



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 19-400

Board Meeting Date: 5/14/2019

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

**To:** Honorable Board of Supervisors  
**From:** Michael Callagy, County Manager  
**Subject:** Amendment to MIG/TRA Environmental Sciences 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 MIG/TRA Environmental Sciences increasing the amount by \$600,000 for a new not-to-exceed amount of \$1,300,000 and extending the term of the contract by two years for a new expiration date of August 4, 2021.

**BACKGROUND:**

In January 2017, the Project Development Unit (PDU) was formed to oversee and manage all ground up construction performed by the County of San Mateo. Multiple large County capital projects are underway which will require intensified PDU operations for several years. The PDU requires substantial support from specialized consultants to appropriately manage these critical and complex projects

Following selection through a Request for Qualifications and Proposals (RFP) process, on August 5, 2014 this Board approved a \$500,000 agreement with TRA Environmental Sciences, now doing business as MIG/TRA Environmental Sciences (MIG/TRA).

On November 7, 2017, this Board approved Amendment 01 to this agreement, which added \$200,000 to the contract, for a total amount of \$700,000, and authorized a 2-year extension, setting the expiration date on August 4, 2019.

**DISCUSSION:**

MIG/TRA has been utilized on several projects including the Skylonda Fire Station, Cordilleras Mental Health Facility, San Mateo Health Campus, 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 \$699,491. Multiple task orders are still underway and are likely to require a year or more to complete.

MIG/TRA's performance for PDU-related projects has been exemplary and at a reasonable cost. There are several ongoing tasks that will not be completed prior to the current expiration date and

within the current not-to-exceed amount. There are also new tasks that PDU would like to issue to MIG/TRA once additional value is added to the Agreement and the term is extended.

By executing the amendment to the agreement, PDU will have the ability to utilize MIG/TRA's expertise in completing certain tasks associated with environmental review processes, including but not limited to tasks such as preparing environmental impact reports/documents, public outreach, and securing required regulatory permits in accordance with the California Environmental Quality Act.

Based on the positive performance of MIG/TRA, the ongoing work underway, the strong working relationships that have been formed over the past five years, and their initial selection pursuant to competitive RFP, it is in the best interest of the County of San Mateo to continue working with MIG/TRA and to waive any further RFP.

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

Approval of the amendment to 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 value of the amendment is \$600,000. Sufficient appropriations are included in PDU project budgets allocated by the FY 2018-19 Adopted Budget to accommodate ongoing costs, and appropriate amounts will be included in the FY 2019-21 Recommended Budget. There is no Net County Cost.