COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building

Date:	May 2, 2014
Board Meeting Date:	May 20, 2014
Special Notice / Hearing:	None
Vote Required:	Majority

To: Honorable Board of Supervisors

From: Jim Eggemeyer, Community Development Director

Subject: Agreement with DKS Associates

RECOMMENDATION:
Adopt a Resolution authorizing an agreement with DKS Associates for the preparation of the Comprehensive Transportation Management Plan for the Midcoast Study Area for the term of May 20, 2014 through August 25, 2015, in an amount not to exceed $494,975

BACKGROUND:
In 2012, the California Coastal Commission certified a package of amendments to the San Mateo County Local Coastal Program (LCP) known as the Midcoast Update. Policy 2.53 of the Midcoast Update calls for the development of a Comprehensive Transportation Management Plan (CTMP) to determine how to minimize and mitigate current and future traffic along Highway 1, Highway 92, and other arterial roads on the San Mateo County Midcoast and in the City of Half Moon Bay. Specifically, the CTMP will analyze and address the cumulative traffic impacts of future non-residential and residential development. The plan will identify and thoroughly evaluate the feasibility of measures to minimize and mitigate these impacts, including the possibility of developing an in-lieu fee traffic mitigation program, expanding public transit (including buses and shuttles), and/or developing a mandatory lot merger program to reduce buildout potential. It will also develop potential policies to offset the traffic generated by new development and its associated impacts to coastal access. The Planning and Building Department proposes to contract with DKS Associates to complete the project at a cost of $494,975.

DISCUSSION:
The Planning and Building Department distributed a Request for Proposals (RFP) in January 2014 and received one proposal in response. Based on an evaluation of the written proposal and an in-person interview conducted by a review committee comprised of staff from the Planning and Building Department, Public Works

Department, and the District 3 Supervisor's Office, staff is recommending that the County contract with DKS Associates and its subconsulting team to complete the Project. Factors in support of this recommendation include the consultant's clear understanding of the Project purpose and objectives; the depth and breadth of their prior experience and current involvement in related projects such as Plan Princeton and the Half Moon Bay General Plan/Local Coastal Program Update; a combination of technical expertise required to complete the Project; and the personal, public and managerial skills to interface with the community, appropriately represent the County, and manage the Project effectively.

Public outreach will occur at key milestones during the Project. Outreach will consist of public workshops and presentations to local residents, community groups, the Midcoast Community Council, local agencies, and appropriate governing bodies. During these workshops and presentations, members of the public and participating stakeholders will have the opportunity to provide feedback on Project deliverables.

The Department has negotiated a proposed agreement with DKS Associates to complete the tasks outlined in the Project scope of work within 16 months, starting May 20, 2014 through August 25, 2015, at a total cost not to exceed $494,975 (Attachment 1). To ensure the Department has funds available to cover potential, additional costs to the Project, the Department will be requesting an additional allocation of $50,000 (10% contingency) in the FY 2014-15 budget cycle.

In addition to establishing a detailed scope of work and timeframe for completion, the proposed contract ensures compliance with the County's Contractor Employee Jury Service Ordinance and other relevant ordinances and administrative memoranda, regarding matters including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

Planning and Building also requests your Board to authorize the Community Development Director or the Director's designee be authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more tha $25,000 (in aggregate), and/or modify the contract terms and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

County Counsel and Risk Management have reviewed and approved the agreement as to form.

The Department has estimated the amount of project work allocated to each fiscal year the Project is active. In FY 2013-14, a Stakeholder Engagement Strategy will be drafted and initial data collection will occur that will support additional work in the subsequent fiscal year. In FY 2015-16, final revisions and delivery of the Draft CTMP to the Board of Supervisors will occur.

PERFORMANCE MEASURE:

Measure	FY 2013-14 Actual	FY 2014-15 Projected	FY 2015-16 Projected
Percent of Completion of the Comprehensive Transportation Management Plan	12%	87%	100%

Approval of the agreement contributes to the 2025 Shared Vision outcome of a Livable Community because the Project will result in transportation and land use policies and recommendations that will promote connectivity and appropriate types and intensities of growth, in a manner that benefits residents, visitors, and the environment.

FISCAL IMPACT:

The total cost for the term of the agreement is $494,975. The County's approved budget for FY 2013-14 appropriates $495,000 toward the Project. The Project will span three fiscal years, beginning in the current FY 2013-14, with a majority of the Project efforts and associated costs to be incurred in FY 2014-15, and the remainder of the Project to be completed in FY 2015-16. Therefore, any of the unused $495,000 appropriated for the current FY 2013-14 (projected to be $435,600) will be re-appropriated for use in FY 2014-15 and a portion of FY 2015-16.