



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 22-250

Board Meeting Date: 4/5/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Steve Monowitz, Community Development Director
Subject: Amendment to the Agreement with 4Leaf, Inc.

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with 4Leaf, Inc. for the provision of plan review services, increasing the amount payable under the agreement by \$400,000 to an amount not to exceed \$600,000.

BACKGROUND:

On July 1, 2021, the Planning and Building Department entered into a contract with 4Leaf, Inc. for the provision of plan check and building inspection services, with an original term of July 1, 2021 through June 30, 2022, and total contract amount of \$200,000. The Department selected 4Leaf, Inc. after conducting a Request for Proposals (RFP) process in May 2019.

DISCUSSION:

During the past year, the Department lost several staff, through attrition and retirement, in its permit counter and building inspection operations. The staffing shortage and the challenge of recruiting experienced permit technicians and building inspectors, necessitated an unanticipated higher use of contract services for plan check, permit counter, and building inspection work from 4Leaf, to continue to meet the growing workload.

The resolution contains the County's standard provision allowing amendments of the County's maximum fiscal obligation by no more than \$25,000 (in aggregate).

County Attorney has reviewed and approved the amendment and resolution as to form.

FISCAL IMPACT:

With the additional \$400,000, the maximum fiscal obligation of this Agreement will be \$600,000, which is funded by permit revenue and salary savings. Sufficient appropriations have been included in the FY 2021-22 Adopted Budget. There is no Net County Cost associated with this amendment.