



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** PLANNING AND BUILDING

**File #:** 21-614

Board Meeting Date: 7/20/2021

---

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

**To:** Honorable Board of Supervisors  
**From:** Steve Monowitz, Community Development Director  
**Subject:** Amendment to the Agreement with 4Leaf, Inc.

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with 4Leaf, Inc. for the provision of plan review services, increasing the amount by \$70,000 to an amount not to exceed \$270,000, and extending the term to August 31, 2021.

### **BACKGROUND:**

In February 2020, the Planning and Building Department entered into a contract with 4Leaf, Inc. for the provision of plan check services, with an original term of February 1, 2020 through June 30, 2021, and total contract amount of \$90,000. The Department selected 4Leaf, Inc. after conducting a Request for Proposals (RFP) process in May 2019. On December 31, 2020, the Community Development Director approved an amendment to the agreement increasing the not-to-exceed amount to \$200,000.

### **DISCUSSION:**

During the pandemic and shelter in place operations, the Department lost several staff in its permit counter operations. The staffing shortage and the new way of conducting business remotely necessitated an unanticipated higher use of contract services for plan check and permit counter work from 4Leaf.

The resolution contains the County's standard provision allowing amendments of the County's maximum fiscal obligation by no more than \$25,000 (in aggregate).

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

### **FISCAL IMPACT:**

With the additional \$70,000, the maximum fiscal obligation of this Agreement will be \$270,000, which is funded by permit revenue. Sufficient appropriations have been included in the FY 2020-21 Adopted

Budget. There is no Net County Cost associated with this amendment.