



STAFF REPORT

AGENDA NO: 8c

MEETING DATE: November 4, 2019

To: Honorable Mayor and City Council

Date: November 4, 2019

From: Kevin Gardiner, Director of Community Development – (650) 558-7253

Subject: Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute an Amendment to the Professional Services Agreement with Bureau Veritas North America, Inc. for Plan Check and Building Inspection Services for Fiscal Year 2019-2020 to Increase the Contract Amount by \$700,000 to Cover Expected Expenses Related to the Burlingame Point Development Project

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to negotiate and execute an amendment to the Professional Services Agreement with Bureau Veritas North America, Inc., increasing the contract amount by \$700,000 to cover additional plan check and building inspection services in Fiscal Year 2019-2020 as a result of the submittal of Building Permit Applications to the Building Division for the "Burlingame Point" tenant improvements located at 301, 307, 311 and 333 Airport Boulevard.

BACKGROUND/DISCUSSION

On October 6, 1992, the City of Burlingame Building Division entered into a contract with Linhart Petersen Powers Associates for building inspection and plan check services. On October 31, 2006, Linhart Petersen Powers Associates was acquired by Bureau Veritas NA (BV), an international company.

The Building Permit/Plan Check fees paid by applicants cover the costs of BV's services to the City. As such, these are considered to be pass-through fees. The increased amount of \$700,000 that is being requested by the City's Chief Building Official is based on plan check and inspection services for the "Burlingame Point" Tenant Improvements (TI) at 301, 307, 311 and 333 Airport Boulevard. In particular, there has been an unanticipated increase in plan check services in this current fiscal year due to an accelerated timeframe for tenant improvements in the project.

The general terms of the agreement for services with Bureau Veritas have not changed, with the exception that the Building Official was able to negotiate lower plan check fees (due to project scale) for the referenced major construction project.

FISCAL IMPACT

There is no fiscal impact on the City's General Fund, as building permit plan check fees, which are taken in at the time of the initial applicant submittal, cover the cost of Bureau Veritas North America, Inc. services. Any funds that are remaining at the end of the fiscal year are put into the building enterprise fund reserves.

Exhibits:

- Resolution
- Original Agreement