

RESOLUTION NO.

RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH TRUE NORTH COMPLIANCE SERVICES, INC., INCREASING THE CONTRACT AMOUNT BY \$500,000 FOR CONTRACT BUILDING SERVICES FOR A TOTAL COMPENSATION OF \$2,140,000 FOR FISCAL YEAR 2025-2026 AND 2026-2027

WHEREAS, on December 6, 2021, the City Council authorized the City Manager to execute a Professional Services Agreement (“Agreement”) with True North Compliance Services, Inc., for building plan check and inspection services, in the amount of \$300,000 (Resolution No. 148-2021); and

WHEREAS, on August 15, 2022, the City Council authorized the City Manager to execute Amendment No. 1 to the Agreement with True North Compliance Services, Inc., in the amount of \$800,000, for total amount of \$1,100,000 (Resolution No. 98-2022); and

WHEREAS, on November 18, 2024, the City Council authorized the City Manager to execute Amendment No. 2 to the Agreement with True North Compliance Services, Inc., in the amount of \$540,000, for total amount of \$1,640,000 (Resolution No. 137-2024); and

WHEREAS, the City of Burlingame Community Development Department – Building Division requires continued contract building services for plan check and inspection; and

WHEREAS, it is necessary to extend the current Agreement through Fiscal Years 2025-2026 and 2026-2027, allowing the City to maintain the current level of service while preserving the existing general terms and scope of work; and

WHEREAS, this extension will provide staff with sufficient time to complete a Request for Qualifications (RFQ) process for future vendors; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED:

1. The City Manager is authorized and directed to negotiate and execute Amendment No. 3 to the Professional Services Agreement (“Amendment No. 3”), in the form attached hereto, with True North Compliance Services, Inc., for contract building services, extending the contract through June 30, 2027, and increasing the contracted amount by \$500,000, for a total compensation not to exceed \$2,140,000.
2. The City Clerk is directed to attest to the signature of the City Manager upon execution of Amendment No. 3.

Michael Brownrigg, Mayor

I, Meaghan Hassel-Shearer, City Clerk of the City of Burlingame, certify that the foregoing resolution was introduced at a regular meeting of the City Council, held on the 4th day of May 2026 and as adopted thereafter by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSENT:	Councilmembers:

Meaghan Hassel-Shearer, City Clerk