



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** COUNTY MANAGER

**File #:** 16-764

Board Meeting Date: 11/21/2017

---

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

**To:** Honorable Board of Supervisors  
**From:** Deborah Bazan, Director of the Project Development Unit  
**Subject:** TRC Agreement

**RECOMMENDATION:**

Adopt a resolution authorizing the Director of the Project Development Unit or his/her designee to execute an amendment to the agreement with TRC extending the term of the contract by 2 years for a new expiration date of July 14, 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 July 15, 2014, your Board approved a \$500,000 agreement with TRC for hazardous materials assessment and consulting services. To date, TRC has been utilized to provide these services on the Regional Operation Center, which remains ongoing. By extending the agreement's expiration date to July 14, 2019, the department can continue to utilize the consultant's expertise on a number of ongoing and anticipated tasks related to the capital projects.

A significant number of large capital projects are underway and the need for additional professional services in hazardous material assessment and consulting is anticipated as the PDU projects continue to evolve.

County Counsel has reviewed and approved the Resolution as to form.

Approval of the "on-call" Hazardous Materials Assessment and Consulting Services agreement with

TRC 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 FY 17-19 and project budgets.