



Agenda Item No: 4.e

Meeting Date: June 23, 2025

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Community & Economic Development Department

Prepared by: Ariel Gutierrez,
Sr. Management Analyst

City Manager Approval: _____

TOPIC: EXTENDING ON-CALL BUILDING PLAN REVIEW AND INSPECTION CONSULTING SERVICES AGREEMENTS

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO:
1) AMEND PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL BUILDING PLAN REVIEW AND INSPECTION CONSULTING SERVICES TO INCREASE THE TOTAL COMPENSATION AMOUNT FOR COASTLAND CIVIL ENGINEERING, LLP BY \$200,000 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$400,000 AND TO INCREASE THE TOTAL COMPENSATION AMOUNT FOR INTERWEST CONSULTING GROUP BY \$300,000 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$450,000; AND
2) AUTHORIZE SUPPLEMENTAL FISCAL YEAR 2024-25 BUDGET APPROPRIATIONS OF \$500,000 (GENERAL FUND) SUPPORTED THROUGH INCREASED PERMIT FEE REVENUES

RECOMMENDATION:

Staff recommends that the City Council adopt the above-referenced resolution.

BACKGROUND:

The building plan review is a critical function of the building permit review process and requires specialized skills, experience, and certifications. Over the last decade, the City of San Rafael (San Rafael) has effectively utilized specialized consulting service providers to support building division staff. San Rafael has utilized three separate consulting firms given varying firm capacities to address City needs. Coastland and Interwest are two of three consulting firms providing on-call building plan review and inspection consulting services for the City's building permit review process, building counter services and building inspection services.

As San Rafael continues to receive increased development applications and more complex construction applications, including multi-family housing and mixed-use commercial developments, the Community and Economic Development (CED) Department continues to need assistance from specialized consulting firms to provide building permit plan check, counter services, and inspection services. The entitlement on May 13, 2025, of the eight-story development at 930 Irwin Street recently increased the need for plan review support. The size of this development, and future developments of this size, presents a significantly larger and different service need than the City's typical workload.

FOR CITY CLERK ONLY

ANALYSIS:

Coastland and Interwest have consistently demonstrated that they have staff with the ability and flexibility to deliver high-quality services. The firms have been instrumental in moving development applications through the building permit review process during peak construction activity periods. Both firms were selected based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required as defined in the San Rafael Municipal Code (SRMC) Section 2.55.100.D.

Accordingly, staff recommends amending the professional services agreement with Coastland for on-call building plan review and inspection consulting services from a not to exceed amount of \$200,000 to a total contract not to exceed amount of \$400,000. Likewise, staff also recommends amending the on-call building plan review and inspection consulting services from Interwest from a not to exceed amount of \$150,000 to a total contract not to exceed amount of \$450,000. These amendments will cover existing commitments for services related to large projects and allow staff to request assistance from the firms to fill other needs should they materialize. The CED Assistant Director/Chief Building Official will review and approve each individual project, scope of work, and cost estimates, as needed.

FISCAL IMPACT:

The proposed amendments to the professional services agreements with Coastland and Interwest increase the combined contract amounts by \$500,000, from a combined not-to-exceed amount of \$350,000 to \$850,000. Staff requests authorization for a supplemental budget appropriation of \$500,000 for the Community and Economic Development Department's Fiscal Year 2024-25 budget (General Fund) to support the amended contracts. The contract amendment covers work needed in both the current and next fiscal year, with funding encumbered upon contract authorization. Costs associated with the services provided by Coastland and Interwest will be fully and directly funded by the proportionately increased building permit fee revenues.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Approve the resolution as proposed by staff.
2. Approve the resolution with amendments.
3. Direct staff to return with more information; or
4. Take no action.

RECOMMENDED ACTION:

Staff recommend that the City Council adopt a resolution authorizing the City Manager to:

1. Amend the professional services agreements for on-call building plan review and inspection consulting services to increase the total compensation amount for Coastland Civil Engineering, LLP by \$200,000 for a total not to exceed amount of \$400,000 and to increase the total compensation amount for Interwest Consulting Group by \$300,000 for a total not to exceed amount of \$450,000; and
2. Authorize supplemental Fiscal Year 2024-25 budget appropriations of \$500,000 (General Fund) supported through increased permit fee revenues

ATTACHMENT:

1. Resolution

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO:

1) AMEND PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL BUILDING PLAN REVIEW AND INSPECTION CONSULTING SERVICES TO INCREASE THE TOTAL COMPENSATION AMOUNT FOR COASTLAND CIVIL ENGINEERING, LLP BY \$200,000 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$400,000 AND TO INCREASE THE TOTAL COMPENSATION AMOUNT FOR INTERWEST CONSULTING GROUP BY \$300,000 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$450,000; AND

2) AUTHORIZE SUPPLEMENTAL FISCAL YEAR 2024-2025 BUDGET APPROPRIATIONS OF \$500,000 (GENERAL FUND), SUPPORTED THROUGH INCREASED PERMIT FEE REVENUES.

WHEREAS, building plan review is critical to the building permit review process and requires specialized skills, experience, and certifications; and

WHEREAS, the City of San Rafael (San Rafael) utilizes consulting firms to address the City's building plan review and inspection needs; and

WHEREAS, on October 21, 2024, the City Council authorized the City Manager to enter into a Professional Services Agreements with [Coastland Civil Engineering, LLP](#) (Coastland) and [Interwest Consulting Group \(Interwest\)](#) for on-call building plan review and inspection consulting services in an amount not to exceed \$200,000 and \$150,000, respectively; and

WHEREAS, subsequently, San Rafael entered into contract with Coastland for the term of October 24, 2024, through December 31, 2025, and Interwest for the term of April 4, 2025 through June 30, 2028; and

WHEREAS, staff recommends amending the amount of the on-call building plan review and inspection consulting services with Coastland from a not to exceed amount of \$200,000 to a total contract amount not to exceed \$400,000 and the not to exceed amount for Interwest from \$150,000 to a total contract amount not to exceed \$450,000; and

WHEREAS, these contract amendments will cover existing commitments for services and allow staff to request assistance from the firm as needed; and

WHEREAS, the proposed contract increases result in the need to modify the Fiscal Year 2024-2025 budget to provide for supplemental budget appropriations supported by increased permit fee revenues.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Rafael hereby authorizes the City Manager to amend the Professional Services Agreement between the City and Coastland Civil Engineering for additional on-call building plan review and inspection consulting services in the amount of \$200,000, for a total contract amount not to exceed \$400,000; and be it

FURTHER RESOLVED, that the City Council of the City of San Rafael hereby authorizes the City Manager to amend the Professional Services Agreement between the City and Interwest Consulting Group for additional on-call building plan review and inspection consulting services in the amount of \$300,000, for a total contract amount not to exceed \$450,000; and be it

FURTHER RESOLVED, that the City Council of the City of San Rafael hereby authorizes supplemental budget appropriations in the amount of \$500,000 within the Community and Economic Development Department's Fiscal Year 2024-2025 General Fund budget to support the recommended contract amendments, and which are supported by increased permit fee revenues.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a special meeting of the City Council of the City of San Rafael, held on Monday, the 23rd day of June 2025, by the following vote, to wit:

AYES: **Councilmembers:**

NOES: **Councilmembers:**

ABSENT: **Councilmembers:**

Lindsay Lara, City Clerk