



CITY COUNCIL STAFF REPORT

ITEM NO. 6.5

DATE: October 13, 2025

TO: Honorable Mayor and City Council

FROM: Brent Smith, Community Development Director

SUBJECT: Resolution authorizing the execution of a first amendment to the agreement with CSG Consultants, Inc. for on-call engineering map and plan review services for development projects and improvement plans, increasing the not-to-exceed amount from \$400,000 to \$800,000, adding language to allow the City to modify the contract, and extending the contract term through December 31, 2028.

RECOMMENDED ACTION

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute the first amendment to the agreement with CSG Consultants, Inc. for on-call engineering map and plan review services for development projects and improvement plans, increasing the not-to-exceed amount from \$400,000 to \$800,000, adding language to allow the City to modify the contract, and extending the term of the contract through December 31, 2028.

DECISION TYPE

Administrative

SUMMARY

The proposed contract amendment with CSG Consultants, Inc. (CSG) will authorize continued on-call engineering development plan review services, including final map plan review, improvement plan review, and building permit reviews. This first amendment to the professional services agreement with CSG Consultants, Inc. will allow CSG to continue to provide project plan review services for development projects such as Tract 8659 Harridge, Tract 8094 Garaventa Hills and other future subdivision projects.

This first amendment increases the not-to-exceed contract amount from \$400,000 to \$800,000 and extends the term through December 31, 2028.

DISCUSSION

For the past twelve years, the City of Livermore (City) has hired engineering consultants to assist the

Engineering Division with development engineering tasks during workload surges. Their services include assisting staff in the review of development entitlement applications and identifying conditions of approval, improvement plan and final map review, legal description review, and general engineering services.

The Engineering Division requires multiple engineering consultants to assist in performing timely development reviews during workload surges. The workload related to development review fluctuates and the support of consultants allows the Engineering Division to provide quality reviews and timely customer service to the public, developers, and City staff. The consultants were shortlisted through a Request for Qualifications/Proposals. The professional services agreements provide on-call engineering plan review services including map plan review, improvement plan review, and building permit reviews. These agreements authorize the City Engineer to approve work tasks related to the contract within the overall budget amount.

On February 27, 2024, the City entered into a professional service agreement with CSG Consultants, Inc. (CSG) to provide professional plan review services. The agreement was for a four-year term with a not-to-exceed contract amount of \$400,000, which was based on the anticipated workload at that time. Over the past year, demand for services from CSG Consultants has significantly increased, driven by accelerated development activity—particularly within the Isabel Neighborhood Specific Plan area. These services include technical review of final subdivision maps, civil improvement plans, and building permit applications to ensure full compliance with City standards, adopted design guidelines, and applicable regulatory frameworks, including stormwater management requirements and the California Subdivision Map Act.

This amendment will allow CSG to continue performing plan reviews for development projects such as Tract 8659 Harridge, Tract 8388 Cherry Way, and Tract 8094 Garaventa Hills.

This first amendment to the CSG agreement increases the not-to-exceed contract amount from \$400,000 to \$800,000, adds language to allow the City to modify the contract, and extends the term of the agreements through December 31, 2028.

FISCAL AND ADMINISTRATIVE IMPACTS

This first amendment increases compensation by \$400,000, for a total not-to-exceed amount of \$800,000. Funding for the amendment will be provided by the Engineering operating budget for consultant services. The City collects plan check fees from developers to offset these costs, no additional appropriation is required.

COMMUNITY PILLAR

2: Economy That Prospers

GOAL

5: Facilitate the development of commercial and industrial projects that provide high-quality local jobs and support a diverse local economy

ATTACHMENTS

1. Resolution

2. Exhibit A - First Amendment with CSG Consultants, LLC

Prepared by: Jarrett Rasmussen
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Approved by:



Marianna A. Burch
City Manager

Fiscal Review by:



Tina Olson
Administrative Services Director