

RESOLUTION NO. _____

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

*** * * * ***

**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 PHASE 6 OF 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**

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

WHEREAS, since 2006, the Department of Housing (DOH) and City/County Association of Governments (C/CAG) have co-sponsored a multi-year, multi-phase 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; and

WHEREAS, Phases 1 through 4 of the Project have been completed successfully and have provided the following key benefits to participating jurisdictions: State Housing and Community Development (HCD) committed a single senior reviewer to all jurisdictions, which increased efficiency and consistency of review; jurisdictions with similar regulatory issues were able to negotiate common guidelines with State HCD; mandated report content that was redundant across jurisdictions could be generated in semi-custom “kit” form in order to save jurisdictions’ staff time, and the project created an efficient parallel information channel through which stakeholder

organizations provide input into local housing elements; and

WHEREAS, Phase 5 of the Project, the sub-regional housing needs allocation process, is in progress, and Phase 6 needs to commence timely in order to help jurisdictions meet the State-mandated schedule for updating their respective housing elements; and

WHEREAS, the Department of Housing has selected Baird +Driskell Community Planning (BDCP) to conduct Phase 6; and

WHEREAS, the County selected BDCP without having issued a Request for Proposals because BDCP is uniquely qualified for this assignment, having developed and tested the pilot version of the housing element update kit during Phase 2 of the Project and having successfully negotiated streamlined procedures with State HCD during Phase 4, and selection of BDCP, because of its work to date on the Project, will increase efficiency and reduce costs in conducting Phase 6; and;

WHEREAS, participating jurisdictions will contribute approximately \$125,000 collectively toward the cost of the contract with BDCP, and City/County Association of Governments of San Mateo County (C/CAG) will cover the remaining costs of the contract with BDCP through a series of annual service agreements with DOH; and

WHEREAS, C/CAG has approved project reimbursement funding to DOH for \$125,000 for FY2012-13; and

WHEREAS, the County may terminate the agreement with BDCP in the event that the DOH is not able to raise funding for the Project from C/CAG or other sources in future years; and

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors that the Board of Supervisors hereby:

- (A) waives the requirement for a competitive process to select the contractor to perform the above referenced services, and
- (B) authorizes and directs the Director of the Department of Housing (“Director”) to execute a contract with Baird + Driskell Community Planning for an amount not-to-exceed \$400,000 to conduct Phase 6 of the 21 Elements Project, and
- (C) authorizes and directs the Director or the Director’s designee to execute a contract with C/CAG for the receipt of up to \$125,000 in project reimbursement funding for FY 2012-13; and
- (D) authorizes and directs the Director or the Director’s designee to execute contract amendments modifying the County’s maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modifying the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

* * * * *