



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 16-716

Board Meeting Date: 11/7/2017

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

**To:** Honorable Board of Supervisors  
**From:** Debbie Bazan, Director of Project Development Unit  
**Subject:** MIG/TRA Environmental Services

**RECOMMENDATION:**

Adopt a resolution authorizing the Director of the Project Development Unit or his/her designee to execute an amendment to the agreement with MIG/TRA Environmental Services (formerly TRA Environmental Services) increasing the amount by \$200,000 for a new not-to-exceed amount of \$700,000 and extending term of the contract by 2 years for a new expiration date of August 4, 2019.

**BACKGROUND:**

In January 2017, the County Manager's Project Development Unit (PDU) was formed to oversee and manage all ground up construction performed by the County of San Mateo. In March of 2017, your Board held a Study Session to consider the recommendations made in the Feasibility Studies and Master Plans that reviewed the County's use of lease space, aging facilities, OSHPD compliance work, public accessibility and navigation, parking, environmental standards, and efficiency of employee work spaces. Direction was given to the County Manager and the PDU to move forward with these recommendations. These new approved and on-going Capital Projects total approximately \$500 million and are being managed by the PDU.

**DISCUSSION:**

On August 5, 2014 your Board approved a \$500,000 agreement with TRA Environmental Services, now doing business as MIG/TRA Environmental Services (MIG/TRA). MIG/TRA has been utilized on several projects including the Skylonda Fire Station, Cordilleras Mental Health Facility, San Mateo Medical Center and the County Office Building 3/Parking Structure/Lathrop House Environmental Impact Report. Task Orders that include the scope of work and not-to-exceed amount have been issued totaling \$493,000. Three of these Task Orders are still in progress and the County Office Building 3/Parking Structure/Lathrop House CEQA report is anticipated to take up to a year to fully complete.

A significant number of large capital projects are underway and the need for additional professional services in environmental review process is anticipated as the PDU projects continue to evolve.

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

Approval of the “on-call” Environmental Services agreement with MIG/TRA contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to execute major construction projects.

**FISCAL IMPACT:**

The full agreement amount has been included in the Project Development Unit’s FY 17- 18 Adopted Budget and the FY 2018-19 Recommended Budget.