



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: May 4, 2026

To: Honorable Mayor and City Council

Date: May 4, 2026

From: Neda Zayer, Director of Community Development – (650) 558-7253
Jonah Glen, Chief Building Official – (650) 558-7270

Subject: Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute Amendment No. 4 to the Professional Services Agreement with Bureau Veritas North America, Inc. for Building Contract Services, to Increase the Contract Amount by \$500,000, for a Total Compensation of \$4,076,000 and Extending the Term to June 30, 2027, for Fiscal Years 2025-2026 and 2026-2027; and

Adopt of a Resolution Authorizing the City Manager to Negotiate and Execute Amendment No. 3 to the Professional Services Agreement with True North Compliance Services, Inc. for Building Contract Services, to Increase the Contract Amount by \$500,000, for a Total Compensation of \$2,140,000, and Extending the Term to June 30, 2027, for Fiscal Years 2025-2026 and 2026-2027

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolutions authorizing the City Manager to negotiate and execute:

- Amendment No. 4 to the Professional Services Agreement with Bureau Veritas North America Inc., increasing the contract amount by \$500,000, for a total compensation not to exceed \$4,076,000, and extending the contract to June 30, 2027; and
- Amendment No. 3 to the Professional Services Agreement with True North Compliance Services, Inc., increasing the contract amount by \$500,000, for a total compensation not to exceed \$2,140,000, and extending the contract to June 30, 2027.

DISCUSSION

The Building Division within the Community Development Department utilizes contract services to support and enhance its building operations, including plan review and inspection services. This approach enables the City to effectively manage fluctuations in building permit application volumes, perform specialized reviews, and oversee more complex or large-scale projects. Contract support is an ongoing operational need for the division and is a service model commonly used by local jurisdictions.

The City of Burlingame currently maintains two Professional Services Agreements for contract building services: one with Bureau Veritas North America, Inc. (“Bureau Veritas”) and one with True North Compliance Services, Inc. (“True North”). Table 1 below summarizes the history of these agreements.

Table 1: Building Services Contract Information

	Contract	City Council Date	Resolution Number	Total Contract Amount
Bureau Veritas	Original Agreement	June 7, 2021	070-2021	\$760,000
	Amendment No. 1	August 15, 2022	097-2022	\$1,576,000
	Amendment No. 2	March 20, 2023	034-2023	\$2,576,000
	Amendment No. 3	January 21, 2025	006-2025	\$3,576,000
True North	Original Agreement	December 6, 2021	148-2021	\$300,000
	Amendment No. 1	August 15, 2022	98-2022	\$1,100,000
	Amendment No. 2	November 18, 2024	137-2024	\$1,640,000

The current agreements are set to expire in June 2026. The proposed amendments would extend the term through June 30, 2027, allowing the City to maintain the current level of service while preserving the existing general terms and scope of work.

In advance of these extensions expiring, the City plans to issue a competitive Request for Qualifications (RFQ) for building contract services later this year. New Professional Services Agreements will be presented to the City Council for consideration before the end of 2026.

FISCAL IMPACT

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

Exhibits:

- Bureau Veritas Resolution
- Bureau Veritas Proposed Amendment No. 4
- Bureau Veritas Amendment No. 3
- Bureau Veritas Amendment No. 2
- Bureau Veritas Amendment No. 1 with Original Agreement
- True North Resolution
- True North Proposed Amendment No. 3
- True North Amendment No. 2
- True North Amendment No. 1 with Original Agreement