



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 20-407

Board Meeting Date: 6/23/2020

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

**To:** Honorable Board of Supervisors  
**From:** Michael Callagy, County Manager  
Adam Ely, Project Development Unit Director  
**Subject:** Amendment to the On-Call 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 increase the contract amount by \$500,000 for a revised total amount not to exceed amount of \$2,750,000.

**BACKGROUND:**

In January 2017, the Project Development Unit (PDU) was formed to oversee and manage ground up construction performed by the County of San Mateo. Multiple large County capital projects are underway which will require intensified operations for several years. The PDU requires substantial support from specialized consultants, including inspectors and plan-checkers to appropriately manage these critical and complex projects.

**DISCUSSION:**

The County has entered into an agreement with 4Leaf, Inc. for project inspection and plan check services in the amount of \$2,250,000 for the term of October 17, 2017 through October 16, 2020. The current proposed amendment will include an increase in the amount by \$500,000 for a revised total amount not to exceed \$2,750,000.

The PDU has authorized Task Orders to 4Leaf, Inc. to proceed with project inspection professional support services for ten active projects, for an aggregate amount of \$2,068,365. 4Leaf has provided excellent and timely service and several task orders remain active for ongoing work. The additional amount requested is required to support inspections and plan review tasks required for each project.

The Resolution contains County standard provisions authorizing the PDU Director or designee to approve amendments to the Agreement increasing the County fiscal obligations by a maximum of \$25,000 in aggregate, as well as to modify the agreement term, conditions, and scope of work, within

the fiscal limits established by this Board.

County Counsel has reviewed and approved the Resolution and Amendment as to form.

**FISCAL IMPACT:**

Costs related to the amendment are included in Project Budgets approved by this Board for which appropriations are included in the FY2019/20 Adopted Budgets. There is no impact to Net County Cost.