



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing
Housing and Community Development



Date: October 12, 2012
Board Meeting Date: October 23, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Duane Bay, Director

Subject: **Executive Summary** - Project agreement with Baird + Driskell Community Planning and funding agreement with the City/County Association of Governments

RECOMMENDATION:

Adopt a Resolution waiving the Request for Proposals process and authorizing the Director of the Department of Housing to execute agreements with Baird + Driskell Community Planning to conduct the 21 Elements Project for the term of November 1, 2012 through June 30, 2015, in the amount of \$400,000, and with the City/County Association of Governments for FY 2012-13 for receipt of up to \$125,000 in reimbursement of project costs.

BACKGROUND:

Since 2006, the Department of Housing (DOH) and City/County Association of Governments (C/CAG) have co-sponsored a multi-year project called the 21 Elements Project ("Project") through which all jurisdictions in San Mateo County cooperate to update the Housing Elements of their respective General Plans. The Project has completed four of six planned phases, which are as follows: Sub-Regional Housing Needs Allocation process (2006–08); Housing Element Update Kit (2007–09); Housing Element Implementation (2009–11); Preparation for Next Housing Element Cycle (2011–13); Sub-Regional Housing Needs Allocation, next cycle (2012–13); Streamlined Housing Element Updates (2013–14). Phase 5 of the project is in progress. The proposed agreement with BDCP ("BDCP Agreement") would cover Phase 6.

DISCUSSION:

Jurisdictions have subscribed for Phase 6 services as follows: all 21 have subscribed to a Basic Package of locally-customized common information, 15 have also subscribed to a Pre-Qualification Package that would merit provisional advance approval by State

Housing and Community Development (HCD), and 3 have subscribed to a Full Package. A detailed scope of work is included as an attachment to the Contract. Finalization of the scope of work has been complicated by new guidelines from State HCD have not been issued yet but local work must start now in order to meet production deadlines for the next housing element update cycle. Fortunately, almost all of the work specified in the scope of the Basic Package will need to be done regardless of proposed changes by State HCD. The final scope of work will depend on the extent of these changes, but will end up costing between \$300,000 and \$400,000, of which jurisdictions will contribute approximately \$126,000. C/CAG will take responsibility for collecting these contributions from jurisdictions, and will cover the balance of the cost of the BDCP Agreement.

DOH is responsible for project management and contract administration for the Project, and may charge 50% of related direct staff time to its annual contract with C/CAG. C/CAG has approved project reimbursement funding to DoH for FY2012-13 in the amount of \$125,000, and the proposed funding agreement is submitted herewith. The proposed BDCP Agreement assumes that C/CAG will continue a similar level of commitment for two more fiscal years; however, as a contingency, the County can terminate the Agreement without obligation or penalty if funding from C/CAG or other sources cannot be secured for future years to cover costs.

DOH requests that the Board exercise its discretion to waive the Request for Proposals process for the BDCP Agreement, because BDCP is uniquely qualified for this assignment, having developed and tested the pilot version of the housing element update kit during Phase 2, and having successfully negotiated streamlined procedures with State HCD during Phase 4. Efficiency and cost savings will be realized by using the same consultants to conduct Phase 6.

BDCP's insurance has been reviewed and meets County requirements. The Resolution and Agreements have been reviewed and approved by County Counsel as to form.

Approval of this action contributes to the Shared Vision 2025 outcome of a Collaborative Community by facilitating cost-savings and quality-improvement in performance of State mandated planning activities for the County and cities, and by removing governmental impediments to production of housing of types and in places that increase opportunity and quality of life for residents countywide.

PERFORMANCE MEASURE(S):

Measure	FY 2011-12 Actual	FY 2012-13 Projected
Jurisdictions reporting satisfaction with value received from the Project	19 of 21	21 of 21

FISCAL IMPACT:

There is no Net County Cost. The total County obligation under the proposed Agreement is \$400,000, which will be fully offset by funds received through annual

contracts with C/CAG, and will be included in the DOH Budgets for FY 2012-13, FY 2013-14 and FY 2014-15.