



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building



Date: April 17, 2013
Board Meeting Date: May 7, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Jim Eggemeyer, Community Development Director

Subject: Agreement with Dyett & Bhatia for General Plan, Zoning, and Local Coastal Program Amendments for the Princeton Study Area (the "Project")

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with Dyett & Bhatia for the preparation of updates to the General Plan, Zoning Regulations, and Local Coastal Program for the Princeton Study Area for the term of May 7, 2013 through June 30, 2015, in an amount not to exceed \$579,033

BACKGROUND:

As with elements of the San Mateo County General Plan, the effectiveness and impacts of land use policies and regulations need to be periodically evaluated and updated. The desire to complete such an update for the area west of and including Highway 1, between Pillar Point Harbor and Moss Beach, defined as the Princeton Study Area, was voiced by Princeton property and business owners during the development of the Midcoast Local Coastal Program (LCP) Update. Although significant progress was made at that time, the Princeton amendments were deferred to a later date. More recently, an appeal of a business's use permit raised issues of airport compatibility and site coverage limits that renewed the County's interest in completing an update for the Princeton area. The Planning and Building Department subsequently developed a preliminary scope of work that was reviewed by the Midcoast Community Council and the Board of Supervisors in 2012 and includes amendments to the General Plan, Zoning Ordinance, and LCP. The County's budget for FY 2012-13 allocates \$250,000 to the project, with the understanding that it will be a three-year process requiring equivalent allocations in the following two budget cycles. The Planning and Building Department used the request for proposal process to select a contractor, Dyett & Bhatia, to complete the project at a cost of \$579,033.

DISCUSSION:

The Planning and Building Department distributed a Request for Proposals (RFP) in December 2012 for consulting services to complete the Project. After evaluation of the written proposals and in-person interviews conducted by a review committee for the four proposals received, Dyett & Bhatia and its subconsulting team were selected as the preferred consultant. This determination was made on the basis that, among other factors, their comprehensive understanding of the purpose and objectives to be achieved; a depth and breadth of prior experience in related work and local experience in similar projects; a combination of technical expertise required to complete the project; and the personal, public and managerial skills to interface with the community, appropriately represent the County, and manage the Project effectively.

The Department has negotiated a contract agreement with Dyett & Bhatia to complete the tasks outlined in the Project scope of work within 26 months, starting May 7, 2013 through June 30, 2015 at a total cost not to exceed \$579,033. With the Project being initiated at the end of this current FY 2012-13, it is projected that a majority of the Project efforts and incurred cost will occur in FY 2013-14 and FY 2014-15. Therefore, any of the unused \$250,000 appropriated for the current FY 2012-13 (projected to be \$203,366) will be re-appropriated for use in FY 2013-14. Subsequent appropriations of \$250,000 in FY 2013-14 and FY 2014-15 will cover the cost of the contract, and provide approximately \$170,000 to the Department to cover any unforeseen additional expenses and the cost of managing the project.

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.

Performance Measure(s):

Measure	FY 2012-13 Actual	FY 2013-14 Projected	FY 2014-15 Projected
Percent of Completion of General Plan, Zoning Ordinance, and Local Coastal Program Updates	9%	53%	38%

County Counsel reviewed and approved the agreement as to form.

The proposed agreement contributes to the 2025 Shared Vision outcome of a Livable Community because the Project will result in updated land use policies and regulations that will promote appropriate types and intensities of growth, in a manner that benefits residents, visitors, and the environment.

FISCAL IMPACT:

The total cost for the term of the agreement is \$579,033. The County's approved budget for FY 2012-13 appropriates \$250,000 toward the Project. The Project will be initiated during the current FY 2012-13 with a majority of the Project efforts and incurred cost occurring in the next FY 2013-14 and FY 2014-15. Any of the unused \$250,000

appropriated for the current FY 2012-13 (projected to be \$203,366) will be re-appropriated for use in FY 2013-14. Subsequent allocations of \$250,000 in FY 2013-14 and FY 2014-15 will cover the cost of the contract, and provide approximately \$170,000 to the Department to cover any unforeseen expenses and the cost of managing the Project.

Request for Proposal Matrix

1.	General Description of RFP	Preparation of amendments to the County's General Plan Policies and Land Use Map, Local Coastal Program Policies and Maps, and Zoning Regulations and Maps for the identified Princeton Study Area.
2.	List key evaluation criteria	Understanding of the purpose and objectives of the project; experience of firm and key staff, including experience with similar projects; project management, including schedule and timing; and level of expertise or qualifications to support the project.
3.	Where advertised	Posted on the Planning and Building Department's website, the County of San Mateo's Request for Proposals website, the national website of the American Planning Association, and was sent directly to 22 firms.
4.	In addition to any advertisement, list others to whom RFP was sent	Direct mail to 22 related consulting firms in the Bay Area and California.
5.	Total number sent to prospective proposers	22
6.	Number of proposals received	4
7.	Who evaluated the proposals	Two representatives from the Planning Department, one representative from the Public Works Department, one representative from the Board of Supervisors (District #3), and one representative from the Midcoast Community Council.
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	Dyett & Bhatia San Francisco, California ESA San Francisco, California PMC Oakland, California The Planning Center, DC&E Berkeley, California