



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 16-343

Board Meeting Date: 6/27/2017

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

**To:** Honorable Board of Supervisors

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

**Subject:** Agreement with Harris Miller Miller & Hanson (HMMH) for technical support services for the San Francisco International Airport/Community Roundtable.

### **RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Harris Miller Miller & Hanson (HMMH) for technical support services for the San Francisco International Airport/Community Roundtable for the term of July 1, 2017 through June 30, 2020, in an amount not-to-exceed \$270,000.

### **BACKGROUND:**

The San Francisco International Airport/Community Roundtable (Roundtable) was established in 1981 as a voluntary committee to address community noise impacts from aircraft operations at San Francisco International Airport (SFO). The current participants in the Roundtable include the City and County of San Francisco (City), the County of San Mateo (County), the City/County Association of Governments of San Mateo County (C/CAG), the Airport Land Use Committee (ALUC), and 18 towns and cities within the County. In 2016, the Board of Supervisors approved an agreement between the City and County authorizing the County's continued participation in the Roundtable as a centralized forum for addressing aircraft related noise issues.

The County provides professional staff to the Roundtable, employing one Planner III tasked with acting as the Roundtable Coordinator for 50% of one Full Time Equivalency. In addition, the County coordinates the selection and management of a consultant to provide technical guidance, member outreach, meeting facilitation, and other services in support of the Roundtable.

### **DISCUSSION:**

On March 17, 2017, the County released a Request for Proposals (RFP) in order to identify a successor to consultant BridgeNet International. Among the proposals received, Harris Miller Miller & Hanson (HMMH) was identified as the successful vendor based on relevant previous experience and expertise the Roundtable requires from a technical consultant. At their June 7, 2017 regular meeting, the Roundtable formally selected HMMH to be their technical consultant for three years. If approved by the Board of Supervisors, the County will execute this agreement with HMMH on behalf of the

Roundtable for a three-year term starting July 1, 2017 and ending June 30, 2020.

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

County Counsel has reviewed and approved the agreement and resolution as to form.

**FISCAL IMPACT:**

The agreement will result in no impact to net County cost. This contract will be fully funded by the San Francisco International Airport/Community Roundtable trust fund and appropriations will be included in the annual Roundtable budget.