



REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES

COUNTY OF SAN MATEO
DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES

COUNTY OF SAN MATEO BURLINGAME HILLS SEWER MAINTENANCE DISTRICT ECONOMIC SUSTAINABILITY FISCAL ANALYSIS

RFP SCHEDULE

Date of Release	January 22, 2019
Deadline for Questions	February 19, 2019
Submittal Deadline	March 5, 2019 at 3:00 p.m.
Consultant Interviews	Week of April 1, 2019
Award of Contract	May 14, 2019 Board of Supervisors Meeting

Proposals shall be delivered by the submittal deadline specified above to:

County of San Mateo
Department of Public Works
ATTN: Rochelle Kiner, Deputy Director
555 County Center, 5th Floor
Redwood City, CA 94063
DPW_info@smcgov.org

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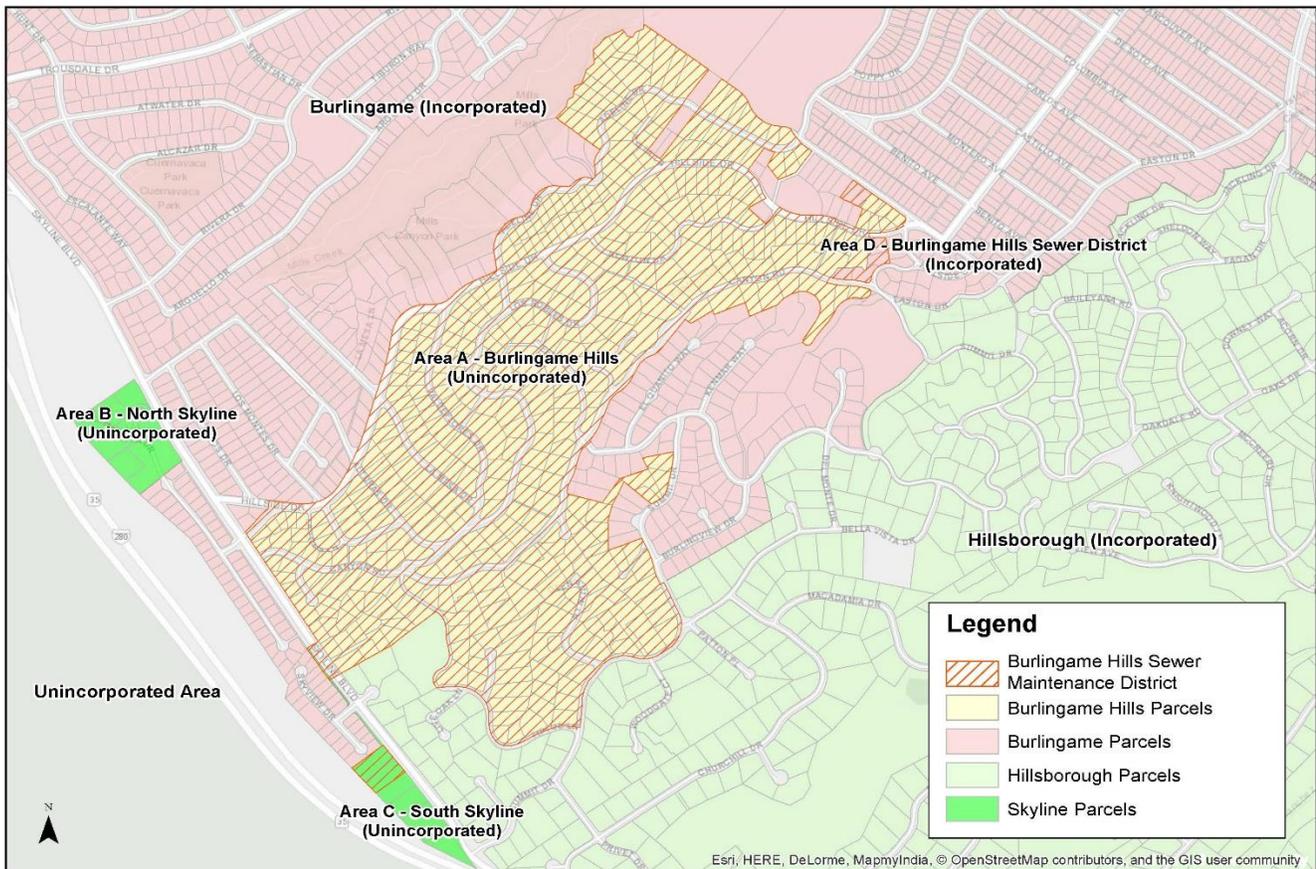
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INTRODUCTION AND BACKGROUND

The County of San Mateo (County) is soliciting a request for proposals (RFP) to obtain professional services for an economic and service delivery analysis to evaluate the long term projections of sewer operation costs and rates of the Burlingame Hills Sewer Maintenance District (BHSMD or District) for the following: 1) Rate study and projection for the status quo operation; 2) Rate study and projection for sewer service provided by contract by the City; and 3) Service plan and fiscal analysis of service provision for annexation of all unincorporated areas to the City of Burlingame. The Consultant can also identify other alternatives as deemed appropriate. The County desires an objective review of the economic costs and fiscal impacts to help assist with discussions and decisions regarding alternative service solutions and long-term fiscal sustainability of services. The County has a goal of project completion by November 2019.

DESCRIPTION OF SERVICE AREA

BHSMD was formed in 1935 pursuant to Health and Safety Code Section 4860 et seq. to serve the unincorporated Burlingame Hills Area. BHSMD is maintained and operated by the County of San Mateo Department of Public Works. The unincorporated area that is served by BHSMD is shown in red hash lines on Map A.



Unincorporated Burlingame Hills & Burlingame Hills Sewer Maintenance District



Map A

The unincorporated Burlingame Hills neighborhood, is designated an urban neighborhood in the San Mateo County General Plan and is within the San Mateo Local Agency Formation Commission (LAFCo) designated sphere of influence (SOI) of the City. The residential neighborhood is approximately 193.4 acres and is bounded on the west, north, east and southeast by the City and by the Town of Hillsborough on the south.

Burlingame Hills includes approximately 433 parcels with low and medium-low density land use and zoning that includes minimum 10,000 and 20,000-acre lots. The neighborhood is characterized by hilly terrain and winding roads and no sidewalks or streetlights. The County maintains 13.46 road miles with 6.28 centerline of roadway in the Burlingame Hills area.

There are two additional unincorporated areas adjacent to the City. On Map A, these are designated Area B – North Skyline and Area C – South Skyline. The North Skyline area is currently connected to the City sewer system. The South Skyline area is served by a mix of sewer connections to the BHSMD and by private septic systems.

While the majority of the City is served by city sewer services, there are 6 parcels that are within the City that also within the boundaries of BHSMD and are served by the District for sewer. The table below illustrates the service delivery pattern for all four areas shown on the map.

Table A

Service	Current Service Provider			
Area	Area A Burlingame Hills	Area B North Skyline	Area C South Skyline	Area D City of Burlingame Parcels in County Sewer District
Sewer	County-governed Burlingame Hills Sewer Maintenance District	City of Burlingame	County-governed Burlingame Hills Sewer Maintenance District and private septic systems	County-governed Burlingame Hills Sewer Maintenance District
Water	City of Burlingame and Town of Hillsborough	City of Burlingame	Town of Hillsborough	City of Burlingame
Solid waste	South Bayside Waste Management Authority	South Bayside Waste Management Authority	South Bayside Waste Management Authority	South Bayside Waste Management Authority
Police	San Mateo Sheriff	San Mateo Sheriff	San Mateo Sheriff	City of Burlingame
Fire	CalFire under a County-administered contract; however, Central County Fire Department is the first responder.	CalFire under a County-administered contract; however, Central County Fire	CalFire under a County-administered contract; however, Central County Fire	Central County Fire - A Joint Powers Agency of the Cities of Burlingame and Hillsborough, with contract service to Millbrae

		Department is the first responder.	Department is the first responder.	
Roads	County of San Mateo Department of Public Works	County of San Mateo Department of Public Works	County of San Mateo Department of Public Works	City of Burlingame
Stormwater	County of San Mateo Department of Public Works, limited to storm drain easements and road right-of-ways.	County of San Mateo Department of Public Works, limited to storm drain easements and road right-of-ways.	County of San Mateo Department of Public Works, limited to storm drain easements and road right-of-ways.	City of Burlingame
Street Lights	None	None	None	City of Burlingame
Number of parcels in area	433	8	6	6
Total estimated population	1,100 residents per the 2010 U.S. Census			

The estimated population is 1,100 persons within all four areas. The registered voter count within the unincorporated area is 837.

DESCRIPTION OF BHSMD

The BHSMD maintains 6.6 miles of sewer lines for 439 equivalent residential units (ERU). The District contracts with the City of Burlingame for downstream sewage transport and sewage treatment. Much of the District’s sewer infrastructure is aging and the small customer base constrains the District’s ability to establish rates to fund operation and maintenance, regulation compliance, replacement projects, sewage transport treatment and downstream agency capital improvement projects. Estimated costs of priority in-District capital improvement projects total \$12.7 million and the estimated cost of the District’s share of downstream improvements is \$500,000. BHSMD sewer rates are a flat rate for each ERU and sewer service charges, based on the sewer rates, are collected on the property tax bill. The City charges their customers a bimonthly sewer service charge based on water usage and the City bills for service on a bi-monthly basis. The current sewer rates for BHSMD and the City are shown as Table B in the appendix. An existing land use inventory description of properties within the study area is attached as Table C.

As a small district with 439 ERUs, the District is examining what long-term rate adjustments would be necessary to fund operations and maintenance, in-district capital improvements and downstream capital projects. In addition, the County seeks to examine alternative actions including annexation that would result in efficiencies and cost savings in order to stabilize rates in the long term.

SCOPE OF WORK

The consultant selected for the project is expected to develop a fiscal analysis to include 1) Rate study and projection for the status quo operation; 2) Rate study and projection for sewer service provided by contract by the City; and 3) Service plan and fiscal analysis of service provision for annexation of all unincorporated areas to the City of Burlingame. Analysis of all options shall include a review of current infrastructure (roads, drainage, and sewer) as applicable for each alternative in the study area, and review of the completed analysis of future infrastructure improvements and deferred maintenance projects. The Consultant can also identify other alternatives as deemed appropriate. The analysis shall also include the City's current and future capacity to provide municipal services to the study area. Study shall include an assessment of the advantages and disadvantages to each stakeholder (District, County, City, ratepayers) and should be presented in a table format.

In addition, the consultant should provide detail and an explanation on how the required deliverables are to be accomplished and may suggest additional tasks as deemed necessary to meet the stated Project objectives. The work shall be accomplished as described below. Additional services, if approved, shall be authorized by a change order signed by both parties and compensated at the rate listed in the fee schedule provided by the consultant. The final scope of service will be based on the consultant's approach to the project and will be negotiated with the firm selected and will be included in the service agreement.

BHSMD ECONOMIC SUSTAINABILITY FISCAL ANALYSIS AND ALTERNATIVES STUDY:

Meeting with Project steering committee to review scope of work, deliverables, timeline, resources and provide minor refinements and clarifications, as needed.

Utilize and update the inventory of existing agencies and public service providers in the study area, including public services provided by franchise or contract with private entities (e.g. solid waste, cable television, etc.) that may change if annexation should occur. An existing inventory is attached as Table D.

The County foresees a component of this as a matrix-type analysis that will allow staff the ability to compare the costs and benefits of various scenarios within each of the alternatives.

The Scope of Work shall include the following tasks:

Data Collection and Analysis

- Analyze the County's current cost of providing sewer service, projected capital costs, and establish a long-term budget (a minimum of five subsequent years), and sewer rate projection that covers the cost of operations and maintenance and capital costs
- Analyze the City's current cost of providing sewer service services, projected capital costs, and analyze the long-term budget for the City's sewer system, and review sewer rate projections for the system that covers the cost of operations and maintenance and capital costs
- Analyze the current and planned capacity (infrastructure, treatment, staffing, revenues) of the existing sewer service provided by BHSMD
- Analyze the current and planned capacity of the existing sewer service provided by City

- Collect and analyze revenues generated and expended in the unincorporated area including, but not limited to, property tax, gas tax, stormwater, and solid waste charges
- Collect and analyze revenues generated and expended by the City including, but not limited to, property tax, gas tax, stormwater, and solid waste charges
- Collect data and analyze the County's current cost of providing other municipal services (e.g., police protection services, fire, community and parks services, road services, and any other commonly provided services) in the study area
- Collect data and analyze the City's current cost of providing sewer and other municipal services to the study area, including but not limited to fire service.
- Conduct a rate comparison of local and regional sewer purveyors, as appropriate, comparing with other San Mateo County sewer purveyors, at minimum
- Coordinate with the San Mateo County Controller's Office and other departments as needed to obtain property tax information regarding the implementation of service alternatives

Deliverables

- Prepare a service plan utilizing collected data and analyze costs associated with providing the services. The plan shall determine costs and review financial effects of revenue changes on all affected agencies, the County, property owners, and other entities. The plan shall include budget projections for a minimum of five subsequent years stating the costs and revenues for the service area. Sewer rate structure alternatives shall be prepared for a service plan and shall include analysis of a change in the current rate structure of BHSMD from a fixed rate to tiered rates or other rate structures. The service plan shall evaluate all alternative service solutions as identified by the consultant and the County. A timeline for each alternative shall be recommended.
- All rate models should be presented in Microsoft Office Excel format and should project expenses, revenue requirements, and the resulting need for changes in utility rates for a period of at least five years, and must include inflationary adjustments.
- Prepare a series of fiscal analysis reports for review. Reports shall be provided to staff in WORD format:
 - Administrative draft, for staff review and comment (one electronic version and three hardcopies).
 - A circulation draft report that will be used for circulation and public comment.
 - Contractor shall track all public comments and questions and prepare a response appropriate for public dissemination.
 - Final report for Board of Supervisors review and approval and an attachment that includes all public comments and responses (one electronic version and five bound hardcopies).
- Prepare and present the circulation and final reports at staff or public meetings to stakeholders, including the District, County, city, and ratepayers. It is anticipated that attendance will be required at a minimum of 3 meetings, including but not limited to, public workshops and Board of Supervisors and City Council meetings. Visual aids, graphics, charts, and other documents shall be prepared as necessary for indicated meetings.

ADDITIONAL INFORMATION

Questions and Addenda:

The County of San Mateo (County) has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. All questions or requests for interpretation regarding this bid solicitation must be submitted electronically (email) to DPW_info@smcgov.org, to the attention of Rochelle Kiner, Deputy Director of Administrative Services & Airports, 555 County Center Drive, 5th Floor, Redwood City by February 19, 2019. All questions or requests for clarification will be confirmed by the County to ensure receipt. If Proposers do not receive a confirmation, please contact the Department of Public Works at (650) 363-4100. Bidders are not to contact County personnel with any questions or clarifications concerning this bid other than through email. Any County response for this bid that is not posted through email is unauthorized and will be considered invalid. All questions or requests for interpretations must be received by the date and time listed in the RFP Schedule above. The person submitting the request will be responsible for its prompt and timely submission.

If clarification or interpretation of this solicitation is considered necessary by County, a written addendum shall be issued. Any interpretation of or correction to this solicitation, will be made only by addendum issued by the County. It is the responsibility of each Proposer to ensure that they have received and reviewed any and all addenda to this solicitation. County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

Withdrawal:

At any time prior to the deadline for receipt of RFP submittals, any consultant may withdraw their submission, either in person or by written request. A proposal may not be withdrawn after the submittal deadline without written approval by the County.

Ownership:

By submitting an RFP proposal, Proposers agree all materials, documents, graphics, forms, designs, plans, procedure, systems and other data produced for this Project will become the sole and exclusive property of the County. No such materials or properties produced in whole or in part for the Project shall be subject to private use, copyrights or patent rights by Respondent in the United States or in any other country without the express written consent of the County. The County shall have unrestricted authority to publish, disclose (except as may be limited by the provisions of the Public Records Act), distribute, and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data statistics, forms or other material or properties produced for this project.

Acceptance/Rejection of Proposals:

The County may reject any proposal or all proposals if the Director of Public Works, or his designee, the best interest of the County. The County reserves the right to waive irregularities, other than the requirements for timelines and manual signature, if the irregularities do not affect the competitive advantage of any perspective consultant.

Confidential or Proprietary Proposals:

Proposals are not to be marked as confidential or proprietary. County may refuse to consider any Proposal so marked. Proposals submitted in response to this RFP may become subject to public disclosure. County shall

not be liable in any way for disclosure of any such records. Additionally, all proposals shall become the property of the County.

Pre-Contractual Expenses:

Proposer shall not receive any form of compensation from County for any expenses incurred prior to award and execution of the Contract.

Pre-contractual expenses are not to be included in the Compensation section of this RFP. Pre-contractual expenses are defined as including, but not limited to, expenses incurred by the Proposer in: a) preparing its Proposal in response to this RFP; b) submitting that Proposal to the County; c) negotiating with the County any matter related to the Proposer’s Proposal; and d) and other expenses incurred by the Proposer prior to the date of award and execution of the Contract.

Negotiations:

City reserves the right to: a) negotiate the final Contract with any Proposer(s); b) withdraw this RFP in whole or in part at any time without prior notice and, furthermore, makes no representations that any Contract will be awarded to any Proposer responding to this RFP; c) award its total requirements to one Proposer or to apportion those requirements among two or more Proposers; or d) reject any proposal if it is conditional, incomplete or deviates significantly from the services requested in this RFP.

In addition, negotiations may or may not be conducted with Proposer; therefore, the Proposal submitted should contain Proposer’s most favorable terms and conditions, since the selection and award may be made without discussion with any Proposer.

Protest Procedure:

Proposers may file a protest of a proposal with the San Mateo County Department of Public Works, Administrative Services Division – 555 County Center, 5th Floor, Redwood City, CA 94063, no later than 5:00 p.m. on the fifth business day from the day in which the proposals are opened.

At the time of the filing, the proposal protest shall be:

1. submitted on the Consultant’s formal letterhead and include the Consultant’s name, address, phone number and the name and title of the individual filing the protest; and
2. list the reasons for the protest including the specific section of the documents or technical specifications being disputed and shall cite any statutes or case law supporting or serving as the basis for the protest and describe how they support the item(s) being disputed.

If the protest does not meet all of these requirements, County will reject it without further review.

If the protest is timely and complies with all the above requirements, the Director of Public Works, or other designated San Mateo County staff member, shall review the protest, any response from the challenged bidder, and all relevant information. San Mateo County will provide a written response to the protestor. The County reserves the right to respond to any protest until the date on which the contract is awarded by the County.

The procedure and time limits set forth in this paragraph are mandatory and are the sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a failure to exhaust administrative remedies and a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

If the County determines that the protest is frivolous, the party originating the protest may be determined irresponsible and that party may be determined to be ineligible for future contract awards.

PROPOSAL CONTENTS

1) Signature Authority

The Request for Proposal must be submitted by an individual with authority to submit RFPs on behalf of the agency.

2) Content

Items below contain brief descriptions of material that must be included in this response.

○ Summary of Qualifications

Describe the agency's history, mission, programs, and services it provides; administrative structure; and experience in providing similar services. With the history include length of time in business, and any experience working with public agencies. Describe how this program will fit into your overall organization. Attach an organizational chart. Describe the extent of experience providing the services requested in the scope of work.

○ Service Methodology

Describe how you will fulfill the requirements included in the scope of work.

○ Staffing – Organizational Capacity

Describe proposed staff that would be assigned to complete this scope of work. List their duties, including disciplines and degrees, as appropriate. Provide the level of education, background and experience that this person has.

○ Implementation Timeline

Describe your proposed implementation work plan, including timeline for the implementation of services. Present a schedule for implementation of your plan.

○ Start-up Requirements

Describe start-up requirements (if any) and the lead-time necessary to begin providing services as a part of your implementation plan above.

○ Claims

Identify any claims or alleged violation of law or regulation brought against you or your organization in the last 2 years in court or before an agency that directly pertains to work product provided to clients.

- References
Include three references recently familiar with the quality and reliability of the respondent's work. The references should be agencies to whom you have recently provided similar services. Include the name, mailing address, contact person, and phone number for each reference.
- Insurance
The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.
- Cost Analysis and Budget for Primary Services
 - Provide a detailed explanation for all costs associated with your providing the requested services.
 - Include costs associated with start-up requirements, if such requirements were included above.
 - Provide separate costs associated with each of the "Alternative" services.
 - Provide costs for any meeting that might need to be conducted beyond the minimum three meetings outlined in the scope of work that would be located in San Mateo County lasting, on average 4 hours, that includes travel expenses.
 - Provide a rate sheet for your services for any additional follow up or consulting services needed.

3) Response Submissions

- Submit one (1) signed, original response electronically to DPW_info@smcgov.org, to the attention of Rochelle Kiner, Deputy Director of Public Works. Responses must include a company logo and be signed by the respondent. An unsigned response may be rejected. A response may be signed by any authorized agency representative of the respondent.
- If there are multiple pages included in the quote, additional pages should be consecutively numbered; including any attachments. For ease of reference, include a Table of Contents by page number.

PROPOSAL SUBMITTAL

The RFP response will be submitted electronically in a single pdf to [DPW info@smcgov.org](mailto:DPW_info@smcgov.org) by 3:00p.m. Pacific Standard Time on March 5, 2019.

All responses must be received by the stated date and time in order to be considered for review. The County will not be responsible for and may not accept late responses due to slow internet connection, or for any other electronic failure.

The procedure and time limits set forth in this paragraph are mandatory and are the sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a failure to exhaust administrative remedies and a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

EVALUATION CRITERIA

The County will select the consultant who best meets the needs of the County as evident by their qualifications, experience, project understanding, project approach, and other factors as outlined in the RFP. Accordingly, the County may use the following evaluation criteria to select the most appropriate consultant for the project.

1. Experience with fully preparing and successfully submitting economic studies of municipal service providers, governance alternatives, and/or similar documents.
2. Relevant qualifications of personnel.
3. Information obtained from references and firm's reputation.
4. Familiarity with applicable local, state, and federal laws.
5. Knowledge of, or ability to acquire knowledge of, local issues and interested parties in San Mateo County and the San Francisco Bay Area.
6. Approach to public outreach.
7. Approach to overall preparation of the economic document described.
8. Proposed schedule and ability to meet County deadlines.
9. Overall responsiveness to this RFP and ability to satisfy described requirements.
10. Proposed project budget/compensation.

Selection Procedure:

A proposal evaluation committee comprised of County staff will review each proposal. The most qualified consultant firm(s) may be invited to participate in an interview with County staff and/or the County Managers Office to review qualifications prior to selection. The timeline for final selection is to be determined. Those submitting proposals may be required to make presentations to the County as part of the selection process. The presentation team should include the project manager and other key personnel necessary to address administrative and technical issues.

All proposals shall be reviewed to verify that the proposer has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the General Terms and Conditions of the Service Agreement, will be eliminated from further consideration.

Final selection of the consultant will be based upon the evaluation of the written and oral responses (if invited to an interview). The successful firm will enter into a contract to be awarded by the County, covering the scope of services, budget/compensation and schedule.

PROPOSER WARRANTIES & CERTIFICATIONS

(Submit this page with your proposal)

1. Proposer warrants that it is willing and able to comply with State of California laws with respect to foreign (non-state of California) corporations.
2. Proposer warrants that it is willing and able to obtain all insurance required by this agreement. The carrier should be duly insured and authorized to issue insurance policies in the State of California.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Director of Public Works, or his designee.
4. Proposer warrants that all information is provided in connection with this proposal are true and accurate.
5. The vendor certifies that it can and will provide and make available, as a minimum, all services set forth in Scope of Work.
6. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the County in accordance with the Request for Proposal (RFP) and to be bound by the terms and conditions of the RFP and County Standard Professional Services Agreement.
7. This Proposer has carefully reviewed its proposal and understands and agrees that the County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for these.
8. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.
9. The proposal includes all the commentary, figures, and data required by the RFP.
10. This Proposer has carefully read and fully understands all of the items contained in this RFP. This Proposer agrees to all of the general requirements and any exceptions for those are to be listed separately and attached to RFP submittal.
11. The proposal by this proposer is an irrevocable offer and shall be valid for 90 days from proposal submission deadline date.

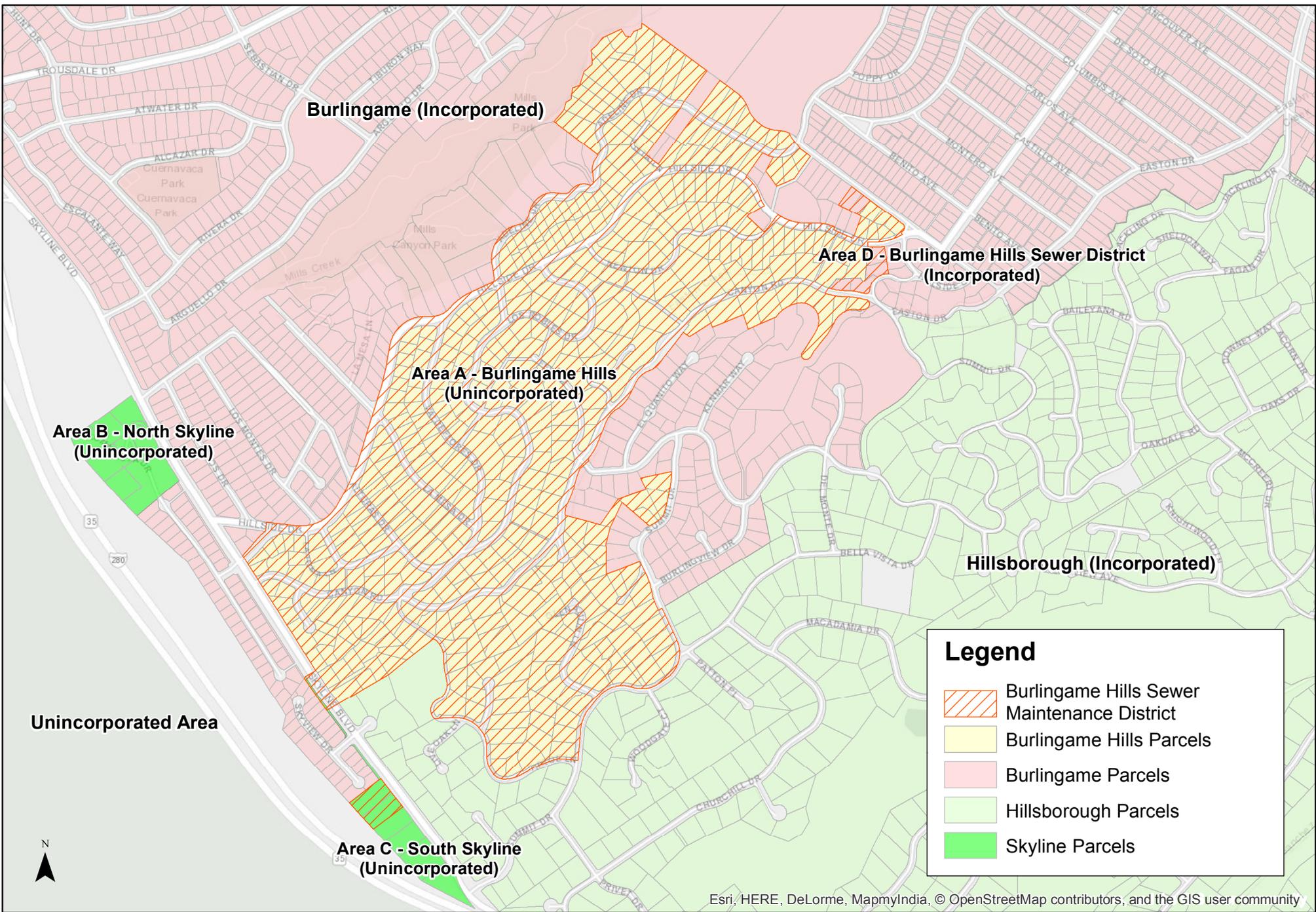
Proposer (Company) Name: _____

Proposer Representative and Title: _____

Proposer Signature: _____

Date: _____

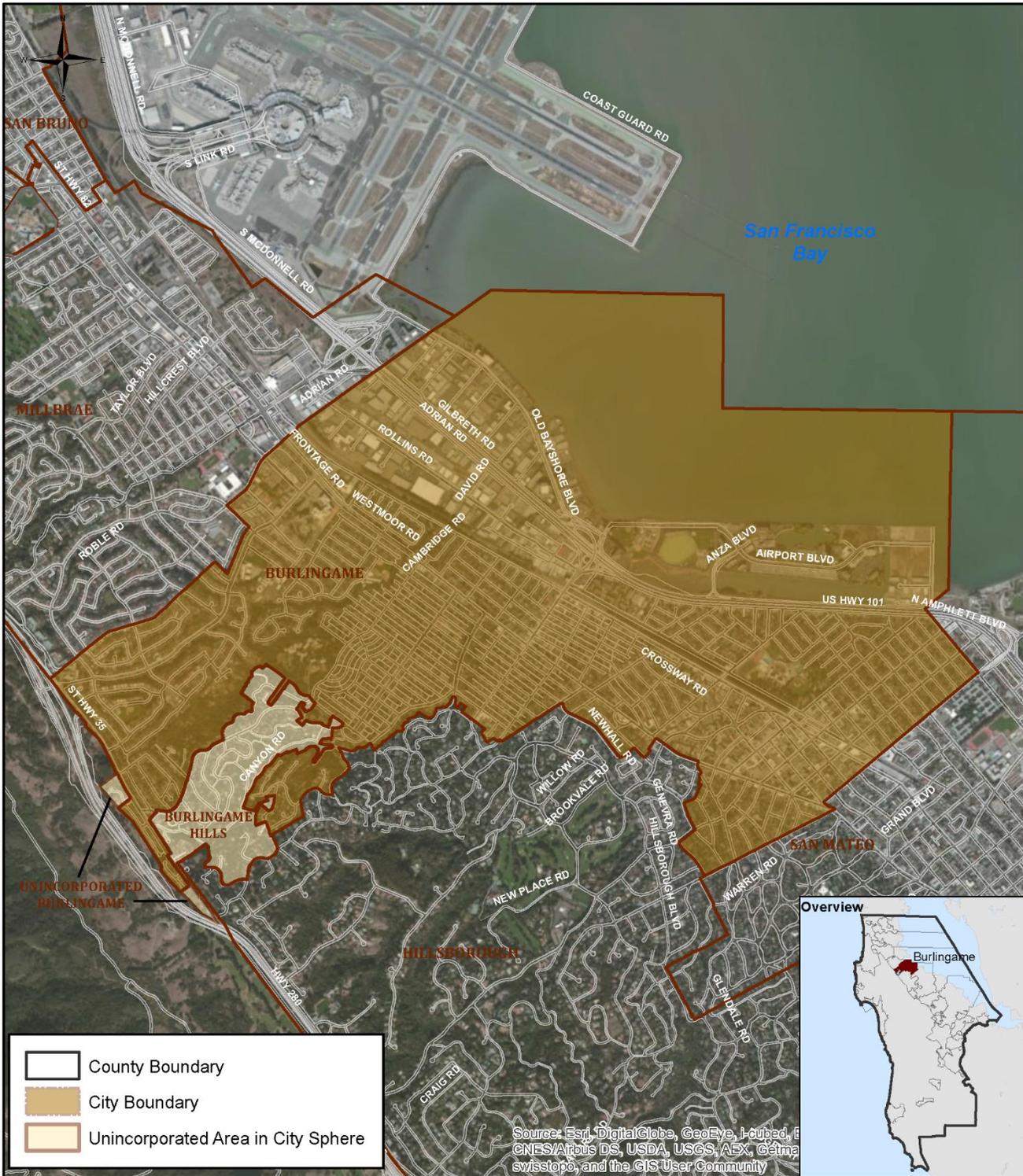
APPENDIX



Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and the GIS user community

Unincorporated Burlingame Hills & Burlingame Hills Sewer Maintenance District





BURLINGAME SPHERE OF INFLUENCE

SAN MATEO
LAF LOCAL AGENCY FORMATION COMMISSION
 455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 263-4224 • FAX (650) 353-4349

SAN MATEO
COUNTY GIS

Table B

Sewer Rates		
	Fiscal Year 2017-2018	Fiscal Year 2018-2019
Burlingame Hills Sewer Maintenance District	\$1,595 per year	\$1,675 per year
City of Burlingame (For Single-family or duplex)	Bimonthly charge of \$12.25 per thousand gallons of water consumed; if less than thousand gallons, then \$18.86	Bimonthly charge \$12.25 per thousand gallons of water consumed. Minimum charge \$24.50

Table C

Land Use Inventory for Burlingame Hills	
<p>The Burlingame Hills Sewer Maintenance District study area consists of 453 parcels, located in four distinct zones based on sewer and water service delivery.</p>	
Area	
<p>Area A Burlingame Hills</p>	<p>The majority of the parcels are located in the unincorporated area of Burlingame Hills. This area has a total of 433 parcels. Only 8 of these parcels are currently vacant per the 2015 San Mateo County Housing Element. The remaining parcels are developed with single-family homes and accessory dwelling units. The two San Mateo County General Plan Land Use designations for this area are Low Density Residential Urban (0.3-2.3 dwelling units/net ac) and Medium Low Density Residential Urban (2.4-6.0 dwelling unit/net ac). These designations allow low-density residential development in hillside areas with steep slopes, sensitive habitats, or existing low and medium low-density areas.</p> <p>There are three San Mateo County Zoning Districts for this area: R-1/S-9 (Minimum Lot size 10,000 square feet), R-1/S-10, Minimum Lot size 20,000 square feet, and R-1/SS-103 (Minimum Lot size 14,000 square feet). The R-1 zoning districts permit development of single-family dwellings and accessory dwelling units by right. Per an analysis conducted by San Mateo County Planning, 38 lots within the Burlingame Hills area could be subdivided for an additional 41 parcels. These parcels are served by the Burlingame Hills Sewer Maintenance District for wastewater and by the City of Burlingame and the Town of Hillsborough for water.</p>
<p>Area B North Skyline</p>	<p>In the area designated as North Skyline (west of Skyline Boulevard), there are 8 parcels located in unincorporated San Mateo County. 7 of the 8 parcels are developed with single-family residences and accessory dwelling units. For the one vacant parcel, an application was submitted to the San Mateo County Planning and Building Department in 2018 for a four-lot subdivision (PLN2018-00098). The San Mateo County General Plan Land Use designation for this area Medium Low Density Residential Urban (2.4-6.0 dwelling unit/net ac), which allows medium-low density residential development in hillside areas with steep slopes, sensitive habitats, or existing medium low-density areas. The properties are zoned R-1/S-9 (Minimum Lot size 10,000 square feet). The City of Burlingame provides water and wastewater services to all parcels in this area.</p>
<p>Area C South Skyline</p>	<p>There are 6 parcels in the South Skyline area (west of Skyline Boulevard). Each parcel is developed with a single-family house. These properties have a General Plan Land Use designation of Open Space Rural. Open Space Rural allows for very low-density development with a focus on protecting open space. The density for this designation is generated at a rate between 1 density credit per 5 acres and 1 density credit per 160 acres, as determined to be consistent with the protection of open space.</p> <p>The properties are zoned Resource Management. Development on these parcels may require discretionary permits from San Mateo County Planning and Building. The Town of Hillsborough provides water service to these parcels. For wastewater, the properties are served by a mix of sewer by the Burlingame Hills Sewer Maintenance District and by private on-site septic systems.</p>

<p>Area D City of Burlingame Parcels in County Sewer District</p>	<p>6 parcels that are served by the Burlingame Hills Sewer Maintenance District are located within the city limits of the City of Burlingame. These properties are all developed with single-family dwellings. The properties have a City of Burlingame General Plan Land Use designation of Low Density Residential (1.0-8.0 dwelling units/net ac). This designation permits detached housing units on individual lots, accessory units, and related ancillary structures. The properties are zoned R-1 (Minimum Lot size 5,000 square feet to 10,000 square feet), which allows development of single-family homes and accessory dwelling units subject to applicable permits from the City of Burlingame. These parcels are served by the Burlingame Hills Sewer Maintenance District for wastewater and by the City of Burlingame for water.</p> <p>If any unincorporated parcels are to be annexed into the City of Burlingame, the City’s Zoning Regulations state that, “no lands annexed to the city of Burlingame after May 31, 1960, which are thereupon classified for residential uses shall be divided into lots having areas of less than ten thousand (10,000) square feet each.” (Ord. 1863 § 10, (2011)). This provision is consistent with the County of San Mateo minimum lot size.</p>
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Table D

	Unincorporated County of San Mateo	City of Burlingame
Land Use		
Zoning Designation	R-1-Single Family/S-9, S-10, or Resource Management	R-1
General Plan Land Use Designation	Medium Low Density Residential Urban, Low Density Residential Urban, Open Space Rural	
Minimum Lot Size	S-9: 10,000 square feet or S-10: 20,000 square feet	The minimum residential lot size is 5,000 to 10,000 square feet depending on the location of the lot within the city.
Lot Dimensions	Minimum 50 feet wide	Each lot must have a minimum width of 50 feet and public street frontage of not less than 50 to 60 feet.
Review Process	A use permit may be required for certain developments on substandard lots, or alterations to nonconforming structures. Grading over 250 cubic yards requires a grading permit.	A conditional use permit may be required for certain developments on substandard lots, alterations to nonconforming structures, and excavation within required setbacks.
Off-street Parking Requirements	2 covered parking spaces (for 2 or more bedrooms) may not be located in front or side yard setbacks or in tandem, without an exception.	Each single-family dwelling shall provide off-street parking spaces for at least two (2) vehicles, one of which must be covered by a garage or carport. ¹
Minimum Road and Sidewalk Standards	Burlingame Hills area does not have an adopted road standard. Existing roads are maintained to existing widths.	Varies depending on width of right-of-way; requires investigation of existing conditions.
Fiscal		
Local Government Property Tax Rate	1% of assessed value	1% of assessed value
Business License Tax	A business license is required only for the following business types. The annual license tax varies by business type. ² <ul style="list-style-type: none"> • Peddlers and solicitors • Traveling shows, circuses, rodeos, and exhibitions • Pawn brokers, secondhand dealers and junk dealers • Public dance • Massage establishment and technician • Bingo games • Mobile food preparation unit • Auction and close-out sales • Fortune telling 	Annual license tax of \$100

¹ Burlingame Zoning: 25.70.030 Requirements for single-family dwellings.

² Please refer to the County [Business Licensing Board](#) web page.

	Unincorporated County of San Mateo	City of Burlingame
Utility Users Fee	None	None
Parks and Recreation Fees	Non-resident surcharge	Reduced fees for City residents
Stormwater Management Fee	Countywide program fee: \$6.86 (FY 2016-17) per single-family dwelling	On average, homes on a 6,000-square-foot single-family residential lot would pay a fee of \$150 per year that would sunset in 30 years ³ . Development Impact Fees (Planning) for single-family dwellings: \$781 per year for storm drainage Countywide program fee: \$6.86 (FY 2016-17) per single-family dwelling
Street Tree and Landscape Maintenance Fee	None. ⁴	Planting additional street (right-of-way) trees: \$95 to \$200/each
Street Maintenance Fee	None.	Only for new development.
Infrastructure/Services	Additional fees may apply, including but not limited to storm drain, park mitigation, and other fees. Please consult with County Planning and Building staff.	Please refer to Development Impact Fees (Planning) in the City's Master Fee Schedule
Permits and General Fees	Please refer to County Planning and Building website and consult with Planning and Building staff. Burlingame Hills Sewer Maintenance District also charges fees for plan reviews and inspection permits for remodeling/development and sewer work on private lateral from property line cleanout to District main.	Please refer to the City's Master Fee Schedule .
Service Delivery		
Sheriff/Police	San Mateo County Sheriff and California Highway Patrol	City of Burlingame Police Department
Fire	CalFire under a County-administered contract; however, Central County Fire Department is the first responder.	Central County Fire Department

³ Please refer to the [Burlingame Storm Drain Capital Improvement Project](#) brochure

⁴ Please refer to [Trees & Roadside Vegetation](#)

	Unincorporated County of San Mateo	City of Burlingame
Sewer	<p>Burlingame Hills Sewer Maintenance District</p> <p>Annual sewer service charges: \$1,675 (FY 2018-19) per equivalent residential unit.⁵</p>	<p>City of Burlingame Sewer Department</p> <p>Annual sewer service charges: See Water & Sewer Utility Rates</p>
Water	<p>City of Burlingame Public Works Department, Water Division</p> <p>Water rates: See Burlingame Water & Sewer Utility Rates</p> <p>Town of Hillsborough, Public Works Department, Water Division provides water to some properties within the Burlingame Hills Area.</p> <p>Water rates: See Hillsborough Water & Service Rates</p>	<p>City of Burlingame Public Works Department, Water Division</p> <p>Water rates: See Burlingame Water & Sewer Utility Rates</p>
Parks and Recreation	<p>County operates regional parks (Unincorporated residents pay non-resident fees for City of Burlingame Parks & Recreation programs)</p>	<p>City of Burlingame Parks & Recreation Department</p>
Street Lights	<p>No street lighting district</p>	<p>City of Burlingame Public Works Department, Electrical Maintenance Division (street lights on metal poles)</p> <p>Pacific Gas & Electric (street lights on wooden poles)</p>
Road Maintenance	<p>County Road Maintenance</p>	<p>City of Burlingame Public Works Department, Streets</p>
Storm Drain	<p>Limited County road maintenance in road right-of-ways and storm drainage easements only</p>	<p>City of Burlingame Public Works Department</p>
Schools	<p>Burlingame School District and San Mateo Union High School District</p>	<p>Burlingame School District and San Mateo Union High School District</p>

⁵ Please refer to [County of San Mateo - Sewer Service Rate Information](#)

REFERENCE MATERIALS

Burlingame Hills Improvement Association

<https://www.burlingamehills.org/>

City of Burlingame Website

<https://www.burlingame.org/index.php>

San Mateo County Website

<https://www.smcgov.org/>

San Mateo County Municipal Code

https://library.municode.com/ca/san_mateo_county/codes/code_of_ordinances

San Mateo County Shared Vision 2025

<https://bos.smcgov.org/shared-vision-2025>

San Mateo Budget, Policy, and Performance

<https://cmo.smcgov.org/budget-policy-and-performance>

San Mateo County Department of Public Works – Utilities

<https://publicworks.smcgov.org/utilities>

San Mateo Local Agency Formation Commission Website

<https://lafco.smcgov.org/special-districts-san-mateo-county>

San Mateo County Tax Roll

<https://www.smcacre.org/assessor>