January 14, 2020

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, California 94903

SUBJECT: Accessory Dwelling Unit Incentives: Development Fee Waivers for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) and Senate Bill (SB) 2 Grant ADU Website and Workbook

Dear Board Members:

RECOMMENDATIONS:

1. Consider adoption of a resolution extending and expanding upon previous delegation of authority to the Community Development Agency Director and the Public Works Director to waive and reduce fees for eligible JADUs and ADUs through December 31, 2020 as specified below:
   a. Extension of the Community Development Agency Director’s authority to waive or reduce building permit fees for eligible JADUs in amounts not to exceed $1,500 per unit;
   b. Extension of the Director of Public Works authority to waive Roadway Impact Fees for eligible JADUs;
   c. Extension of the Community Development Agency Director’s authority to waive building permit fees for eligible ADUs, but modify the amount not to exceed $2,500 per unit; and
   d. Approve waiving and reducing fees for eligible ADUs that are rented under affordable housing parameters for up to $10,000; and

2. Approve a contract for $90,000 for the ADU Workbook and Website project funded with the SB 2 Grant.

1. Development Fee Waivers for ADUs and JADUs

SUMMARY:
The proposed resolution would extend and expand upon previous authorization delegated to the Director of the Community Development Agency ("CDA") and to the Director of Public Works to waive or reduce certain development fees and thereby stimulate development of ADUs and JADUs in the unincorporated County.

The proposed resolution extends the 2019 ADU and JADU building permit fee waiver policy for an additional year, and modifies the policy to allow for:

1 Affordable units are defined as those that are rented up to 80% Area Median Income (AMI) referred to as low-income units, and units that are rented between 80-120% Area Median Income (AMI), referred to as moderate-income units.
• Waiving up to $2,500 for eligible ADUs rented at or above market rate;
• Waiving up to $5,000 in fees for an ADU that is rented at moderate-income rates;
• Waiving up to $10,000 in fees for an ADU that is rented at low-income rates.

BACKGROUND:
Since 2017, as a response to the North Bay Wildfires, your Board authorized the Community Development Agency Director to waive or reduce building permit fees for JADUs to create supplemental rental housing within the footprint of existing residential properties.

On December 18, 2018, your Board approved amendments to the original authorizing resolution include changes made from 2018-2019, that added a fee reduction of up to $3,500 for eligible ADUs and waived Roadway Impact Fees associated with the creation of eligible JADUs in addition to the existing fee reduction cap for JADUs of $1,500.

In October 2019, the Governor signed amendments to the State Government Code Section 65852.2 (AB 881, SB 13, AB68) and related legislation that require local agencies to reduce regulatory constraints, including limits on the development fees that local agencies can charge for ADUs. The Department of Public Works Traffic Mitigation Fee will no longer be charged for ADUs that are 750 square feet or less, pursuant to AB 881. Additionally, the Governor signed amendments to State Government Code Section 65583 (AB 671 and AB 139). These bills require Housing Elements to promote ADUs for affordable housing.

In 2019, ADU development fees at the county ranged from $515 to $20,000 per unit for a total of 62 ADU permits issued, averaging at $8,600 per unit. These costs vary due to ADU location and total floor area.

DISCUSSION:
In addition to augmenting and extending the existing fee waivers for JADUs and ADUs described above, staff is recommending that your Board implement a program that further responds to the affordable housing crisis in Marin County by further incentivizing the development of ADUs that are rented to low- and moderate-income households.

Under the recommended program, in exchange for a property owner’s agreement to rent their unit at affordable levels, County permit fees for ADUs may be waived up to $10,000 for homeowners who rent their ADUs at rates at or below 80% of Area Median Income guidelines or may be waived up to $5,000 for ADUs that are rented at rates between 80-120% of Area Median Income guidelines. These fees may include: Community Development Agency fees such as planning, building and safety, and environmental health services, and Department of Public Works fees such as traffic mitigation.

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2 In 2019, eligible ADUs received a $3,500 fee waiver under 2018-135.
3 Marin County Resolution No. 2018-135
4 Including Community Development Agency and Department of Public Works fees.
In order to participate in the program, the property owner must complete a fee waiver application provided by the Community Development Agency. Once approved, fees are waived based on designated income category of rental unit. The County of Marin will place a lien on the property that stipulates that the unit be continuously rented within affordability guidelines. The property owner is required to report on affordability of the unit to the Community Development Agency. If the unit is no longer rented at the income level restricted in the lien for 60 days or longer, the property owner will be required to pay back the difference between affordable housing and general fee waiver, with interest accrued over time. The county or its designee will review applications and monitor income restricted units. The intent of this model is to use Affordable Housing Fund dollars to incentivize the development of affordable units, while creating a flexible program that homeowners can opt out of if circumstances change. This is modeled after Marin Housing Authority's Second Unit Program that has successfully loaned money to homeowners for the construction of JADUs and ADUs in Marin County.

2. ADU Workbook and Website

SUMMARY:
The County of Marin has been awarded $310,000 from the California Department of Housing and Community Development’s Senate Bill (SB) 2 Planning Grant Program, the maximum award based on the population of our jurisdiction, for planning projects that identify ways to increase the production of housing. The County is partnering with cities and towns in Marin on developing an ADU Workbook and Website that will be utilized by all partnering jurisdictions through the SB 2 grants. Board Members unanimously approved Resolution No. 2019-115 authorizing applications for and acceptance of grant funds on October 8, 2019.

BACKGROUND:
The County's ADU and JADU website, www.marincounty.org/makeroomformarin, has been a resource for property owners since its inception in December 2018. Certain improvements to the website including code compliant floor plans, a calculator for construction costs, homeowner spotlights, and a step-by-step workbook would help create more tools that help incentivize ADU and JADU development. For example, San Mateo County jurisdictions have seen a 200% increase in ADU construction since they launched their website, which contains the above-mentioned resources. Sonoma and Napa Counties are launching websites with similar elements in the coming year.

DISCUSSION:
On October 8, 2019, the County, on behalf of the participating jurisdictions, issued a Request for Proposals (RFP) for a Planning and Design firm to upgrade the ADU Website with supplemental materials including a calculator and workbook. By the close of the RFP submission deadline on November 8, 2019, three responses were received. Interviews were conducted in December with a panel composed of 3 jurisdictions. The committee selected Baird and Driskell, a planning consulting firm based in the Bay Area. Baird and Driskell have experience creating web content for San Mateo County, Sonoma County, and Napa County, as referenced above. Their proposed work includes updating the County website with the resources described above, specifically including code compliant floor plans, a calculator that estimates construction costs, homeowner spotlights, and a workbook. The project is anticipated to commence in January 2020, with a planned re-launch of the updated and the website will re-launch in Fall 2020.
The proposed $90,000 contract for the ADU Workbook and Website includes the scope mentioned above, detailed in the attached contract.

FISCAL IMPACT:
Using information from ADU and JADU permit records from 2019 and the Second Unit Survey (2017), staff forecasted how many homeowners may take advantage of the affordability program, and found that these actions are anticipated to reduce fee revenues by approximately $330,000 in 2020, with $300,000 waived for the new incentives for affordable ADUs. If your Board approves of these actions, funds from Affordable Housing Fund (2070) would be used to reimburse the County special revenue funds for all fee waivers that are part of the ADU Affordability Fee Waiver Program. The General Fund will reimburse special revenue funds for fee waivers outside of the affordability restrictions. The Affordable Housing Fund currently has an unrestricted fund balance of $6,341,799. If the volume of fee waiver requests exceeds the predictions detailed above, staff will work with the CAO to develop potential program funding opportunities and will report back to the Board of Supervisors.

The recommended actions related to this contract do not impact the General Fund net county costs, as the proposed expenditures will be offset by grant revenue and reimbursement of funds from partnering jurisdictions. Your Board’s approval will increase CDA expenditure appropriations by $90,000 in the Miscellaneous Projects Fund (1010), fully offset by increased grant revenue.

REVIEWED BY:

☐ Auditor Controller ☒ N/A
☒ County Counsel ☐ N/A
☐ Human Resources ☒ N/A

Respectfully submitted,

Jillian Nameth Zeiger
Planner

Brian C. Crawford
Director

Attachments:
2. JADU and ADU permit analysis from 2017-2019.
3. ADU Workbook and Website Contract.
RESOLUTION NO. 2020-05
RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS
DELEGATING AUTHORITY TO WAIVE ROADWAY IMPACT FEES FOR JUNIOR ACCESSORY DWELLING UNITS AND BUILDING PERMIT FEES FOR JUNIOR ACCESSORY DWELLING UNITS AND ACCESSORY DWELLING UNITS AND SUPERSEDING RESOLUTION 2018-135

SECTION I: FINDINGS

I. WHEREAS, over 67,000 people permanently reside in the unincorporated area within Marin County, which population is projected to grow by approximately 10,000 additional residents by 2040, as identified in Section II: Housing Needs Analysis of the Marin County Housing Element 2015-2023; and

II. WHEREAS, over thirty percent of the 26,000 households that reside in unincorporated Marin rent their homes, as identified in Section II: Housing Needs Analysis of the Marin County Housing Element 2015-2023; and

III. WHEREAS, it is estimated that over 2,000 households residing in unincorporated Marin have extremely-low incomes, which is defined as earning approximately thirty percent of the area median income, as identified in Section II: Housing Needs Analysis of the Marin County Housing Element 2015-2023; and

IV. WHEREAS, approximately fifty-six percent of renters in 2015 were estimated to be overpaying for rental housing, which is defined as paying more than thirty percent of household income as rent, as identified in Section II: Housing Needs Analysis of the Marin County Housing Element 2015-2023; and

V. WHEREAS, between 2001 and 2013 home values increased significantly more than area incomes, as identified in Section II: Housing Needs Analysis of the Marin County Housing Element 2015-2023; and

VI. WHEREAS, between 2004 and 2013 rental prices increased approximately thirteen percent, as identified in Section II: Housing Needs Analysis of the Marin County Housing Element 2015-2023; and

VII. WHEREAS, there is a shortage of rental housing, including multi-family, single-family, second units, and Single Room Occupancy (SRO) units, as identified in Section II: Housing Needs Analysis of the Marin County Housing Element 2015-2023; and

VIII. WHEREAS, Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) may help mitigate the housing shortage by helping incentivize creation of new rental housing opportunities in unincorporated Marin County; and
ATTACHMENT 2
JADU/ADU PERMIT ANALYSIS

Since January 2019, the Building and Safety Division has received and approved 20 fee waiver applications for development of those units. All 20 projects qualified for building permit fee reductions through the fee waiver program. The median fee waiver was $713.

Since the initial authorization of the JADU fee reductions in December 2017, the Building and Safety Division has received and approved five fee waiver applications for development of those units. All five projects qualified for building permit fee reductions through the fee waiver program. With a median fee waiver of $547, four of the five participants received a full fee waiver and paid no building permit fees. The remaining JADU applicant received a fee reduction and paid $710 above the established fee reduction cap of $1500.

For three of the five JADU projects, the Department of Public Works assessed Roadway Impact Fees in a total amount of $950, with an average fee of $317. Two JADU projects were not charged a fee due to their modest construction valuations, which did not meet the minimum $10,000 project valuation threshold for Roadway Impact Fees. To further encourage development of JADUs that do meet the minimum project valuation threshold for Roadway Impact Fees, your Board may authorize waiver of Roadway Impact Fees for eligible JADUs.

In 2017 and 2018 to date, the County Building and Safety Division received 22 applications and issued 11 building permits for ADUs, of which 20 required planning permits priced at a flat rate of $515. The remaining two ADUs were exempt from Planning permits in accordance with criteria established in the Development Code.

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1 These figures do not include new room rentals, which the Development Code permits within a residence without a special zoning permit. The same the type of small food preparation facilities as Junior Accessory Dwelling Units are allowed for each room rental. Existing rooms may easily be converted into room rentals through submission of over-the-counter or online plumbing and electrical permits.

2 These figures do not include new room rentals, which the Development Code permits within a residence without a special zoning permit. The same the type of small food preparation facilities as Junior Accessory Dwelling Units are allowed for each room rental. Existing rooms may easily be converted into room rentals through submission of over-the-counter or online plumbing and electrical permits.

BOS ATTACHMENT 2
COUNTY OF MARIN

PROFESSIONAL SERVICES CONTRACT
2015 - Edition 1

THIS CONTRACT is made and entered into this 14 day of January, 2020, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and Baird & Driskell, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following service: ADU Workbook and Website; and
WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;
NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in Exhibit A attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

   A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
   B. Make available all pertinent data and records for review.
   C. Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as Exhibit B and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of $90,000 including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

5. TIME OF CONTRACT:

This Contract shall commence on January 14, 2020, and shall terminate on December 31, 2020. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be
automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. **INSURANCE:**

**Commercial General Liability:**

The Contractor shall maintain a commercial general liability insurance policy in the amount of $1,000,000 ($2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

**Commercial Automobile Liability:**

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of $1,000,000.00.

**Workers' Compensation:**

The Contractor acknowledges the State of California requires every employer to be insurec against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

**Errors and Omissions, Professional Liability or Malpractice Insurance:**

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, Exhibit C, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. **ANTI DISCRIMINATION AND ANTI HARASSMENT:**

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

8. **SUBCONTRACTING:**

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an
additional insured under this Contract for general liability. It shall be Contractor’s responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor’s premises or, at County’s option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor retains ownership of the pre-existing work product but grants County of Marin a non-exclusive, royalty-free, perpetual license to utilize such pre-existing work product.

13. TERMINATION:

A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.

B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written Contract of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:
1. Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.

2. Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.

3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.

Exhibit D - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.

- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.

- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
  
  - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;

  - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;

  - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);

  - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.

- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

21. NOTICES:
SCOPE OF WORK

Context
Encouraging the development of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Unit (JADU), also known as second units, is one of many ways to boost housing production in Marin County. Several of the county jurisdictions have created programs that include revised ordinances and fee waivers that encourage ADU and JADU development. Creating a homeowner tool that gives access to floor plans, process videos, regulation summaries, and a calculator with cost estimates, will encourage homeowners in developing ADUs, increase the accessibility of useful materials and the level of information available to the public.

General Goals and Objectives
Currently, Marin County has a website with basic resources and regulation information. All of the participating jurisdictions will collaborate to upgrade the existing website: www.marincounty.org/makeroomformarin. The County’s goal is to provide more information and hands-on resources that will motivate homeowners to develop second units. The website and initiatives will also assist jurisdictions in streamlining affordable housing review of ADUs and JADUs.

Marin County jurisdictions will work together through the Planning Director’s Housing Working Group (PDHWG) to hire and manage a consultant who will upgrade the existing website and provide additional web and print material to encourage ADU and JADU development. The website will summarize all of the ADU and JADU standards for participating jurisdictions in Marin County so that homeowners have a better understanding of the planning, permitting and construction process.

Scope Items

- Select participants and collect photographs, videos and testimonials and produce videos: Using Google Ads, NextDoor, postcards to homeowners (names provided by jurisdictions), and other sources, recruit participants to be spotlighted in the Inspiration Book and videos. Applicants will fill out an online survey and participate in a phone screening interview. The consultant will work with the PDHWG to select various homeowners to ensure geographic distribution, type of ADU, homeowner goals, etc. Participants will be financially compensated for their time.
  - Deliverables: Videos and photo testimonials for website.
- Draft Workbook: Consultant will complete a homeowner manual to guide homeowners from initial interest to construction. It will be tailored to Marin County jurisdictions and will link closely with the ADU Web Portal and other ADU products. Throughout the workbook will be stories from Marin residents that built ADUs and JADUs with pictures and floorplans.
  - Deliverables: Draft Workbook
- Summarize Jurisdiction Rules: Summarize the key ADU standards in all jurisdictions. This matrix will both help homeowners and designers know the rules and fees, but also encourage jurisdictions with
This Contract shall be managed and administered on County’s behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Jillian Nameth Zeiger

Contract Manager: __________________________

Dept./Location: CDA Housing and Federal Grants Division

Telephone No.: 415 473 7549

Notices shall be given to Contractor at the following address:

Contractor: Josh Abrams

Address: 2635 Benvenue Ave

Telephone No.: 510 761 6001

22. ACKNOWLEDGEMENT OF EXHIBITS

☐ Check applicable Exhibits

| EXHIBIT A. | Scope of Services |  
| EXHIBIT B. | Fees and Payment |  
| EXHIBIT C. | Insurance Reduction/Waiver |  
| EXHIBIT D. | Contractor’s Debarment Certification |  
| EXHIBIT E. | Subcontractor’s Debarment Certification |  

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

By: __________________________

Name: Josh Abrams

Title: Principal

APPROVED BY

COUNTY OF MARIN:

By: __________________________

Katie Rice
President, Board of Supervisors
EXHIBIT “B”

FEES AND PAYMENT SCHEDULE (required)

COUNTY shall pay CONTRACTOR as follows:

(1) BASE CONTRACT FEE. COUNTY shall pay CONTRACTOR $90,000 during the term of the contract. CONTRACTOR shall submit requests for payment via invoice net 30 following provision of services.

(2) MILEAGE. COUNTY shall not pay CONTRACTOR for travel by private, leased or hired vehicle as required by this Contract.

(3) TRAVEL COSTS. COUNTY shall not pay CONTRACTOR for meals, lodging or other travel costs not included in this Contract.

(4) AUTHORIZATION REQUIRED. Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for by COUNTY. Payment for additional services shall be made to CONTRACTOR by COUNTY if, and only if, this Contract is amended by both parties in advance of performing additional services.

(5) MAXIMUM CONTRACT AMOUNT. The maximum term of this Contract is $90,000. The maximum amount payable to Contractor under this Contract for this period shall not exceed $90,000.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Kris Kelso, Agent, Lic. #0F04599
State Farm
50 Greenfield Ave
San Anselmo, CA 94960

INSURED

Josh Abrams DBA Baird & Driskell Community Planning
2635 Benvenue Ave
Berkeley CA 94704-3404

COVERAGES

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<td>DAMAGES TO RENTED PREMISES (Ex. occurrence) $300,000</td>
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<tr>
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<td>MED EXP (Any one person) $5,000</td>
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<td>PERSONAL &amp; ADV INJURY $2,000,000</td>
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<td>GENERAL AGGREGATE $2,000,000</td>
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<td>PRODUCTS - COMPLIANT AGG $2,000,000</td>
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<tr>
<td></td>
<td>AUTOMOBILE LIABILITY</td>
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<td></td>
<td>COMBINED SINGLE LIMIT (Ex. accident) $</td>
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<td>BODILY INJURY (Per person) $</td>
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<td>BODILY INJURY (Per accident) $</td>
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<td>PROPERTY DAMAGE (Per accident) $</td>
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<td>EACH OCCURRENCE $</td>
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<td>AGGREGATE $</td>
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<tr>
<td></td>
<td>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</td>
<td></td>
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<td>PER STATUTE</td>
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<td>E.L. EACH ACCIDENT $</td>
</tr>
<tr>
<td></td>
<td>ANY PROPRIETOR/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH)</td>
<td></td>
<td></td>
<td></td>
<td>E.L. DISEASE - EA EMPLOYEES $</td>
</tr>
<tr>
<td></td>
<td>Y/N</td>
<td></td>
<td></td>
<td></td>
<td>E.L. DISEASE - POLICY LIMIT $</td>
</tr>
<tr>
<td></td>
<td>DESCRIPTION OF OPERATIONS below</td>
<td></td>
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</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured Endorsement is attached to the policy naming Marin County as an additional insured.

CERTIFICATE HOLDER

Marin County
3501 Civic Center Drive, Suite 308
San Rafael, CA 94903

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

meghan Hoekman

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Search SAM Registration, CAGE Code, and DUNS Number

Use this search to view your current SAM Registration Status and credentials.

No results found.

If you believe this is an error or if your registration has expired more than six months ago, call 877-252-2700 ext. 2 for assistance.

Due to high search volume, we only list the top 10 search results.

If you can't find the information you're looking for, narrow your search or call (877) 252-2700 Ext. 2 for assistance. If the SAM registration search will not load, please refresh the page, and/or clear your browser's cache, and try again.

You can also use this form to:

Find your CAGE Code