



Legislation Details (With Text)

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Title: Planning and Building Department, Planning Division, Long Range Planning Unit, recommending the Board approve and authorize the Chair to sign Amendment III to Agreement 4511 with PlaceWorks, Inc. for assistance in the development of the County’s Housing Element Update Project and Permit Ready Accessory Dwelling Unit Plan Program, increasing the compensation amount by \$25,407 for a not-to-exceed amount of \$246,078 and augmenting the Scope of Work, with no changes to the term of the Agreement.

FUNDING: Building Permit Fee Revenue.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Approved Contract Routing Sheet, 2. B - Amendment III to Agreement 4511 - PE, 3. C - Amendment II to Agreement 4511, 4. D - Amendment I to Agreement 4511, 5. E - Agreement 4511, 6. Executed Agreement 4511

Date	Ver.	Action By	Action	Result
10/24/2023	1	Board of Supervisors	Approved	Pass

Planning and Building Department, Planning Division, Long Range Planning Unit, recommending the Board approve and authorize the Chair to sign Amendment III to Agreement 4511 with PlaceWorks, Inc. for assistance in the development of the County’s Housing Element Update Project and Permit Ready Accessory Dwelling Unit Plan Program, increasing the compensation amount by \$25,407 for a not-to-exceed amount of \$246,078 and augmenting the Scope of Work, with no changes to the term of the Agreement.

FUNDING: Building Permit Fee Revenue.

DISCUSSION / BACKGROUND

Due to unforeseen delays and the evolving nature of the California Building Standards Code, Title 24, it has been determined that an increase in compensation will be required to finalize the Permit Ready Accessory Dwelling Unit (ADU) Plan Program that is currently undergoing final edits and revisions. This proposed Amendment III with PlaceWorks, Inc. (PlaceWorks) increases the compensation amount by \$25,407, for a total not-to-exceed amount of \$246,078, replaces the ADU Scope of Work with Amended ADU Scope of Work (Amended Exhibit D) and replaces the ADU Cost Proposal with Amended ADU Cost Proposal (Amended Exhibit F), with no changes to the term. Although the total not-to-exceed amount is \$246,078, the County’s Housing Element Update Project, Tasks 1-18, was completed with \$10,407 remaining. Due to prior agreement language, \$10,407 of the total not-to-exceed amount of \$246,078 will not be expended and will remain within Tasks 1-18. This proposed budget increase of \$25,407 is expected to see the Permit Ready ADU Plan project, Task 19, to completion.

The purpose of the ADU Plan Program is to encourage the construction of ADUs by offering property

owners a pre-approved ADU building plan and optional facades. The Permit Ready ADU Plan program will serve as the foundation for the implementation of the County's housing strategy to develop, and offer free of charge, prototype plans for ADUs to reduce permit costs and encourage affordable housing options for lower income households.

ALTERNATIVES

The Board may choose not to approve the proposed Amendment. Although the Housing Element Update Project has been completed, the Permit Ready ADU Plan Program is still nearing completion. By not approving the proposed Amendment, the Permit Ready ADU Plan Program would remain incomplete, and the County would not be able to offer free of charge prototype plans for ADUs to property owners.

PRIOR BOARD ACTION

September 2019, the Department completed an informal Request for Proposals (RFQ) #17-918-020 for Community Development Services and PlaceWorks was selected as the most qualified firm.

January 28, 2020 (File No. 19-1865, Item No. 25), the Board approved Agreement 4511 with PlaceWorks to assist the Department with the 2021-2029 Housing Element Update of the General Plan, with a not-to-exceed amount of \$113,862 and a term of three (3) years.

March 10, 2020 (File No. 20-0170, Item No.18), the Board of Supervisors accepted a grant award in the amount of \$310,000 for SB2 Building Homes and Jobs Act Planning Grants Program funds to accelerate the production of housing for two (2) activities, including the Community Design Standards for multi-family residential development in the Community Region of Shingle Springs, and Permit Ready ADU Plans Program.

July 27, 2021 (File No. 21-1084, Item No. 17), the Board approved Amendment I to Agreement 4511 to incorporate a task for Permit Ready ADU Plans, with a new not-to-exceed amount of \$220,671, and no changes to the three (3) year term.

January 24, 2023 (File No. 22-2282, Item No. 29), the Board approved Amendment II to Agreement 4511, extending the term of the Agreement by one (1) year for a revised expiration date of January 28, 2024, and no changes to the compensation amount or scope of work. The extended expiration date has allowed for finalization of the Housing Element Update Project and continued efforts on the Permit Ready ADU Plans.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel and Risk Management have approved proposed Amendment III.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Although the Permit Ready ADU Plan Program was previously funded by SB2 grant funds, the expenditure deadline for SB 2 grant funds has since expired. Costs associated with the proposed increase will be funded with Building Permit Fee Revenue due to changes with the California Building Standards Code, Title 24. Although funding for the Permit Ready ADU Plan Program has not been included in the Fiscal Year 2023-24 Budget, staff have identified savings within the current budget to cover the cost of this proposed Amendment and there will be no change to net County cost. The

proposed Amendment does not propose to extend the term into Fiscal Year 2024-25.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) The Clerk of the Board to obtain the Chair's signature on two (2) original copies of Amendment III; and
- 2) The Clerk of the Board to return one (1) fully-executed original Amendment III to the Chief Administrative Office, Procurement and Contracts Division, for further processing.

STRATEGIC PLAN COMPONENT

Good Governance: Promote the development of resources to identify and pursue additional revenue including local, state, federal and private funding for new and existing projects.

CONTACT

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