



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** COUNTY EXECUTIVE

**File #:** 22-765

Board Meeting Date: 10/4/2022

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Michael P. Callagy, County Executive  
Adam W. Ely, Project Development Unit Director  
**Subject:** Amendment to Agreement with 4LEAF, Inc.

**RECOMMENDATION:**

Adopt a resolution authorizing the President of the Board of Supervisors to execute an amendment to the agreement with 4LEAF, Inc. to provide On-Call Project Inspection and Plan Check Services, extending the term through October 16, 2025, and increasing the amount payable by \$1,237,000 for a revised not to exceed contract value of \$4,587,000.

**BACKGROUND:**

The Project Development Unit (PDU) oversees multiple large capital projects which require substantial support from specialized consultants, including inspection and plan review consultants responsible for quality assurance services to verify code compliance, quality workmanship for construction activities, fire life safety, and other essential building code requirements.

**DISCUSSION:**

In October 2017, following a request for qualifications and proposals process, this Board approved an agreement with 4LEAF, Inc. (4Leaf). Through subsequent Board authorized amendments, the agreement term was extended to October 16, 2022, and the not-to-exceed amount increased to \$3,350,000.

4Leaf has provided service on all PDU projects including the Cordilleras Mental Health Campus, San Mateo Medical Center, the County Government Center, and the Navigation Center. Approximately \$3,073,335 in task orders have been issued to date with anticipation of more to come. To ensure continuity, staff recommends the County continue to work with 4Leaf through completion of the current slate of projects.

By executing an amendment to the 4Leaf Agreement, the contract term will extend through October 16, 2025, and the contract value will increase by \$1,237,000 for a revised not to exceed amount of \$4,587,000 to cover the duration and cost of anticipated work for current projects.

The Resolution contains a provision authorizing the PDU Director, or designee, to execute contract amendments and other modifications to the terms, conditions, and/or services.

County Procurement has reviewed and approved the extension of this Agreement.

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

**FISCAL IMPACT:**

The value of the amendment is \$1,237,000. There is no additional Net County Cost as sufficient appropriations are included in the individual construction project budgets for FY 2022-23. There is no impact to the General Fund.