



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



DATE: May 10, 2012
BOARD MEETING DATE: May 22, 2012
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Duane Bay, Director, Department of Housing
SUBJECT: Second Amendment to Agreement with Robert Shaw & Associates

RECOMMENDATION:

Adopt a Resolution authorizing:

- A) The President of the Board to execute a Second Amendment to the Agreement with Robert Shaw & Associates in the amount of \$315,000 for Environmental Review Services to extend the term to June 30, 2013; and
- B) The Director of the Department of Housing or the Director's designee to execute contract amendments modifying the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modifying the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

BACKGROUND:

Preparation of Environmental Reviews are required by the Department of Housing and Urban Development (HUD) for all federally funded projects prior to execution of a contract for a grant or loan. The Department of Housing has contracted with Robert Shaw & Associates to prepare these Environmental Reviews for the County since 2005.

DISCUSSION:

On August 4, 2009, the County entered into agreement 79000-10-C084 with Robert Shaw & Associates to provide Environmental Review Services for the term July 1, 2009 through June 30, 2010 (Agreement). On December 1, 2009, a First Amendment to the Agreement was approved by this Board in Resolution 070533, and the term was extended through June 30, 2012. This current amendment will not revise the funding amount of the agreement, but will extend the term one additional year through June 30, 2013 (Second Amendment).

HUD provides federal funding through several programs including the Community

Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program to the County of San Mateo. The Department of Housing, on behalf of the County, provides this funding to eligible programs and projects through a Notice of Funding Availability (NOFA) process each year. Once a site-specific project has been allocated funds through this NOFA process (in addition to off-cycle funding that happens in between NOFA periods), HUD requires that before any of their funds can be expended on a project, that project will have undergone an environmental review which follows the requirements set forth by the National Environmental Policies Act (NEPA). Robert Shaw & Associates has been contracted with since 2005 to prepare these NEPA environmental reviews. Robert Shaw & Associates is requested to prepare these on an as-needed basis and so his services are considered to be on-call. Approximately \$135,000 remains in the current contract and the Department of Housing would like to extend the term for an additional fiscal year as there are several imminent projects that will need an environmental review to be performed.

The Resolution and Agreement have been reviewed and approved by County Counsel and the contractor's insurance has been reviewed.

The Contract Compliance Committee reviewed and approved the 3-Year Waiver Request to extend the Agreement.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

Approval of this Second Amendment contributes to the Shared Vision 2025 outcome of a Livable Community by providing environmental review services for all projects funded by HUD through the County's Department of Housing.

FISCAL IMPACT:

The total County obligation under this Agreement remains at \$315,000, which is funded by the federal Community Development Block Grant (CDBG)/HOME Investment Partnerships Act Programs. This contract amount is included in the Department of Housing Budget for FY 2012-13. There is no Net County Cost.