the additional workload. More contracted services are recommended to maintain the current service levels for the remainder of the contract, which ends July 25, 2020. The contract limit would be increased by \$520,000 for a revised three-year compensation limit of \$1 million. The original contract was awarded following an open Request for Qualifications process and four firms were selected to provide on-call services. Staff recommends adoption of the proposed resolution to address the workload associated with increased development activity.

DISCUSSION

Background

As part of the fiscal year 2016-17 budget, a combination of modest staffing increases and consulting services was determined to be the most responsible way to address increased development activity and increased demand for the Community Development Department. This approach avoids over-hiring of permanent staff in response to cyclical development activity by using consultants to augment staffing and procure specialized planning services that would not be economical to provide by hiring

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permanent specialist staff. The combination of modest staffing increases and contracted services is also recommended in the FY 2018-19 budget to address the workload associated with continued development activity increases.

City Council approved a three-year Professional Services Master Agreement on June 20, 2017, with four (4) companies to provide on-call building plan review and inspection, engineering plan review, and floodplain management services.

- 4Leaf, Inc., Fair Oaks, CA
- Bureau Veritas North America, Inc., Sacramento, CA
- CSG Consultants, Inc., Sacramento, CA
- West Coast Code Consultants, Inc., San Ramon, CA

The approved compensation for services and reimbursable expenses was \$480,000 total across all consulting companies. The agreement structure is an integral part of providing high-level services to the public. The on-call building services support is used to mitigate the work created by the influx of development activity when permanent City staff reaches near capacity and needs additional resources to provide necessary service to the public.

Present Situation

Of the original \$480,000 contract amount, \$320,000 was allocated for Fiscal Year (FY) 2017-18, with the remaining \$160,000 to be made available during FY 2018-19. This original amount averaged to \$13,333 per month. Currently, using the highest rate charged for services by any of the vendors in the past four months, the estimated average is approximately \$27,000 per month.

The funds projected for the contract were based on the building industry valuation standards of approximately \$340 million. Current projection for FY 2017-18 is estimated to be approximately \$500 million, which is a significant increase over FY 2016-17 (Table 1.). This increase in construction activity required a corresponding increase in the number of building inspection stops. To address the increase in permit activity and inspections needed, especially during this peak period, staff utilized contract services for plan reviews and inspections at a higher than expected rate to supplement city staff. The staff is projecting a need for an additional \$520,000 to be added to the last two years of the term of the agreement. This increase, added to the remaining \$160,000, will result in \$680,000 available funds for the remainder of the contract term to address this higher peak level of permit activity and meet customer needs.

Table 1.

Fiscal Year	Valuation	Annual Percentage Change
2013 - 14	\$153 million	
2014 - 15	\$212 million	39.0%
2015 - 16	\$306 million	44.5%
2016 - 17	\$334 million	9.2%
2017 - 18	\$411 million (as of April 30) \$500+ million (estimate for end of FY)	23.0%

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FINANCIAL SUMMARY

This is a 3 year contract and the annual costs are displayed in the table below. There is sufficient budget allocated in FY 2017-18 and planned for FY 2018-19 in the proposed budget to cover the first 2 years of the contract. Final year (FY 2019-20) appropriation will be budgeted through the annual budget process.

Fiscal Year	Budget Allocation Account	Amount
FY 2017-18	Building Division (048-1830-510)	\$320,000
FY 2018-19	Building Division (048-1830-510)	\$400,000
FY 2019-20	Building Division (048-1830-510)	\$280,000
		\$1,000,000

Attachment A - Professional Master Services Agreement 2017-06-20-1103-NP

Attachment B - Amendment Master On-Call Building Professional Services Agreement

MEMORANDUM

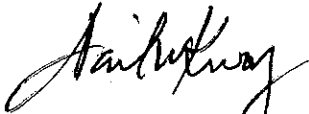
June 11, 2018

TO: Kurt O. Wilson, City Manager

FROM: David W. Kwong, Director

SUBJECT: CONTRACT CHANGE ORDER #1 - PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICES

On June 5, 2018, the above item was approved by City Council by resolution number 2018-06-05-1103. The contents of this item remain the same, of which, no changes have been made since its adoption by City Council. With the action taken by the City Council, the City Manager is authorized to execute the attached document.



DAVID W. KWONG, DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT

6/11/18

DATE

DK:mf

Attachments: Amendment To Professional Services Master Agreement
Professional Services Master Agreement

APPROVED BY:

KURT O. WILSON, CITY MANAGER
CITY OF STOCKTON

DATE

Esther Gilliland


From: Makinde Falade
Sent: Wednesday, June 20, 2018 2:30 PM
To: Esther Gilliland
Subject: Business License info

Hi Esther,

Find below the information requested in response to your voice message. Let me know if you have any questions or concerns.

CSG – 19-00114727 (expires 4/30/19)
BV – 19-00127671 (expires 6/30/19)
WC3 – 19-00127495 (expires 4/30/19)
4Leaf – 19-00078218 (expires 3/31/19)

Thank you,
Makinde Falade
Program Manager III

 **CITY OF
STOCKTON**
Community Development Department
(209) 937-7567

*"Intellectuals solve problems; **geniuses** prevent them"*
Albert Einstein

RECEIVED

City Manager

Date Received: JUN 21 2018

CONTRACT ROUTING FORM

Attachment B

City Clerk

Date Received: JUN 28 2018

CITY CLERK
CITY OF STOCKTONCity of Stockton
City Manager's OfficeContract Number: 2017-06-20-1103-NP - 03 Amendment
(For Clerk's Use)**CITY CONTRACT TYPE (select one)**

- ☐ Original ☒ Amendment/Change Order ☐ Grant
☐ Subdivision Agreement ☐ Other _____

CONTRACT INFORMATION

Contract Amount: \$ 1,000,000

Contract Title: PROFESSIONAL SERVICES MASTER AGREEMENT FOR ON-CALL BUILDING SERVICE

Vendor/Other Party: 4Leaf; CSG; Bureau Veritas; West Coast Code Consultants

Contract Start Date: July 19, 2017 Contract End Date: June 30, 2020 Contract Term: 3 years

COUNCIL APPROVAL REQUIRED? ☒ Yes ☐ No (provide account # if no)Council approval required for contracts over \$ 75,000 for FISCAL YEAR: 2018/19Motion/Resolution/Ordinance No: 2018-06-05-1103Must be Attached ☒**REQUIRED DOCUMENTS** (The following documents shall be submitted with the signed contract when required):

- Business License Required? ☒ Yes ☐ No Business License No. CSG 19-00114727
 Bonds Required? ☐ Yes ☒ No BV - # 19-0127671 4LEAF # 19-00078218
 Insurance Required? ☒ Yes ☐ No WCB - # 19-0127495
 Notary Required? ☐ Yes ☒ No Recordation Required? ☐ Yes ☒ No

Mandatory Routing Order**1 DEPARTMENT: CDD**

DEPARTMENT HEAD APPROVAL

Project Mgr: Makinde Falade

ext: 7567

Staff: _____

date: 6/11/18Forwarded to: Procurementon: 6/12/18by: Makinde**2 PROCUREMENT**

Approved () Name/Signature: _____

Forwarded to: Matt / Riskon: 6/15/18by: Th**3 VENDOR/OTHER PARTY**

Signed () originals on: _____

Forwarded to: _____

on: _____

by: _____

4 RISK SERVICESInsurance on: 6-18-18by: mb

Bonds approved on: _____

by: _____

Forwarded to: CAon: 6-18-18by: thRM #: 18-454**5 CITY ATTORNEY**Approved as to Form and Content on: 6/20/18by: YAForwarded to: CMon: 6/20/18by: th**6 CITY MANAGER**Signed by City Manager on: 6/20/18Forwarded to: Clerkon: 6/28/18by: th**7 CITY CLERK**

City Clerk attested on: _____

Returned () original(s) to dept. on: _____

by: _____

Retained () original(s) for City's file. Hard Copy on file? Yes ☐ No ☐

OB # _____

8 ORIGINATING DEPARTMENT: _____

Requisition No. _____

Original sent to vendor on: _____

by: _____

Copy of contract to be retained by department. Original on file in the Clerk's office.

Copy of contract sent to Purchasing on: _____

by: _____

9 PROCUREMENT: Purchase Order No. _____

PUR No. _____

2017-06-20-1103-NP Amendment