



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 24-303

Board Meeting Date: 4/23/2024

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Steve Monowitz, Director of Planning and Building  
**Subject:** Amendment to the agreement with Harris Miller Miller & Hanson to provide aviation technical support services for the San Francisco International Airport/Community Roundtable

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Harris Miller Miller & Hanson for the provision of aviation technical support services for the San Francisco International Airport/Community Roundtable, increasing the amount by \$54,561 to an amount not-to-exceed \$364,561 and extending the term through June 30, 2025.

### **BACKGROUND:**

San Mateo County provides staffing services for the San Francisco International Airport/Community Roundtable (Roundtable), established in 1981. The Roundtable's role is to address community noise impacts from aircraft operations at San Francisco International Airport (SFO). The County provides professional staff to the Roundtable, employing one 50 percent Planner III as the Roundtable Coordinator and one 50 percent Administrative Secretary III. Among other things, the County coordinates the ongoing work of the Roundtable by managing member meetings, subcommittee meetings, community outreach and a technical aviation consultant (Harris Miller Miller & Hanson (HMMH) or Contractor) to provide support to the Roundtable.

Following a Request for Proposals (RFP) issued on January 4, 2021 to solicit proposals for aviation technical assistance to the Roundtable, HMMH was selected by the evaluation panel. On May 4, 2021 this Board of Supervisors authorized an agreement between the County and HMMH to provide technical support for the Roundtable for the term of July 1, 2021 through June 30, 2024 for an amount not to exceed \$90,000 for each fiscal year or a total of \$270,000 for the full three-year term of the agreement.

On January 25, 2022 this Board of Supervisors authorized Amendment 1 to the agreement with

HMMH to provide Roundtable coordinator services for the Roundtable, increasing the agreement amount by \$40,000 for a new not-to-exceed amount of \$310,000 with no change to the contract term.

**DISCUSSION:**

The parties now wish to amend this agreement to add additional funds and to extend the contract term end date to June 30, 2025. Extending this contract term will help to minimize additional turnover in the Roundtable organization while two key Roundtable staff positions are being replaced this year. Additionally, the Roundtable has little on-going history through its members, since annual turnover is substantial. Extending this contract will allow for continuity in the Roundtable by maintaining the current technical consultant. This contract extension has been approved by Procurement.

The County Attorney's Office has reviewed and approved the resolution and amendment as to form.

**FISCAL IMPACT:**

There is no impact to net County cost; this contract is fully funded by the San Francisco International Airport/Community Roundtable budget.