

**AMENDMENT NUMBER THREE
TO PROFESSIONAL SERVICES AGREEMENT
FOR BUILDING & FIRE PLAN CHECK AND INSPECTION**

This Amendment is made and entered into this 16th day of June, 2015 (“Effective Date”) by and between the City of Costa Mesa, a municipal corporation (“City”) and CSG CONSULTANTS, INC., a California corporation (“Consultant”).

WHEREAS, Consultant and City entered into an agreement on June 19, 2012, for Consultant to provide plan checking and inspection services on an as-needed basis to support new large development projects and special programs in the City (“Agreement”); and

WHEREAS, the term of the Agreement was for one year with up to four (4) additional one (1) year extensions by mutual agreement of the City and Consultant; and

WHEREAS, the first extension was exercised and expired on June 30, 2014; and

WHEREAS, the second extension was exercised and expired on June 30, 2015; and

WHEREAS, Consultant and City now wish to amend the Agreement to exercise the third one (1) year extension; and

WHEREAS, the maximum compensation set forth in the Agreement needs to be changed to reflect the amount budgeted for the services to be performed for the extended term.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Section 2.1 of the Agreement (Compensation) shall be amended to increase the total not to be exceeded amount by Five Hundred and One Thousand Nine Hundred Dollars (\$501,900.00) in the aggregate. Compensation shall be in accordance with the fee schedule attached hereto as Exhibit “A” and incorporated herein by this reference.

2. Section 4.1 of the Agreement shall be amended to extend the term through June 30, 2016.

3. All terms not herein defined shall have the same meaning and use as set forth in the Agreement.

4. All other terms, conditions, and provisions of the Agreement not in conflict with this Amendment shall remain in full force and effect.

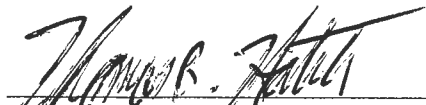
IN WITNESS WHEREOF, the Parties hereto have set their hand by their duly authorized representatives as of the day and year first above written.

CITY OF COSTA MESA,
A municipal corporation



Mayor of the City of Costa Mesa

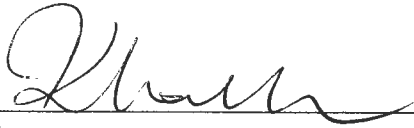
Date: 6/26/15



CEO of the City of Costa Mesa

Date: 6/26/15

CSG CONSULTANTS, INC.



Signature

Date: 5/04/2015

KHOA DUONG, VICE PRESIDENT
Name and Title

APPROVED AS TO CONTENT:



Project Manager

Date: 5-1-15

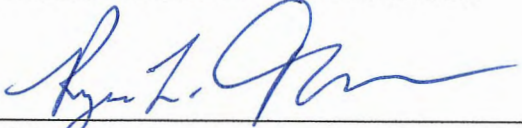
APPROVED AS TO FORM:



City Attorney

Date: 05/05/15

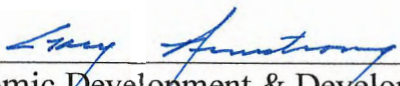
APPROVED AS TO INSURANCE:



Risk Management

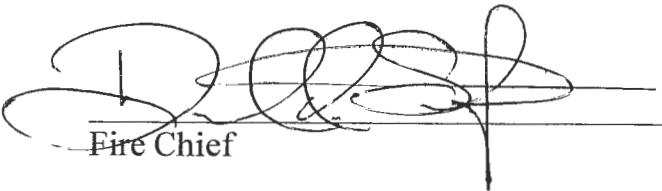
Date: 5/1/15

REVIEWED BY:



Economic Development & Development
Services Director/Deputy CEO

Date: 5-1-15



Fire Chief

Date: 5/1/15



Finance Director

Date: 5.01.15

EXHIBIT "A"

Proposed Rates

CSG will mail an invoice at the beginning of every month for services rendered during the previous month. We do not anticipate the use of sub-contractors for this project. CSG provides pick-up and delivery of plans as no additional cost. CSG proposes the use of a percentage option based on plan review fees collected by the City, or compensation utilizing hourly rates.

Percentage | Hourly Rate Schedule

Plan Review Services

Description **Rates**

**Fee includes initial review and 2 reviews, if necessary; additional reviews will incur hourly fees*

Full Plan Check Services by Percentage.....	75% of the City's Collected Plan Review Fees
Structural Mechanical Electrical Plumbing	
Plan Review by Percentage	35% of the City's Collected Plan Review Fees
Chief Plan Check Engineer (Manager)	\$100 per hour
Plan Check Engineer.....	\$85 - 95 per hour
Plans Examiner.....	\$75 per hour

Building Inspection Services

Chief of Inspection (Manager)	\$80 per hour
Senior Building Inspector (Supervisor)	\$70 per hour
Combination Building Inspector.....	\$60 per hour (\$55 was old fee)

Building Official Services

Assistant Building Official.....	\$100 per hour
----------------------------------	----------------

Permit Technician Services | Clerical Support

Permit Technician Supervisor/Manager	\$60 per hour (\$50 was old fee)
Permit Technician II	\$50 per hour (\$40 was old fee)
Permit Technician I (entry level)	\$40 per hour (\$30 was old fee)
Office Supervisor/Manager.....	\$40 per hour (\$30 was old fee)
Office Assistant II.....	\$40 per hour (\$30 was old fee)
Office Assistant I	\$40 per hour (\$30 was old fee)

CASp Services

CASp Consultation.....	\$85 per hour
CASp Inspection.....	\$85 per hour (\$55 was old fee)

Fire Prevention Services

Fire Marshal	\$95 per hour
Fire Plans Examiner	85% of the City's Collected Plan Review Fees / \$85 per hour
Fire Inspector	\$85 per hour (\$55 was old fee)

Code Enforcement Services

Chief of Code Enforcement (Manager)	\$80 per hour
Sr. Code Enforcement Officer (Supervisor)	\$70 per hour
Code Enforcement Officer.....	\$60 per hour (\$55 was old fee)

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, office expenses, etc. Should the scope of work change or circumstances develop which necessitate special handling, we will notify the City prior to proceeding. Annual adjustments may be made by mutual agreement based upon current CPI.

TRAYLOR, MARIAN

From: TRAYLOR, MARIAN
Sent: Tuesday, June 30, 2015 1:34 PM
To: NGUYEN, KHANH
Subject: RE: Amend. No. 3 contracts
Attachments: Bureau Veritas (Amend 3) 6-16-15.pdf; CSG Consultants, Inc. (Amend 3) 6-16-15.pdf; Interwest Group (Amend 3) 6-16-15.pdf; Melad Associates (Amend 3) 6-16-15.pdf; Scott Fazekas & Associates, Inc. (Amend 3) 6-16-15.pdf

Hello Khanh,

Here are your scanned copies. Thank you~!

Marian B. Traylor

Administrative Secretary
City of Costa Mesa - City Clerk's Office
77 Fair Dr.
Costa Mesa, CA 92626
(714) 754-5225

From: NGUYEN, KHANH
Sent: Monday, June 29, 2015 7:45 PM
To: TRAYLOR, MARIAN
Subject: RE: Amend. No. 3 contracts

No rush. Thanks.

Sent via the Samsung Galaxy Mega™, an AT&T 4G LTE smartphone

----- Original message -----

From: "TRAYLOR, MARIAN"
Date: 06/29/2015 3:26 PM (GMT-08:00)
To: "NGUYEN, KHANH"
Subject: RE: Amend. No. 3 contracts

Hi Khanh,

Is it ok if I send the contracts first thing tomorrow morning? I didn't get a chance to do them today – I know I said today ☹

Marian B. Traylor

Administrative Secretary
City of Costa Mesa - City Clerk's Office
77 Fair Dr.
Costa Mesa, CA 92626
(714) 754-5225

From: NGUYEN, KHANH
Sent: Monday, June 29, 2015 11:35 AM
To: ROSALES, MARTHA
Cc: TRAYLOR, MARIAN; PENDLETON, SAWYER
Subject: RE: Amend. No. 3 contracts

I need a scanned copy for my file. In prior years, the City Clerk typically send back one wet signed copy to the vendors with a cover letter and kept one.

From: ROSALES, MARTHA
Sent: Monday, June 29, 2015 11:30 AM
To: NGUYEN, KHANH
Cc: TRAYLOR, MARIAN; PENDLETON, SAWYER
Subject: Amend. No. 3 contracts

Mr. Khanh,

The City Clerk's Office has provided me with 5 originals of Amendment No. 3 for Scott Fazekas, Melad Associates, Interwest Group, CSG Consultants and Bureau Veritas.

Please let me know how you would like these processed - would you like the Clerk's Office, Mr. Sawyer or me to mail them to the contractors? Will there be a cover letter? Do you need copies for the contractor's files or would you like them to be scanned.

I will be waiting to get direction from you.

Thank you,
Martha
"Have a great day!"