



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 22-820

Board Meeting Date: 10/18/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Steve Monowitz, Community Development Director
Subject: Agreement with SWCA Environmental Consultants to perform tasks necessary to prepare an Environmental Impact Report for the proposed Cypress Point affordable housing project

RECOMMENDATION:

Adopt a resolution authorizing an agreement with SWCA Environmental Consultants to perform tasks necessary to prepare an Environmental Impact Report for the proposed Cypress Point affordable housing project for the term of October 24, 2022 through August 30, 2023 in an amount not-to-exceed \$244,263.

BACKGROUND:

The Planning and Building Department (Department) issued a Request for Proposals (RFP) in April 2022 seeking proposals for a qualified professional planning consulting firm or consultant team to perform tasks necessary to prepare an Environmental Impact Report (EIR) for the proposed Cypress Point Affordable Housing project (Cypress Point Project).

DISCUSSION:

In response to its RFP, the Department received one proposal. After careful review, the Department selected SWCA Environmental Consultants based on their qualifications and experience to prepare an EIR for the Cypress Point Project for a contract term of October 24, 2022 through August 30, 2023 in an amount not-to-exceed \$244,263. The Department has verified the price as fair and reasonable.

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

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

FISCAL IMPACT:

The total amount of the agreement is \$244,263, for the term of October 24, 2022 through August 30, 2023. The cost of this contract will be covered by the project applicant with funding assistance from

the Department of Housing. There is no additional Net County Cost associated with this contract.