



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Department of Housing



**Date:** August 17, 2016  
**Board Meeting Date:** September 06, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Ken Cole, Director, Department of Housing

**Subject: Measure A:** Approval for Master Planner of Middlefield Junction

**RECOMMENDATION:**

**Measure A:** Adopt a Resolution:

- A) Approving the funding of a proposal from Van Meter Williams Pollack, LLP for the Master Plan and implementation strategy for Middlefield Junction in an amount not to exceed \$200,000; and
- B) Authorizing the Director of the Department of Housing to execute a contract with Van Meter Williams Pollack, LLP, providing said funding for the Master Plan and implementation strategy for Middlefield Junction as approved by County Counsel.

**BACKGROUND:**

The County of San Mateo ("County") through its Department of Housing ("DOH") and the City of Redwood City ("RWC") entered into an agreement dated May 31, 2016 seeking to jointly explore the feasibility of redeveloping 2500, 2510, 2600 & 2700 Middlefield Road in a manner that complements the newly built Fair Oaks Health Clinic at 2710 Middlefield Road (collectively, "Middlefield Junction") and achieves economies of scale, while best serving the interests of the community regardless of jurisdictional boundaries. That agreement directed DOH to issue a Request for Proposals ("RFP") to hire a qualified master planner and qualified financial consultant to develop a feasibility analysis of options for redeveloping Middlefield Junction into an integrated suite of compatible and complimentary uses.

**DISCUSSION:**

On June 17, 2016, DOH issued the RFP for Master Planning of Middlefield Junction. On June 29, 2016, DOH hosted a site visit and bidder's conference, which was attended

by six firms and one of those firms submitted a formal proposal. The proposal was submitted by the highly qualified firm Van Meter Williams Pollack (“VMWP”) of San Francisco. The RFP Evaluation Committee consisted of representatives of DOH, the San Mateo County Department of Public Works and the Planning Departments of both County and RWC. The Evaluation Committee unanimously recommended VMWP for interview based on its proposal and its past work on similar projects in the Bay Area. The RFP Interview Sub-committee of the Middlefield Junction Executive Committee consisted of Michael Callagy, Assistant County Manager, Peggy Jensen, Deputy County Manager and Melissa Stevenson-Diaz, City Manager for Redwood City. The RFP Interview Sub-committee interviewed VMWP on August 25, 2016, and determined that its proposal met all of the requirements set forth in the RFP and recommended it be awarded the contract.

The funding of this proposal is within the County’s Shared Vision 2025 as it will help in the production and preservation of affordable housing units and promote healthy, livable and collaborative communities.

County Counsel has approved this memo and resolution as to form.

**PERFORMANCE MEASURE(S):**

| <b>Measure</b> | <b>Projected FY 16/17</b>   | <b>Projected FY 17/18</b>  |
|----------------|---|--|
| Master Plan    | Sep-Nov 2016 – site analysis, existing conditions and constraints<br>Dec 2016-June 2017 – community meetings including NFOCC and development of master plan | July – Sept 2017 – Finalize master plan and financial feasibility analysis |

**FISCAL IMPACT:**

County has previously allocated \$100,000 in **Measure A** funds in County’s 2015-2017 Budget, and County has also received \$100,000 from RWC, pursuant to Resolution Nos. 074381 and 074382 to share master planning expenses for Middlefield Junction.