



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 22-516, **Version:** 1

- a. Approve retroactively to August 1, 2022 a Renewal and Amendment No. 4 to Agreement with Michael Baker International, Inc., to provide affordable housing program administration services for the East Garrison Inclusionary Housing Program with a term end date of July 31, 2024;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Renewal and Amendment No. 4 and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount by more than 10%, subject to review and approval by County Counsel.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve retroactively to August 1, 2022 a Renewal and Amendment No. 4 to Agreement with Michael Baker International, Inc., to provide affordable housing program administration services for the East Garrison Inclusionary Housing Program with a term end date of July 31, 2024;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Renewal and Amendment No. 4 and future amendments to the Agreement, where the amendments do not significantly alter the scope of work or change the approved Agreement amount by more than 10%, subject to review and approval by County Counsel.

SUMMARY/DISCUSSION:

There have been no building activities and no expenditures during the retroactive period of the Agreement.

The County of Monterey (County) entered into an Agreement with Michael Baker International, Inc. (MBI), on November 15, 2016, to provide affordable housing program administration services for the East Garrison Inclusionary Housing Program. MBI was hired to assist Housing Staff with qualifying applicants to purchase Workforce II income homes.

In October 2021, the County entered into an agreement with Housekeys, Inc., to provide East Garrison Inclusionary Housing Program administration services as well as to inventory the inclusionary homes. MBI's assistance is necessary to continue providing Workforce II home buyer qualification services for which additional time is needed. The Agreement with MBI expired on its own terms on July 31, 2022 and needs to be renewed retroactively to August 1, 2022. There is no increase in the not to exceed amount of \$90,000. The Agreement is to be extended two (2) years to July 31, 2024.

OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel and Auditor-Controller have reviewed and approved Renewal and Amendment No. 4 as to form and legality, and fiscal provisions, respectively.

FINANCING:

The costs associated with this agreement for the East Garrison Project are budgeted annually in Fund 182, Appropriation Unit HCD008, Unit 8549 and are then reimbursed by the developer. Of the \$90,000 available for this project, \$52,082.50 has been expended leaving a current balance of \$37,017.50. There are no

outstanding invoices.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This program supports the Board of Supervisors' Strategic Initiatives for Health & Human Services by providing an increased quality of life for County residents and supports Economic Development for low- and moderate-income residents.

Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety

Prepared by: Kathy Nielsen, Management Analyst II, x4832

Approved by: Melanie Beretti, AICP, Principal Planner, x5285

Approved by: Erik V. Lundquist, AICP, HCD Director x5154

Attachments:

Attachment 1 - Amendment No. 4

Attachment 2 - Amendment No. 3

Attachment 3 - Amendment No. 2

Attachment 4 - Amendment No. 1

Attachment 5 - Executed Agreement