

**MONTEREY COUNTY BOARD OF SUPERVISORS**

<b>MEETING:</b> May 3, 2011 – Consent	<b>AGENDA NO.:</b>
<b>SUBJECT:</b>	a. Approve Amendment No. 2 to the Professional Services Agreement with California Code Check for plan check, inspection and related services where the total amount not to exceed is increased from \$165,000.00 to not to exceed \$285,000.00 to accommodate the increased number of plan checks that need to be accomplished. b. Authorize the Contracts/Purchasing Officer to execute said Amendments as well as future amendments that do not significantly alter the scope of work or change the approved Agreement amount.
<b>DEPARTMENT:</b>	RMA – Building Services

**RECOMMENDATIONS:**

It is recommended that the Board of Supervisors

- a. Approve Amendment No. 2 to the Professional Services Agreement with California Code Check for plan check, inspection and related services where the total amount not to exceed is increased from \$165,000.00 to not to exceed \$285,000.00 to accommodate the increased number of plan checks that need to be accomplished.
- b. Authorize the Contracts/Purchasing Officer to execute said Amendments as well as future amendments that do not significantly alter the scope of work or change the approved Agreement amount.

**SUMMARY/DISCUSSION:**

The Building Services Department collects fees for services to be performed when County residents apply for building permits. One such fee is for checking the plans and specifications submitted as part of the building permit application. During FY 2010-11 to date, the Department has experienced an increase in workload over the original budget estimate which required a mid-year budget-neutral upward adjustment of expenditures and revenues. To handle the increased workload within statutory timelines, it was necessary to engage the services of outside consultants. California Code Check is one of the outside consultants currently contracted to perform this service. Projections of the accounts payable to California Code Check indicate that we will need to increase the amount of the contract prior to the renewal date of June 30, 2011.

The Department is requesting approval to increase the amount of the contract, as indicated in the attached amendment, Exhibit A.

**OTHER AGENCY INVOLVEMENT:**

None.

**FINANCING:**

There is no negative impact to the general fund as a result of the recommended action. Due to cost savings in Building Services budget, sufficient resources are available to support the additional expenses associated with this contract amendment. Therefore, no appropriation adjustment is needed at this time.

Prepared by:

Approved by:

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Karen Riley-Olms  
Management Analyst II, Interim

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Alana Knaster  
Deputy Director, RMA

Dated: April 27, 2011

Attachments: Board Order, Exhibit A