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**Agenda Item
Regular Meeting of the
Board of Supervisors
Tuesday, April 14, 2026**

Item Number: 1.17

MEETING DATE: 04/14/2026

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Abraham Prado

DEPT HEAD/DIRECTOR: Abraham Prado

SUBJECT:

RESOURCE MANAGEMENT AGENCY/PLANNING AND BUILDING - A. PRADO

1. Approve Amendment #4 with 4LEAF for plan check, Model Water Efficient Landscape Ordinance (MWELO) inspections, and other related planning, building, and code enforcement services in the amount of \$200,000.00 for a total contract amount not to exceed \$1,545,000.00 and extend the term of the contract through June 30, 2027; and

2. Authorize the Chair, County Executive Officer, or designee to sign said contract amendment.

SBC FILE NUMBER:790

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

On July 1, 2021, the County entered into a contract with 4Leaf Inc. to provide building official, plan review services, inspection services, code enforcement services, and permit technician services for the RMA - Planning, Building, and Code Enforcement divisions through June 30, 2024 + 2 years. The County's building division currently employs one building inspector, two permit technicians, and one code enforcement officer. 4 Leaf Inc. assists the County to keep up with project inspections, plan check reviews as well as building official services. The services from 4Leaf Inc. will be provided for on-going projects upon request to verify compliance with approved plans and specifications, project's conditions of approval, provisions of the San Benito County codes and ordinances, and ensure project completion throughout various stages of construction.

4Leaf Inc. provides plan check review within ten (10) working days of submittal and upon completion of plan review, 4Leaf shall return approved plans to the County for permit issuance purposes. If there are

corrections or additional information that is required on the plans per the building code, these will be reported to the County and a letter is sent to the applicant with comments. Upon the applicant's resubmittal, 4Leaf Inc. provides plan check review within (5) five working days of resubmittal. Upon notification, 4Leaf Inc. conducts inspections within one (1) working day of request, certify inspections in writing, and provide inspection reports to the Chief Building Official or designee.

Per the original contract that the County of San Benito entered on July 1, 2021 with 4Leaf Inc., when the county sends a plan check review request to 4Leaf Inc., 4Leaf Inc. receives 65% of the cost of the building permit fee. Impact fees are not included in the fees that are paid to 4Leaf Inc. for their services but only the building permit fees. The building department will only send a plan check review to 4Leaf Inc. when an applicant/developer submits a request for a building permit and therefore, one hundred (100) percent of the cost that is charged by 4Leaf Inc. for plan check review is paid for by the applicant/developer and not by the County.

With the current building department staffing as indicated in the first paragraph of this report, it is vital for the County to have plan check services to keep up with the demand of building permit requests. The County currently has one full time inspectors that perform all of the building inspections throughout the County of San Benito. The majority of the building inspectors time is dedicated to performing building inspections. Building inspector services from 4Leaf Inc. are vital when a County inspector is out of the office in order to maintain the building department's commitment of providing inspection services on a timely manner. The building department will only request an inspector from 4Leaf Inc. when support is needed in the department and an applicant/developer submits a request for an inspection on a worksite where a building permit has already been paid for and issued and therefore, one hundred (100) percent of the cost that is charged by 4Leaf Inc. for inspection services is paid for by the applicant/developer and not by the County.

The contract expires on 06/30/2026. Amendment #4 includes additional funds to cover County services primarily for plan check review, MWELo review, on-call services for building inspectors when needed and for Building Official services. The fee schedule has also been updated by 4Leaf. There are no other changes to the contract. The contract amendment is in an amount not to exceed \$200,000.00 for a total contract amount not to exceed \$1,545,000.00. The term of the existing contract is not being modified.

RFP AND BID HISTORY:

A new open competitive Request for Qualifications, PL2021-001, for Building Services (Plan Review, Building Inspection, Permit Technician, Code Enforcement & CASP Inspection) was issued in 2021. The current contractor is 4-Leaf Building Services prior to 2021. The previous 4-Leaf contract to 2021 enabled the RMA to provide the minimum services required to operate the building division. Their contract has been extended several times and was set to expire again June 30th, 2021. Four companies responded to the RFQ. We received three qualified proposals with 4-Leaf Inc. being determined to be the most qualified. The decision was based on the ability to provide the services, quality of assigned staff, and their proven track record of satisfied customers. On June 22, 2021 the Board of Supervisors approved the new contract with 4-Leaf Inc. for Building Services which includes Plan Review, Building Inspection, Permit Technician, Code Enforcement and CASP Inspections as needed for the fiscal year July 1st, 2021 through June 30th 2024.

On July 1, 2021, the County entered into a contract with 4Leaf Inc. to provide Building and Planning Services. The original contract amount was \$310,000.00. through June 30, 2024 + 2 years. Contract Amendment #1 was approved on March 22, 2022 augmenting the amount of the contract for a total contact amount of \$510,000. The second amendment was approved on July 25, 2023 augmenting the amount of the contract for a total contract amount of \$910,000. The third amendment was approved on March 25, 2025 augmenting the amount of the contract for a total contract amount of \$1,345,000.

FISCAL IMPACT:

\$200,000.00; cost largely recovered by developer reimbursement.
SBC Budget Line Item Number:101.65.1265.1000.619.222

Contract	Cost	Total Contract
Original Contract	\$310,000.00	\$310,000.00
Amendment #1	\$200,000.00	\$510,000.00
Amendment #2	\$400,000.00	\$910,000.00
Amendment #3	\$435,000.00	\$1,345,000.00
Amendment #4	\$200,000.00	\$1,545,000.00
	Total Cost of Contract	\$1,545,000.00

STAFF RECOMMENDATION:

1. Approve Amendment #4 with 4LEAF for plan check, Model Water Efficient Landscape Ordinance (MWELO) inspections, and other related planning, building, and code enforcement services in the amount of \$200,000.00 for a total contract amount not to exceed \$1,545,000.00 and extend the term of the contract through June 30, 2027; and
2. Authorize the Chair, County Executive Officer, or designee to sign said contract amendment.

ATTACHMENTS:

- [Agenda Fact Sheet - Amendment #4 4Leaf](#)
- [Amendment #4 - 4LEAF Services](#)
- [RFQ - Building Inspection Services Final](#)