



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 22-445

Board Meeting Date: 6/14/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Steve Monowitz, Community Development Director

Subject: Amendment to the Agreement with Cotton, Shires and Associates Inc.

RECOMMENDATION:

Adopt a resolution authorizing Amendment No. 6 to the agreement with Cotton, Shires and Associates Inc., to provide review of geotechnical and geologic reports, extending the term through September 30, 2022, and increasing the amount by \$60,000 to an amount not to exceed \$684,000.

BACKGROUND:

The Planning and Building Department (Department) entered into a contract with Cotton, Shires and Associates Inc. (CSA) for review geotechnical and geologic reports for large, complex development projects following a Request for Proposals (RFP) process in 2014. The initial agreement with CSA was executed on December 1, 2014, for a term through June 30, 2017 and in an amount not-to-exceed \$50,000.

On September 26, 2016, the Department amended the Agreement by increasing the budget by \$49,000, with a not-to-exceed amount of \$99,000 ("Amendment No. 1").

On February 28, 2017, following Board approval via Resolution No. 075060, the Department further amended the Agreement to increase the budget by \$525,000, to a not-to-exceed amount of \$624,000, and to extend the term to November 30, 2019 ("Amendment No. 2").

The Department subsequently amended the Agreement three more times, each time extending the term of the Agreement only, to its current termination date of June 30, 2022 (Amendments No. 3, 4, and 5).

DISCUSSION:

A significant increase in the volume of building permits has resulted in a correspondingly increased need for geotechnical services. Department staff have assessed that CSA has provided thorough and accurate work and has consistently met project deadlines. An extension of the agreement between the County and CSA will contribute to positive outcomes for applicants, allowing the Department to continue processing permits in a timely manner until September 30, 2022, which will allow the

Department enough time to proceed with the RFP selection process and enter into a new, three-year contract with a geotechnical engineering firm.

The amendment and resolution have been reviewed and approved by the County Attorney's Office as to form. A waiver allowing a contract term exceeding the standard three years was approved in 2019.

FISCAL IMPACT:

Sufficient appropriations have been included in the FY 2021-22 Adopted Budget. There is no Net County Cost associated with this contract.