

**RESOLUTION NO. .**

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

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**RESOLUTION: A) AUTHORIZING ADDITIONAL EXPENSES BEYOND THE ORIGINAL SCOPE OF WORK DEFINED BY THE REDWOOD TRAILER VILLAGE NEW UNIT LOAN PROGRAM, INCLUDING FOR RELOCATION ASSISTANCE, SITE WORK, DEMOLITION, PAVING, AND UNIT COSTS IN A COLLECTIVE AMOUNT NOT TO EXCEED THE \$6.5 MILLION PREVIOUSLY APPROVED FOR THE LOAN PROGRAM; AND B) AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH CAPITAL PROGRAM MANAGEMENT, INC., INCREASING THE TOTAL CONTRACT AMOUNT FROM \$100,000 TO \$250,000 FOR CONTINUED PROJECT AND CONSTRUCTION MANAGEMENT SERVICES FOR REDWOOD TRAILER VILLAGE; AND C) AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF HOUSING OR THE DIRECTOR'S DESIGNEE TO EXECUTE DOCUMENTS, INCLUDING CONTRACTS, AMENDMENTS, AND CHANGE ORDERS, IN A COLLECTIVE AMOUNT NOT TO EXCEED \$6.5 MILLION, AS MAY BE NECESSARY TO IMPLEMENT THE REDWOOD TRAILER VILLAGE NEW UNIT LOAN PROGRAM, INCLUDING PROVIDING RELOCATION ASSISTANCE, ON TERMS APPROVED BY THE COUNTY MANAGER, WORKING IN CONSULTATION WITH THE COUNTY COUNSEL**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, Redwood Trailer Village (the "Park") is a 51-space mobile home park in the North Fair Oaks neighborhood in unincorporated Redwood City, and the Park is home to over 200 residents, many of whom are low-income and monolingual Spanish speaking and about half of whom are children; and

**WHEREAS**, for approximately the past two years, staff from the San Mateo County Department of Housing ("DOH"), Human Services Agency ("HSA"), Department of Public Works and Planning and Building Department, coordinated by the County

Manager's Office, have worked with the new owner of the Park to address habitability issues identified during inspections of the Park; and

**WHEREAS**, in an effort to resolve the outstanding habitability issues without displacing Park residents, en masse, and to create home ownership opportunities for them, DOH developed the Redwood Trailer Village New Unit Loan Program (Loan Program) to assist certain Park residents with the demolition costs of existing units that cannot be brought into compliance, the costs to purchase and install new units, and any costs incurred for paving beneath the new units; and

**WHEREAS**, the Board approved the Loan Program in an amount not to exceed \$6.5 million by Resolution No. 076211 on October 23, 2018; and

**WHEREAS**, DOH contracted with Capital Program Management, Inc. ("CPM") in the amount of \$100,000 to provide project and construction management services overseeing demolition, site work, resident relocation, and unit procurement and installation at the Park for the Loan Program; and

**WHEREAS**, the Loan Program is taking place in three phases with an estimated timeline for completion in Fall 2019; and

**WHEREAS**, in the course of completing Phase I of the Loan Program, DOH and CPM have identified additional services needed beyond the original scope of work identified in the Loan Program; and

**WHEREAS**, additionally, unit modifications and price changes, including, but not limited to, the those related to the demolition of closets, installation of awnings,

procurement of larger water heaters and propane tanks, and increased unit costs, as well as taxes on units, were not included in initial projections; and

**WHEREAS**, expenses including for security services, additional project management services, and increased paving costs were also not included in the original budget for the Loan Program; and

**WHEREAS**, CPM's specialization in construction and project management enables the Department to effectively address these project changes and meet critical milestones related to the Loan Program; and

**WHEREAS**, as of May 2019, CPM has been paid \$90,594.87 of the contracted \$100,000 for its services during pre-construction and Phase One, and the Loan Program has two remaining phases that will require installation of approximately 37 remaining units; and

**WHEREAS**, CPM's continued services through December 31, 2019 are necessary to ensure that site work and demolition are completed properly, tenant relocations proceed smoothly, and units ordered by the Park residents meet their expectations; and

**WHEREAS**, given that the incomes of many residents are low and that the County's main goals are to prevent displacement of those residents and facilitate home ownership opportunities for them, DOH recommends authorizing these additional costs with the \$6.5 million previously approved funds allocated to the Loan Program; and

**WHEREAS**, through this resolution, DOH is seeking to address any ambiguity regarding the broad discretion that the Board intends that staff have to take appropriate

actions, enter into agreements and incur expenses to implement the Loan Program, as long as the Loan Program remains with \$6.5 million dollar fiscal limit set by the Board.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors adopt a resolution: (A) Authorizing additional expenses beyond the original scope of work defined by the Redwood Trailer Village New Unit Loan Program, including for relocation assistance, site work, demolition, paving, and unit costs in a collective amount not to exceed the \$6.5 million previously approved for the Loan Program; and (B) Authorizing an amendment to the Agreement with Capital Program Management, Inc., increasing the total contract amount from \$100,000 to \$250,000 for continued project and construction management services for Redwood Trailer Village; and (C) Authorizing the Director of the Department of Housing or the Director's designee to execute documents, including contracts, amendments, and change orders, in a collective amount not to exceed \$6.5 million, as may be necessary to implement the Redwood Trailer Village New Unit Loan Program, including providing relocation assistance, on terms approved by the County Manager, working in consultation with the County Counsel.

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