



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Interwest Consulting Group, Inc., for On-Call Building and Safety Plan Review Services

MEETING DATE: July 19, 2023

TO: Mayor and City Council

PREPARED BY: Laura Sportelli, Management Analyst

REVIEWED BY: Cheryl Kitzerow, Community Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 2 to the 2022/2023 Professional Services Agreement with Interwest Consulting Group, Inc., to increase the contract by \$35,000 for a total amount not-to-exceed \$365,000 for as-needed plan review services.

DISCUSSION

The City's Building & Safety Division utilizes professional consultants to provide supplementary plan review services on an as-needed basis. Accordingly, on June 15, 2022, the City Council approved a Professional Services Agreement (PSA) in the amount not-to-exceed \$300,000 for as-needed plan review services for the Fiscal Year 2022/2023 period. Subsequently, due to increased plan review activity and an unexpected spike in projects with concurrent processing in April, Amendment No. 1 in the amount of \$30,000 was approved and executed on June 22, 2023.

The current PSA for building plan checks is insufficient due to the increased plan reviews and billings for May and June. Consequently, staff is recommending the execution of a Second Amendment to the existing agreement with Interwest Consulting Group, Inc., to increase the contract amount by \$35,000 for a total not-to-exceed amount of \$365,000 for the close of last fiscal year.

All other terms of the agreement, including scope and term of services would remain the same.

STRATEGIC PLAN OBJECTIVE

Thriving Economy

FISCAL IMPACT

The fiscal impact of the proposed Amendment No. 2 to the existing PSA with Interwest Consulting Group, Inc. is \$35,000. The total impact of the PSA is \$365,000. The costs associated with this Amendment would be funded through available funds within the Building & Safety Division's Fiscal Year 2022/2023 Budget, under the Professional Services Account No. 100-4331-52800. No additional budget requests or appropriations are required for this contract amendment.

ATTACHMENTS

1. Amendment No. 2
2. Amendment No. 1
3. Original PSA