



STAFF REPORT

AGENDA NO: 9k

MEETING DATE: January 21, 2025

To: Honorable Mayor and City Council

Date: January 21, 2025

**From: Neda Zayer, Community Development Director – (650) 558-7253
Jessie Oswald, Interim Chief Building Official – (650) 558-7270**

Subject: Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute Amendment No. 3 to the Professional Services Agreement with Bureau Veritas North America, Inc., to Increase the Contract Amount by \$1,000,000, for a Total Compensation of \$3,576,000, for Fiscal Year 2024-2025

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Bureau Veritas North America Inc., increasing the contract amount by \$1,000,000, for a total compensation not to exceed \$3,576,000, for Fiscal Year 2024-2025.

BACKGROUND / DISCUSSION

The City of Burlingame entered into a Professional Services Agreement with Bureau Veritas North America, Inc. on August 4, 2021, in the amount of \$760,000, for contract building services such as plan review and inspection support. On July 12, 2022, the Community Development Director authorized an increase to the contract in the amount of \$16,000, for a total amount of \$776,000. On August 15, 2022, and March 20, 2023, the City Council approved Amendment No. 1 and No. 2, respectively, in the collective amount of \$1,800,000, for a total contract amount of \$2,576,000 (Resolutions No. 97-2022 and 034-2023).

At the November 18, 2024 City Council meeting, the City Council approved an amendment to the Bureau Veritas contract that contained administrative errors. The proposed amendment would replace the November 18, 2024, action extending the contract services to support plan review, inspection, and temporary staff augmentation. Therefore, staff requests that the City Council approve the amendment to the Professional Services Agreement to add funds to the contract.

The general terms of the agreement for services have not changed with the exception to the scope of work to cover staff augmentation. The initial agreement terminated on June 30, 2024, with options to renew for two additional one-year terms.

FISCAL IMPACT

There is no fiscal impact on the City's General Fund as all contract building services are covered by building permit fees that are managed through the Building Enterprise Fund.

Exhibits:

- Resolution
- Proposed Amendment No. 3
- Fee Schedule
- Amendment No. 2
- Amendment No. 1 with Original Agreement