



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 22-733

Board Meeting Date: 9/27/2022

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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 Cotton Shires and Associates for geotechnical and geological review services

### **RECOMMENDATION:**

Adopt a resolution authorizing:

- A) An agreement with Cotton Shires and Associates to provide geotechnical and geological report review services for the term of October 1, 2022, through October 1, 2025 in an amount not-to-exceed \$300,000; and
- B) Authorizing an option to extend the agreement with Cotton Shires and Associates for up to two additional years, in an amount not-to-exceed an additional \$200,000, at the sole discretion of the Community Development Director.

### **BACKGROUND:**

The Planning and Building Department ("Department") issued a Request for Proposals (RFP) in June 2022 seeking proposals for independent geological report peer review and related geotechnical and geological services with the goal of minimizing response time and improving customer service by supplementing in-house staff with consulting services for geotechnical and geological review necessary for planning and building permits.

### **DISCUSSION:**

In response to its RFP, the Department received two proposals for geotechnical and geological review services. After careful review, the Department selected Cotton Shires and Associates ("CSA") based on their qualifications and experience for a contract term of October 1, 2022 through October 1, 2025 in an amount not-to-exceed amount of \$300,000. Additionally, the contract includes an option for the County, in its sole discretion, to extend the contract for up to an additional two (2) years, for an additional amount not-to-exceed \$200,000 and with an increase in hourly rates consistent with the 12-month percentage changes in the San Francisco Area Consumer Price Index (CPI).

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

The County Attorney's Office has reviewed and approved the agreement and resolution as to form.

**FISCAL IMPACT:**

The total amount of the agreement is \$300,000, for the term of October 1, 2022 to October 1, 2025, with the option to extend the term of the agreement for an additional two years, in an amount not to exceed \$500,000. Sufficient appropriations have been included in the FY 2022-23 Approved Recommended Budget. There is no additional Net County Cost associated with this contract.