



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 21-353

Board Meeting Date: 5/4/2021

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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 Inc. (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, 2021 through June 30, 2024, 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, 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 San Mateo and San Francisco. In 2019, the Board of Supervisors approved an agreement between SFO and County authorizing the County's continued participation in the Roundtable as a centralized community forum for addressing aircraft and airport related noise issues.

The County provides professional staff to the Roundtable, employing one 50% Planner III as the Roundtable Coordinator and one 50% Administrative Secretary II. Among other things, the County coordinates the selection and contract management of a technical aviation consultant to provide support to the Roundtable.

**DISCUSSION:**

On January 4, 2021, the County issued a Request for Proposals (RFP) to solicit proposals for aviation technical assistance to the Roundtable. Two (2) vendors submitted proposals, which were reviewed by the Roundtable Coordinator and a County Board of Supervisor Senior Legislative Aide to determine compliance with the minimum requirements. One consultant met the minimum requirements and was invited to interview. A Roundtable Technical Consultant Interview Panel was assembled, and was comprised of the Roundtable Chair, Vice Chair and representatives from San

Francisco International Airport and the San Mateo County Board of Supervisors. The Interview Panel met on February 17, 2021, to interview the qualified applicant. The panel unanimously recommended Harris Miller Miller & Hanson (HMMH) to be the aviation technical consultant because HMMH possesses the relevant experience and expertise the Roundtable requires. 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, 2021 and ending June 30, 2024.

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.