



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 19-038

Board Meeting Date: 1/8/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Steve Monowitz, Community Development Director

Subject: Agreement with 4LEAF, Inc. to Provide Second Unit Amnesty Building Inspection Services

RECOMMENDATION:

Adopt a resolution executing an agreement with 4LEAF, Inc. to provide Second Unit Amnesty Program Building Inspection Services and Program Administration Services, for the term of January 15, 2019 through January 15, 2022, for a total obligation not to exceed \$447,347.

BACKGROUND:

Over the course of 2017, at the direction of the San Mateo County Board of Supervisors, the Planning and Building Department ("Department") worked with an interdepartmental working group to create a second unit amnesty program, intended to assist owners of unpermitted second units to improve those units to standards of safety and habitability, without demolishing the units or evicting their occupants, preserving those second units as an important source of housing in unincorporated San Mateo County.

On January 18, 2018, the Board of Supervisors approved the Department's proposed form and scope of a second unit amnesty program, and directed the Department to proceed with the program.

DISCUSSION:

Pursuant to approved amnesty program and at the Board's direction, in July and August of 2018 the Department distributed a Request for Proposals (RFP) for contract building inspection and program administration services, to obtain a contractor to inspect unpermitted second units, determine required improvements, assist applicants in navigating the program, create program materials and procedures, and assist the Department in managing and implementing the amnesty program.

The Department received three proposals in response to the RFP, from which the evaluation and selection committee recommended 4LEAF Inc. as the firm most qualified to provide the required services. The scope and budget attached as Exhibit A describe the proposed services and cost of those services.

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

The agreement contributes to the Shared Vision 2025 outcome of a livable community by increasing and maintaining the safety and affordability of housing.

FISCAL IMPACT:

The County's maximum fiscal obligation under this Agreement is \$447,347. Approximately \$350,000 of this cost is fully funded by Measure K funds already allocated by the Board of Supervisors, an amount sufficient to cover at least the first year of the program, and potentially full program costs. The total cost of the program will depend on the number of applicants to the program, the condition of units accepted into the program, the time required for each applicant to fully complete the program, whether the Board of Supervisors continues or terminates the program after the first year program assessment required by the Board's authorization, and a variety of other factors that cannot be fully anticipated. If the program has a high number of eligible applicants beyond the one-year window, additional funding may be required.