



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 21-975

Board Meeting Date: 12/7/2021

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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 Wallace, Roberts, Todd LLC for planning and consulting services.

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Wallace, Roberts, Todd LLC to provide planning and consulting services for zoning and General Plan amendments, related public outreach, and environmental review for the North Fair Oaks community for the term of December 15, 2021 through June 15, 2023, in an amount not to exceed \$450,000.

**BACKGROUND:**

In 2020, the Board of Supervisors authorized the Planning and Building Department (Department) to apply for two grants from the California Department of Housing and Community Development (HCD), to fund zoning and General Plan amendments and related public outreach and environmental review for two areas in the unincorporated North Fair Oaks community, and also authorized the Department to solicit the services of a consultant to perform this work. HCD approved the grant applications in early 2021. The Department issued an RFP for the services in May 2021, and after review of the responses, selected Wallace, Roberts, Todd LLC as the firm most suited to provide these services.

**DISCUSSION:**

The Department requests Board approval for execution of an agreement with Wallace, Roberts, Todd LLC for the term of December 15, 2021 through June 15, 2023, in an amount not to exceed \$450,000, to provide the services described above.

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

**FISCAL IMPACT:**

The maximum contractual amount of \$450,000 is funded entirely by grant funds from the California Department of Housing and Community Development and therefore approval of the agreement will have no fiscal impact on the County.