



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

PLANNING AND BUILDING DEPARTMENT

DATE: August 31, 2009
BOARD MEETING DATE: September 15, 2009
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Lisa Grote, Director of Community Development *L.G.*
SUBJECT: Agreement with MIG for Preparation of North Fair Oaks Community Plan Update

RECOMMENDATION:

Adopt a Resolution:

1. Authorizing the President of the Board to execute an Agreement with MIG for the preparation of the North Fair Oaks Community Plan Update in an amount not to exceed \$455,000 for the term September 15, 2009 through September 30, 2011; and
2. Authorizing the Director of Community Development or the Director's designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

BACKGROUND:

In February 2008, the Board of Supervisors authorized the Planning and Building Department to apply for a grant from the Metropolitan Transportation Commission's (MTC) FOCUS Station Area Planning program. The Station Area Planning program is an initiative to finance planning efforts that increase transit ridership in the nine-county San Francisco Bay Area. The Planning and Building Department's application was successful, and the Department received a grant of \$446,000, which will be matched with \$150,000 from the Housing Department's Housing and Community Development Trust Fund (which consists of State funds), and \$50,000 from City/County Association of Governments' (C/CAG) El Camino Real Incentive Program, for a total of \$646,000. The purpose of the grant and local match is to fund

an update to the County's North Fair Oaks Community Plan. The funds remaining after payment to MIG for work on the Plan Update will be used for environmental analysis, County staff time, and other costs related to the Update.

DISCUSSION:

The existing North Fair Oaks Community Plan was completed in 1979, and has not been substantially updated since that time. A community input process that took place in 2007 highlighted the desire of local residents for more housing with a greater diversity of housing types and costs, better services and employment opportunities, increased access to public transit, and safer pedestrian and bicycle routes. The Community Plan Update is intended to address these needs, and will involve significant community input. Some of the objectives of the update will be to identify opportunity sites for development, as well as incentives, policies, and programs that can achieve appropriate higher-density, mixed-use, and transit-oriented development with more local employment and housing opportunities. Implementation of the updated Community Plan will likely require changes to land use designations, zoning standards, and subdivision regulations for the area.

The Planning and Building Department has selected a contractor, MIG, to provide consulting services to complete the Community Plan Update within approximately two years. A Request for Proposals (RFP) was initially distributed to 19 firms and sent to an additional five firms upon request, as well as published on the Department's website and on the national website of the American Planning Association. Proposals were received from 11 firms and were evaluated by a committee comprised of staff from the Planning, Housing, and Public Health Departments. The top four firms were selected for interview and reevaluation by the same committee. MIG and its subconsulting team were selected as the preferred consultants on the basis that, among other factors, their team best combined a depth and breadth of prior experience in related work, significant amounts of local experience in similar projects, the technical expertise required to complete the project requirements, and the personal, public and managerial skills to interface with the community, appropriately represent the County, and manage the project efficiently and effectively.

The contract requires performance of the following key tasks:

1. Project Initiation, including a kick-off meeting, site tour, refined work program and management plan, public outreach and community engagement plan, and establishment of a project website.
2. Analysis of Existing Conditions, including creation of mapping and graphic materials, best practices study, analysis of land use, urban form and key opportunity sites, infrastructure analysis, analysis of parks and recreation facilities, public health, parking and circulation, and housing conditions.
3. Community Visioning, including steering committee meetings, stakeholder interviews, two community workshops, youth engagement program, outreach newsletters, and creation of vision, goals, and development framework.

4. Initial Plan Concepts, including draft land use alternatives and refined land use alternatives.
5. Preparation of Draft Community Plan, including draft plan components (including, at minimum, land use and urban design, traffic demand and circulation, parking demand analysis and parking management strategies, rail station feasibility assessment, station access, connectivity and visitability, infrastructure needs, affordable housing strategy, and economic feasibility), and preliminary draft community plan and implementation program.
6. Review and Adoption, including revised Draft Community Plan, Planning Commission hearings, Board of Supervisors subcommittee hearings, Board of Supervisors hearings, and final community plan.
7. Ongoing Project Management, including continuous liaison and coordination with County and subcontractors, management of subcontractors and subcontractors' work products, regular management meetings, and regular progress reports.

The Contractor has assured compliance with all contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination, equal benefits and employee jury service, and has provided proofs of required insurance. County Counsel has reviewed and approved the Resolution and Agreement as to form.

The proposed Agreement contributes to the 2025 Shared Vision outcome of a Livable Community because the North Fair Oaks Community Plan Update will include strategies for transit-friendly development, more affordable housing, economic development, and reduction of environmental impacts of transportation and development in North Fair Oaks.

Performance Measure(s):

Measure	FY 2009-10 Target	FY 2010-11 Projected
Percent of Completion of NFO Community Plan Update Work Plan	40%	90%

FISCAL IMPACT:

The proposed Agreement is for a total amount not to exceed \$455,000 that will be drawn from FOCUS grant funds, provided by MTC, and by local matches from the Housing Department's Housing and Community Development Special Trust Fund and from C/CAG's El Camino Real Incentive Program. All payments for work completed on the North Fair Oaks Community Plan Update will be made from the North Fair Oaks Plan Trust Fund that has been established by the Planning and Building Department for the purpose of receiving and disbursing the funding from these sources. There is no Net County Cost impact associated with this Agreement.