



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HOUSING

**File #:** 19-760

Board Meeting Date: 7/23/2019

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

**To:** Honorable Board of Supervisors

**From:** Ken Cole, Director, Department of Housing

**Subject:** Agreement with Baird + Driskell Community Planning for 21 Elements Consulting and Funding Agreement with the City/County Association of Governments

### **RECOMMENDATION:**

**Measure K:** Adopt a resolution waiving the Request for Proposals process and authorizing the Director of the Department of Housing or the Director's designee to execute agreements with:

- A) Baird + Driskell Community Planning in an amount not to exceed \$696,000 over the two-year term of July 1, 2019 through June 30, 2021 to conduct the 21 Elements Project; and
- B) The City/County Association of Governments for receipt of \$150,000 of C/CAG funds for reimbursement of Project costs incurred in FY 2019-20.

### **BACKGROUND:**

The Department of Housing ("DOH") and City/County Association of Governments ("C/CAG") have co-sponsored a multi-year funded project known as the 21 Elements Project (the "Project") for the past eleven years through which all jurisdictions in San Mateo County cooperate to update their respective Housing Elements and share information and work on a wide variety of housing policies and programs. The Project has proceeded through a number of phases, beginning with facilitating the Sub-Regional Housing Needs Allocation process in 2006-08 and continuing through two Housing Element preparation cycles in 2007-09 and 2013-15 as well as their associated implementation cycles.

Baird + Driskell Community Planning ("BDCP") is recognized as an expert in the fields of housing policy, public participation, long-range strategic planning, land use, and affordable housing. BDCP has rendered consulting services to the Project since 21 Elements was formed. Under each prior agreement with BDCP to conduct the 21 Elements Project, all 21 jurisdictions involved have expressed that the expertise and support of BDCP is highly valued.

The Project provides tools that help participating jurisdictions meet or exceed State requirements while reducing their housing element production and implementation costs. In previous years, the

Project has been instrumental in coordinating a countywide Nexus Study associated with possible residential and commercial impact fee ordinances and in developing Accessory Dwelling Unit (“ADU”) inspiration and workbook materials and an online cost calculator. Feedback from all the jurisdictions has been very positive regarding the quality and level of services received in conjunction with the Project.

On June 27, 2017, the Board of Supervisors approved a two-year contract in an amount not to exceed \$425,000 with BDCP as lead consultants for Phase 8 of the Project. All 21 jurisdictions subscribed for Phase 8 services, and each contributed to cost sharing based on its respective size and the level of services each received. C/CAG has provided guidance regarding the consultant’s work plan along with financial assistance to share project costs. DOH has been responsible for project management and contract administration.

In each of the previous two fiscal years, C/CAG contributed \$87,500 toward Project costs. On June 13, 2019, C/CAG’s board approved contributing \$150,000 of Congestion Relief Funds to the County to reimburse a share of Project costs in FY 2019-20. A separate Memorandum of Understanding will be executed between C/CAG and DOH to memorialize the terms of C/CAG’s FY 2019-20 funding.

**DISCUSSION:**

DOH recommends that the Board waive the Request for Proposals (“RFP”) requirement for this agreement because the best interest of the County would be served without engaging in the RFP process. First, BDCP has developed strong relationships with members of each of the 21 jurisdictions since the 21 Elements Project began in 2008. In addition, BDCP possesses the background and expertise necessary to address the unique housing challenges in San Mateo County, both of which are critical to the success of the 21 Elements Project.

County’s agreement with BDCP will be for a two-year term, at a total cost not to exceed \$696,000. The contract amount for FY 2019-20 will be \$348,000 and will be funded by contributions of \$152,400 from County funds, \$150,000 from C/CAG funds, and \$45,600 in fees paid by the 20 cities participating in the Project. The contract amount for FY 2020-21 is similarly expected to be funded through a combination of County funds, C/CAG funds, and fees from participating cities. The County can terminate or amend the BDCP contract without obligation or penalty if, for example, funding from C/CAG or other sources cannot be secured for the second year.

The Board’s approval of an agreement with BDCP is accompanied by a separate Board action to approve an agreement with C/CAG to contribute \$150,000 of Congestion Relief Funds to the County for the Project for FY 2019-20.

County Counsel has reviewed and approved the Agreements and Resolution as to form. Approval of this action contributes to the Shared Vision 2025 outcome of a Livable Community by facilitating cost-savings and quality-improvement in performance of State mandated planning activities for the County and cities, and by removing governmental impediments to production of housing of types and in places that increase opportunity and quality of life for residents countywide.

**PERFORMANCE MEASURE:**

Measure	FY 2018-19 Actual	FY 2019-20 Projected
Participating Jurisdictions that report satisfaction with the 21 Elements	21 of 21	21 of 21

**FISCAL IMPACT:**

The total two-year contract amount is \$696,000. In FY 2019-20, funding consists of \$128,750 in **Measure K** funds, \$150,000 in C/CAG funds, \$45,600 in fees from cities, and \$23,650 in Moving to Work funds from the Housing Authority of the County of San Mateo (HACSM). The contract amount for FY 2020-21 will be funded by a combination of \$132,613 of **Measure K** funds, C/CAG funds, city fees, and HACSM Moving to Work funds. The **Measure K** and Moving to Work portions of the contract are included in the FY 2019-21 budget for Department of Housing. There is no impact to Net County Cost.