

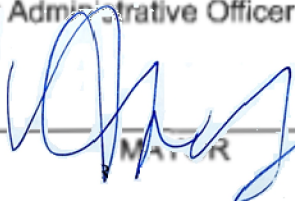
0150-10588-0000

TRANSMITTAL

TO The Council The City Attorney	DATE 2/17/16	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT Citywide	

**Proposed First Amendment to Contract No. C-122003 with NBS to
Update the City Planning Department's Fee Structure**

Approved and transmitted for further processing.
See the City Administrative Officer report attached.



MAYOR (Ana Guerrero)

MAS:ACA:JLK:02160048C

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 16, 2016

CAO File No. 0150-10588-0000

Council File No.

Council District: Citywide

To: The Mayor

From: Miguel A. Santana, City Administrative Officer



Reference: Department of City Planning report dated December 18, 2015; Received by the City Administrative Officer on December 22, 2015

Subject: **REQUEST TO EXECUTE A FIRST AMENDMENT TO CONTRACT NO. C-122003 WITH NBS TO UPDATE THE CITY PLANNING DEPARTMENT'S FEE STRUCTURE**

SUMMARY

The Department of City Planning (DCP) requests approval to execute a First Amendment to Contract No. C-122003 with NBS for the continued provision of professional services to analyze and update the Department's fee structure. On January 11, 2016, the Department requested their transmittal to be revised to increase compensation by \$25,000. The Department's request has been incorporated into our report. The revised First Amendment will extend the contract term by 12 months, from April 10, 2013, through April 10, 2017 and increase compensation by \$25,000, for a revised compensation total of \$115,000. This Office recommends approval of the DCP request to execute a First Amendment to Contract No. C-122003 with NBS.

In an effort to achieve full or near full cost recovery for many of the services provided by DCP, an updated fee study is being conducted looking at the Department's fee structure comprehensively. NBS is also reviewing and updating staffing information to reflect the Department's new workflow due to recent reorganization efforts. Additionally, the Consultant is working on the analysis to determine staffing needs, cost of service, user fees and revenue related to the expansion of the Condition Compliance Unit. Additional time is needed to complete this comprehensive fee study and additional scope of work is needed to allow NBS to model the Department's recent reorganization and update the expenditure and staffing information.

Pursuant to Charter Section 1022, the Personnel Department Contract Review Report dated May 17, 2012 found that City employees do not have the expertise to perform the work planned for the contract; therefore, no additional determination was made relative to Charter Section 1022 by our Office. The Department states that the Contractor has complied with all required City contracting policies and procedures.

RECOMMENDATION

That the Council, subject to the approval of the Mayor, authorize the Director of City Planning, or designee, to execute a First Amendment to Contract No. C-122003 with NBS to extend the contract term by 12 months, from April 10, 2013 through April 10, 2017, add additional scope of work, and increase compensation by \$25,000 for a revised total of \$115,000, subject to the review and approval of the City Attorney as to form and compliance with the City's contracting requirements.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The funding is in compliance with the City's Financial Policies in that the contract amendment will be paid for by the Planning Case Processing Fund No. 52D.

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