



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: April 18, 2017

Agenda Item 6H

Approvals:
City Manager JM
Dept. Head CGD
Attorney ML
Finance SV

Department: Community Development / Building Division
Prepared By: Bill King, Deputy Community Development Director

Subject: *FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH VCA CODE GROUP FOR SUPPLEMENTAL INSPECTION AND PERMIT COUNTER SERVICES FOR THE BUILDING DIVISION OF THE COMMUNITY DEVELOPMENT DEPARTMENT.*

Fiscal Impact: No Fiscal Impact. No additional fund appropriation is needed as the required funds are included in the approved Building Division FY16-17 budget.

Summary: A Professional Service Agreement has been executed with VCA Code Group (VCA) to provide supplemental staffing for building inspection services and the community development permit counter as needed. Staff recommends the City Council approve an Amendment to the Agreement to extend the term of the contract to June 30, 2018. The purpose of the Amendment is to continue providing supplemental staffing as needed to assist the Building Division in maintaining the desired customer service levels and response times.

Discussion: The City has a current contract with VCA to provide Supplemental Staffing for Building Inspection and the Permit Counter for the Building Division. The initial contract for inspection services began on August 20, 2015. The first amendment was approved on September 15, 2015 to increase total compensation to \$104,000. A second amendment was approved on November 17, 2015 to both increase total compensation to \$319,750 and expand the scope of the contract to include supplemental staffing for the permit counter. A third amendment was approved on November 21, 2016 to extend the contract until April 28, 2017.

Construction activity within the City can vary significantly depending upon the time of year and the timing of larger projects. To most efficiently provide services to our customers, the Building Division maintains a highly trained core staff sized based upon typical workload and supplements this staff with contracted services when required to maintain response times and quality of service. These supplemental services allow the Division to provide a consistent levels of service to our customers in fiscally responsible manner. The proposed amendment extends the existing VCA contract until June 30, 2018.

**Recommended
Action:**

STAFF RECOMMENDS THAT the City Council:

1. Approve and authorize the mayor to execute the Fourth Amendment with VCA Code Group extending the contract terms through June 30, 2018.

Attachments: 1. Fourth Amendment to Professional Services Agreement with VCA Code Group.

Notification: None.

**FOURTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR
TEMPORARY BUILDING INSPECTION SERVICES**

This Fourth Amendment to Professional Services Agreement for temporary building inspection services, (this "Fourth Amendment") is made and entered into on this ____ day of _____, 20____, by and between the CITY OF SAN CLEMENTE, a California municipal corporation ("City"), and The Code Group, Inc. DBA VCA Code Group (VCA) ("Contractor").

RECITALS:

- A. City and Contractor entered into that certain Professional Services Agreement for temporary building inspection service (the "Original Agreement") on August 20, 2015.
- B. City and Contractor entered into that certain First Amendment to Professional Services Agreement for increasing the maximum compensation from \$25,000 to \$104,000 (the "First Amendment") on September 15, 2015.
- C. City and Contractor entered into that certain Second Amendment to Professional Services Agreement for increasing the maximum compensation from \$104,000 to \$319,750. ("Second Amendment") on November 17, 2015.
- D. City and Contractor entered into the Third Amendment to the Professional Services Agreement for temporary building inspection services on November 21, 2016 that extended the agreement from October 30, 2016 to April 28, 2017. The Original Agreement, as modified by the First Amendment, Second Amendment and Third Amendment, is hereinafter referred to as the "Agreement".
- E. City and Contractor desire to amend the Agreement in the manner provided herein below.

COVENANTS:

Section 1: 1.1 of the Agreement is hereby amended by extending the term of the agreement from April 28, 2017 to June 30, 2018. In addition to the services to be performed by Contractor as referenced in Exhibit A to the Agreement, Exhibit A to the First Amendment, Exhibit A to the Second Amendment and Exhibit A to the First Amendment, Contractor shall also perform those services described in Exhibit "A" to this Fourth Amendment, which exhibit is attached hereto and incorporated herein by this reference.

Section 2: Except as expressly amended by this Fourth Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Fourth Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: _____

Its: _____

Dated: _____, 20____

ATTEST:

CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

City Attorney

("CONTRACTOR")

By: _____

Its: _____

Dated: _____, 20____

Finance Authorization

EXHIBIT "A"
Scope of Services

There will be no changes to the scope of work with this fourth amendment.

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