



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Planning and Building



**Date:** March 27, 2015  
**Board Meeting Date:** April 28, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Steve Monowitz, Acting Community Development Director

**Subject:** Amendment to an Agreement with Dyett and Bhatia for General Plan, Zoning, and Local Coastal Program Amendments for the Princeton Study Area.

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Dyett and Bhatia for the preparation of amendments to the General Plan, Zoning, and Local Coastal Program for the Princeton Study Area, extending the term of the agreement through June 30, 2016, and increasing the maximum amount payable by \$124,704, to an amount not to exceed \$703,737.

**BACKGROUND:**

On May 7, 2013, the Board of Supervisors entered into an agreement with Dyett and Bhatia for the preparation of amendments to the General Plan, Zoning, and Local Coastal Program (LCP) for the Princeton Study Area. The agreement was for an amount not to exceed \$579,033, with a term end date of June 30, 2015.

Pursuant to the proposed contract amendment, the term of the agreement would be extended from June 30, 2015 to June 30, 2016 and the maximum amount payable under the agreement would be increased by \$124,704, to an amount not to exceed \$703,737 for additional work hours and tasks performed, or to be performed, by the consultant.

Specifically, in the course of preparing General Plan, Zoning, and LCP amendments for the Princeton Study Area, the consultant has identified two areas within the approved scope of work that have required extra efforts beyond the scope of work and approved hours contemplated in the original contract. These extra efforts have resulted in an additional 402 hours of consultant time beyond what was anticipated in the original contract, totaling \$50,250 in additional expense.

Additionally, based on the level of public interest and involvement in the project thus far, staff and the consultant have identified additional tasks, including review meetings and work efforts necessary to complete the project, that were not included in the original approved scope of work. These additional proposed tasks, discussed below and described in Attachment 1, would extend the contract term end date to June 30, 2016 and would add 516 hours of consultant work to the original contract, totaling \$74,454 in additional expense.

### **DISCUSSION:**

In the course of preparing the amendments, additional effort and work hours beyond what was scoped and budgeted for in the original contract were required for preliminary airport compatibility planning efforts related to C/CAG's update to the Half Moon Bay Airport Land Use Compatibility Plan (ALUCP), which was adopted on October 9, 2014. Specifically, the ALUCP update's proposed runway safety zone criteria have potential impacts on the Princeton planning update effort. Extra work completed by the consultant has included review and comment on the Draft Half Moon Bay ALUCP, additional meetings with County and C/CAG staff, development and analysis of approaches to runway safety zone compatibility, and buildout analysis of each of the three Princeton plan alternatives under the proposed runway safety zone criteria of the ALUCP. This extra airport compatibility planning work has resulted in an additional 200 hours of consultant work for a total additional cost of \$25,300.

Additionally, the level of community member participation and interest in the project exceeds what was anticipated in the original scope of work, and has resulted in additional effort and costs to the consultant team. The original approved scope and budget anticipated a robust community participation program with significant community input. Typically, workshop attendance of 75-80 community members is considered sizeable and the original project scope of work anticipated participation at this level. However, actual public participation in all outreach activities has exceeded expectations by an average of 50%. Attendance at the first and third public workshops each slightly exceeded 80 attendees, while attendance count at the second public workshop reached approximately 160. Additional efforts included preparation of additional workshop materials, additional workshop facilitators, and additional efforts in synthesizing the large volume of input received. Furthermore, the public input received at workshop #2 and through the online workshop were analyzed and presented in a report rather than a short summary memo due to the increased interest in, and expectations of, the public participation program. These extra workshop support efforts have resulted in an additional 202 hours of consultant work for a total additional cost of \$24,950.

Further, Planning staff and the consultant have identified additional tasks to be performed that were not included in the original scope of work. Specifically, the original scope and budget did not include meetings to review the Preferred Plan with the Technical Advisory Committee (TAC), the Midcoast Community Council (MCC), or the public via a community workshop. In addition, the original scope and budget only included one meeting each with the Steering Committee and Airport Land Use Committee and Airport Land Use Commission to review the proposed amendments and

two meetings with the Steering Committee to review the proposed amendments and Potential Environmental Effects Analysis. Due to the public interest and involvement in the project so far, it is anticipated that additional review meetings with these groups, as well as special stakeholder groups, such as the fishing industry and bicycle advocates, will be necessary in preparation for hearings and adoption of the plan's amendments. Additionally, the development and evaluation of up to four area-wide shoreline management and access plan alternatives, including analysis of the benefits, challenges and options for these alternatives in order to provide recommendations for an area-wide approach, is necessary in developing an area-wide shoreline management and access plan for the Princeton shoreline. These additional tasks, described in Attachment 1, will result in an additional 516 hours of consultant work for a total cost of \$74,454 in additional expense.

The resolution contains the County's standard provision allowing amendment by the department head of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

The amendment and resolution have been reviewed and approved by County Counsel as to form.

This amendment 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.

**PERFORMANCE MEASURE(S):**

| Measure          | FY 2014-15 Actual | FY 2015-16 Projected |
|------------------|-------------------|----------------------|
| Percent Complete | 66%               | 34%                  |

**FISCAL IMPACT:**

The contract amendment will result in no new net county cost. The dollar value of the contract before this amendment is \$579,033. This amendment adds \$124,704 for a new maximum fiscal obligation of \$703,737. The Planning and Building Department was originally allocated a total of \$750,000 to complete the project, with appropriations of \$250,000 in FY 2012-13, FY 2013-14, and FY 2014-15 to 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 remaining unbudgeted \$170,000 will be used to cover the increased contract amount of \$124,704.

**ATTACHMENT:**

1. Memo from Martha Miller, Dyett and Bhatia to Summer Burlison, San Mateo County Regarding Additional Services for Plan Princeton, dated January 21, 2015