



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 18-924

Board Meeting Date: 10/2/2018

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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 SWCA, Incorporated, dba SWCA Environmental Consultants for the preparation and processing of an Environmental Impact Report and a Mitigation Monitoring and Reporting Program for the Canyon Lane Roadway Improvements Development Project.

County File Number: PLN 2017-00010 (Casey)

### **RECOMMENDATION:**

Adopt a resolution authorizing an agreement with SWCA, Incorporated, dba SWCA Environmental Consultants for the preparation and processing of an Environmental Impact Report and a Mitigation Monitoring and Reporting Program for the Canyon Lane Roadway Improvements Development Project, for the term October 2, 2018 through August 15, 2019, in an amount not to exceed \$192,918.

### **BACKGROUND:**

The California Environmental Quality Act (CEQA) is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. CEQA is applied to all discretionary permits issued by the County of San Mateo Planning and Building Department through the preparation of appropriate environmental analyses, including but not limited to, Environmental Impact Reports and associated Mitigation Monitoring and Reporting Programs. Due to the infrequent demand for an Environmental Impact Report (EIR), required time commitment, extensive analysis, and wide range of subject matter expertise necessary to prepare an EIR, the Planning and Building Department typically seeks outside consulting services to prepare and process these types of documents with the consultant's cost for such work being borne by the project applicant.

### **DISCUSSION:**

The County of San Mateo Planning and Building Department (Department) is processing a Grading Permit application for improvements to a "paper street" known as Canyon Lane to support proposed and future residential development; such improvements include roadway improvements to support routine and emergency access and the installation of a looped eight-inch water main. The Department has determined, during review of the Grading Permit Application, that an EIR is

necessary based on the potential significant environmental impacts that will result from the project, as well as the degree of public comment and interest during a Pre-Application Public Workshop for the project. Therefore, the Department distributed a Request for Proposals (RFP) on April 10, 2018 for an environmental consultant to work on behalf of the Department to prepare and process an EIR and Mitigation Monitoring and Reporting Program for the Canyon Lane Roadway Improvements Development Project. After evaluation of the five written proposals received and in-person interviews conducted with each of the five firms by a review committee comprised of Planning and Building Department staff, SWCA, Incorporated, dba SWCA Environmental Consultants and its sub-consulting team were selected as the preferred consultant. This determination was made on the basis of the preferred consultant’s demonstration of a comprehensive understanding of the project proposal and scope of services needed; appropriateness of the proposed work plan and timeframe to complete the work; relevant qualifications and experience; organizational resources and staff; technical expertise required to complete the work; and cost.

The Department has negotiated a contract agreement with SWCA Environmental Consultants to complete the tasks outlined in the Project scope of work within 12 months, starting October 2, 2018 through August 15, 2019 at a total cost not to exceed \$192,918. In addition to covering the cost of the County’s contract with SWCA Environmental Consultants for the EIR and Mitigation Monitoring and Reporting Program, the project applicant is fiscally obligated to pay an additional 10 percent (of the contract cost) to the County to cover staff’s time and resources in managing the consultant and environmental review process.

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

The agreement and resolution have been reviewed and approved by County Counsel as to form.

Approval of this agreement contributes to the Shared Vision 2025 of a Livable Community by providing an independent analysis of the potential environmental effects of a proposed discretionary project for the purpose of preventing or minimizing damage to the environment, and enhancing public participation in the environmental review process, which in turn will benefit the surrounding community and environment.

**PERFORMANCE MEASURE:**

| <b>Measure</b>                | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Projected</b> |
|-------------------------------|------------------------------|---------------------------------|
| Percent Completion (by tasks) | 67%                          | 33%                             |

**FISCAL IMPACT:**

No cost to the County. The consultant’s cost for services in the amount of \$192,918 will be borne by the project applicant. In addition, the project applicant is fiscally obligated to pay an additional 10 percent (of the contract cost for services) to the County to cover staff’s time and resources in managing the consultant and environmental review process.

**ATTACHMENTS:**

- A. RFP Matrix
- B. Resolution
- C. SWCA Environmental Consultants’ Contract Agreement