



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building



Date: March 6, 2013
Board Meeting Date: March 26, 2013
Special Notice / Hearing: None
Vote Required: 4/5ths

To: Honorable Board of Supervisors
From: Jim Eggemeyer, Community Development Director
Subject: Agreement with Analytical Environmental Services

RECOMMENDATION:

- A. Adopt a Resolution authorizing an Agreement with Analytical Environmental Services to prepare Draft and Final Environmental Impact Reports for the Ascension Heights Subdivision in an amount not to exceed \$113,075 for the term April 15, 2013 to April 15, 2014; and
- B. Approve an Appropriation Transfer Request in the amount of \$113,075 from unanticipated revenue to Contract Services.

BACKGROUND:

In 2003, the applicant, San Mateo Real Estate and Construction, applied to subdivide a collection of six parcels located in the unincorporated San Mateo Highlands area of San Mateo County. The proposed subdivision would have created 25 parcels capable of being developed with single-family residences. Given the nature of the project's scope, an Environmental Impact Report (EIR) was prepared in accordance with the California Environmental Quality Act (CEQA). In December 2009, the Planning Commission denied the proposal, and subsequently the EIR was not certified. The applicant appealed the decision to the Board of Supervisors to allow consideration of an alternative design. In June 2010, the Board of Supervisors remanded the project back to the Planning Commission to consider an alternative design to the project, subject to all processing requirements and necessary reviews.

DISCUSSION:

As now proposed, the revised project consists of 19 developable parcels. The current proposal would result in less grading for the necessary infrastructure. Given the change in scope of the project, it is necessary to re-circulate an EIR that is reflective of those changes.

In August 2012, the Planning and Building Department conducted a Request for Proposals to solicit interested firms to perform the aforementioned environmental review and produce an EIR to circulate. Of five firms interviewed, Analytical Environmental Services was selected for its skills and expertise necessary to complete the task.

The Resolution would also allow the Community Development Director or designee to execute contract amendments to modify the maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

County Counsel has reviewed and approved the Agreement and Resolution as to form.

The Contractor's insurance meets insurance certification requirements. 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.

This Agreement contributes to the Shared Vision 2025 outcome of a Livable Community by providing sufficient information about the project and potential environmental impacts upon which to make an informed decision regarding this land use request.

PERFORMANCE MEASURE:

Measure	FY 2012-13 Estimated	FY 2013-14 Projected
Percent of tasks completed to produce a Final EIR	20%	80%

FISCAL IMPACT:

The term of the Agreement is from April 1, 2013 through April 1, 2014. The total obligation under this Agreement is \$113,075 and is funded entirely by the applicant, San Mateo Real Estate and Construction. There is no Net County Cost impact.

REQUEST FOR PROPOSAL PROCESS MATRIX

1.	General description of RFP	Preparation of a Revised Environmental Impact Report for the "Ascension Heights Subdivision" project.
2.	List key evaluation criteria	Compare firm experiences, quality of firm and key staff, quality of experience of lead personal, understanding project requirements, project management, and schedules/timing.
3.	Where advertised	Posted on the Planning and Building website.
4.	In addition to any advertisement, list others to whom the RFP announcement was sent	Direct mail to twelve (12) environmental consultant firms in the Bay Area and California.
5.	Total number of RFPs sent to prospective proposers	Twelve (12).
6.	Number of proposals received	Six (6) firms submitted proposals.
7.	Who evaluated the proposals	Three (3) representatives from Planning and Building Department.
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	<p>Analytical Environmental Services Sacramento, CA</p> <p>CAJA Environmental Services, LLC Los Angeles, CA</p> <p>ESA San Francisco, CA</p> <p>Impact Sciences Oakland, CA</p> <p>Michael Brandman Associates San Ramon, CA</p> <p>Panorama Environmental, Inc. San Francisco, CA</p>