



Legislation Text

File #: 24-415, Version: 1

Memorandum

**Date:** April 16, 2024  
**To:** The Honorable Lake County Board of Supervisors  
**From:** Susan Parker, County Administrative Officer  
Lisa Judd, Deputy County Administrative Office - Housing  
**Subject:** Consideration of an Agreement Between the County of Lake and PlaceWorks in the Not-to-Exceed Amount of \$253,520, for Lake County Housing Action and Implementation Plan Consulting Services

**Executive Summary:**

Pursuant to your Board identifying “Building Sustainable Communities Through Housing and Long-Term Planning” among your Recovery and Revitalization Priorities, the American Rescue Plan Act-Coronavirus State and Local Fiscal Recovery Funds (ARPA-SLFRF) Committee recommended dedication of up to \$300,000 for completion of a comprehensive Housing Action and Implementation Plan.

<<https://countyoflake.legistar.com/View.ashx?M=F&ID=10361456&GUID=9B1D69EE-615B-4EE0-B1DF-8F01628AB75C>>

The Agreement before your Board for consideration today acts on your Board’s priority setting and direction. Pursuant to County Policy, an open and competitive Consultant Selection Process was undertaken. Five qualified firms were directly invited to submit a Proposal for Housing Action and Implementation Plan Consulting Services. Three Proposals were received by the deadline of February 15, 2024.

The Consultant Selection Panel convened on Monday, March 4, 2024. PlaceWorks emerged as the unanimously highest-ranking firm. Your Board will be aware, PlaceWorks, is likewise serving as Consultant for Lake County’s Housing Element, and the consensus among panelists is this will allow for elements in the Housing Action and Implementation Plan to easily flow into the Housing Element, streamlining community engagement. Notices of Intent to Award were sent to all respondents by email Tuesday, March 5, 2024.

Staff recommends your Board Approve the Agreement between the County of Lake and PlaceWorks in the not-to-exceed amount of \$253,520 and authorize the Chair to sign.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Purchasing Considerations** (check all that apply):

Not applicable

Fully Article X. <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)>- and/or Consultant Selection Policy <[http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4\\_2021v2.pdf](http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in “Executive Summary”)

- Section 2-38 <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)
- For Technology Purchases: Vetted and Supported by the [Technology Governance Committee](http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf) <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- Other (*Please describe in Executive Summary*)

**Consistency with Vision 2028** <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable              |   |
| <input checked="" type="checkbox"/> Economic Development    | <input type="checkbox"/> Public Safety               | <input checked="" type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Infrastructure   | <input checked="" type="checkbox"/> County Workforce                            |
|   | <input type="checkbox"/> Business Process Efficiency | <input checked="" type="checkbox"/> Clear Lake                                  |

**Recommended Action:** Approve the Agreement Between the County of Lake and Placeworks for the Not-to-Exceed Amount of \$253,520.00, for the Lake County Housing Action and Implementation Plan Consulting Services and Authorize the Chair to Sign.