

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION: A) WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF HOUSING, OR DESIGNEE(S), IN CONSULTATION WITH THE COUNTY ATTORNEY, TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH COMMUNITY PLANNING COLLABORATIVE TO CONDUCT THE 21 ELEMENTS PROJECT (THE “PROJECT”) FOR A TOTAL AMOUNT NOT TO EXCEED \$1,753,679 FOR THE TERM OF JULY 1, 2024 THROUGH JUNE 30, 2027; AND B) AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF HOUSING, OR DESIGNEE(S), IN CONSULTATION WITH THE COUNTY ATTORNEY, TO NEGOTIATE AND EXECUTE ANNUAL COOPERATIVE AGREEMENTS OR MEMORANDA OF UNDERSTANDING WITH THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS (“C/CAG”) FOR THE RECEIPT OF \$175,000 IN ANNUAL CONTRIBUTIONS FROM C/CAG FOR PROJECT COSTS INCURRED FOR FY 2024-25, FY 2025-26, AND FY 2026-27

RESOLVED, by the Board of Supervisors of the County of San Mateo

(“County”), State of California, that

WHEREAS, since 2008, the Department of Housing (“DOH”) and the City/County Association of Governments of San Mateo County (“C/CAG”) have co-sponsored a multi-year project called the 21 Elements Project (the “Project”) through which all twenty-one jurisdictions in San Mateo County (collectively, “Jurisdictions”) have been cooperating to sub-allocate the County’s share of planned regional housing growth and update their respective local Housing Elements as required by state law; and

WHEREAS, the Project has proceeded through a number of phases, providing important benefits to Jurisdictions, including cost savings in preparation and successful certification of their respective Housing Elements; and

WHEREAS, Community Planning Collaborative (“CPC”), formerly Baird + Driskell Community Planning, has rendered consulting services to the Project from its outset, is recognized as an expert in the fields of housing policy, public participation, long-range strategic planning, land use, and affordable housing; and

WHEREAS, CPC possesses the background and expertise necessary to address the unique housing challenges in San Mateo County, both of which are critical to the success of the 21 Elements Project, and has institutional knowledge of the Project that could not be readily replicated by a new provider; and

WHEREAS, through the Project, CPC is supporting Jurisdictions on the final revisions to their Housing Elements, and to procure a new consultant for the Project, which would include supporting Jurisdictions with the completion of this process, would jeopardize the successful certification of each Jurisdiction’s Housing Element; and

WHEREAS, the Board finds that a waiver of the competitive bidding requirements in the best interest of the County in order to retain the services of CPC for a three year term to cover Fiscal Years 2024-25, 2025-26, and 2026-27 so that the County can continue the cost-effective, successful and collaborative work of the Project; and

WHEREAS, the Board desires that the County enter into an agreement with CPC in a total amount not to exceed \$1,753,679.00 for the term of July 1, 2024, through June 30, 2027, to conduct the Project; and

WHEREAS, since 2008, the C/CAG has annually co-sponsored the Project by contributing Congestion Relief Plan –Linking Housing with transportation funds (“Congestion Relief Plan Funds”) toward Project costs; and

WHEREAS, on June 13, 2024, the C/CAG board authorized the use of \$175,000 in Congestion Relief Plan Funds for reimbursement of Project costs incurred in FY 2024-25; and

WHEREAS, for FY 2025-26 and FY 2026-27, the Board understands that C/CAG intends to contribute an annual amount of \$175,000 in Congestion Relief Plan Funds to the County toward the Project; and

WHEREAS, the Board desires for the County enter into cooperative agreements with C/CAG by which C/CAG will provide \$175,000 annually to the County for reimbursement of 21 Elements Project costs incurred in FY 2024-25, FY 2025-26 and FY 2026-27.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors hereby waives competitive bidding requirements and authorizes the Director of the Department of Housing, or designee(s), in consultation with the County Attorney, to negotiate and execute an Agreement with Community Planning Collaborative to conduct the 21 Elements Project for a total amount not to exceed \$1,753,679.00 for the term of July 1, 2024, through June 30, 2027.

BE IT FURTHER RESOLVED that the Director of DOH, or designee(s), is hereby authorized to execute contract amendments which modify the County’s maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the

contract and/or services so long as the modified term or services is/are within the current or revised fiscal provisions of the Agreement.

BE IT FURTHER RESOLVED that the Board of Supervisors hereby approves and authorizes the Director of the DOH, or designee(s), in consultation with the County Attorney, to negotiate and execute annual cooperative agreements or memoranda of understanding with C/CAG for the receipt of \$175,000 in annual contributions from C/CAG for Project costs incurred for FY 2024-25, FY 2025-26 and FY 2026-27.

BE IT FURTHER RESOLVED that the Director of DOH, or designee, is hereby authorized to execute amendments to the cooperative agreements with C/CAG which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate, per cooperative agreement), and/or modify the cooperative agreements and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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