



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Community Development and Infrastructure

Subject: Approve Amendment #2 for Consulting Plan Check Contracts

Meeting Date: June 24, 2025

Formal Title: Approve second amendments to agreements with CSG, Inc., 4Leaf, Inc., and Bureau Veritas of North America, Inc., for building plan checking services, extending the expiration date to June 30, 2026, and take related actions

Recommended Actions

1. Approve second amendments to contracts 24C4827 (CSG, Inc.), 24C4828 (4Leaf, Inc.), 24C4829 (Bureau Veritas North America, Inc.), extending the term until June 30, 2026, for building plan check services; and
2. Authorize the Community Development and Infrastructure Director or designee to sign the amendment.

Executive Summary

The Department of Community Development and Infrastructure (CDI) is seeking Board approval for amendments to three separate expenditure agreements with CSG, Inc., 4Leaf, Inc., and Bureau Veritas North America, Inc., for building plan check services. These amendments extend the term of each contract by one year. No additional funding is requested at this time.

Discussion

The department presently has three building plan check contracts in place, administratively approved in October 2023 and amended June 2024. More than 50% of the combined total encumbrance remains.

Consulting plan check support is crucial to ensure that state-mandated review timeframes are met and building permits are issued in a timely manner. The workload for building plan checks fluctuates as external circumstances such as economic conditions, time of year, or natural disasters occur. To ensure building plan check review times remain compliant with state law while upholding a high standard of customer service, CDI proposes extending the three agreements through June 30, 2026. These contract extensions do not obligate the full expenditure of the contract amounts. The Building Official and the UPC Manager continuously monitor the overall application submissions, reviews, and staffing levels within the Building Division for on time completion. If the volume of review requests decreases or the Division's capacity increases to the point that in-house staff can meet target review timelines (15 days for AB 2234 projects, 15 days for wireless projects, and 60 days for all other projects), the number of applications assigned to consulting building plan check services would be reduced accordingly. There will be no impact on the current building plan check staffing levels. Plan check support would only be utilized during times that the volume of work exceeds staff capacity.

Financial Impact

These amendments only extend the expiration date. There are no additional funds being requested.

Strategic Initiatives

Equity Framework - Community Voices & Partnership

Operational Plan - Comprehensive Health & Safety, Attainable Housing, Dynamic Economy

Climate Action - Energy, Water, Waste

Submitted By:

Matt Machado, Deputy CEO / Director of Community Development and Infrastructure

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.