



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 19-258

Board Meeting Date: 3/26/2019

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

**To:** Honorable Board of Supervisors

**From:** Steve Monowitz, Community Development Director

**Subject:** Resolution Authorizing Amendment to Agreement with Avocette Technologies, Inc.

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Avocette Technologies, Inc., for the provision of additional professional technical services to include Accela-related work for Menlo Park Fire Protection District, and increasing the amount of the agreement by \$200,000 to an amount not-to-exceed \$380,000.

**BACKGROUND:**

In January 2017, the Planning and Building Department (Department) entered into a contract with Avocette Technologies, Inc. (Avocette) to provide professional technical services to support the Department's Accela permit tracking system, with a term of January 24, 2017 through January 23, 2020, and total contract amount of \$180,000. The Department selected Avocette after conducting a Request for Proposal (RFP) released in November 2016. This is the first contract amendment.

**DISCUSSION:**

Accela is the Department's permit tracking system. While the Department is responsible for the management of Accela, this permit tracking system is not exclusively for the use of the Department. Other County departments and other jurisdictions that have a role in processing planning or building permits, such as the Public Works Department and Menlo Park Fire Protection District (District), have rights to access Accela. The District has requested certain upgrades to the Accela functionality, including expansion of the code enforcement functionality, asset management functionality, and annual dependency permitting, as well as integration points for electronic plan review. The proposed amendment will allow Avocette to provide the services required to fulfill the District's request, through an addition to the scope of work (reflected in Exhibit A-1), and an increase in the total budget amount (an increase of \$200,000 for the additional services).

The County has an existing agreement with the District (dated September 25, 2015), that authorizes the County to invoice the District for the cost of providing Accela-related services. The County and the District amended this agreement (in June 2018) to authorize the District to reimburse the County

for the additional services to be provided by Avocette.

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

This amendment supports the County Shared Vision 2025 goal of livable community by facilitating the processing of permits in a timely manner for building permit applicants.

**FISCAL IMPACT:**

This amendment will have no fiscal impact to the Department. The costs of the additional scope of work for the District will be borne solely by the District. The County will bill costs incurred as a result of the amendment to the District on a quarterly basis.