



STAFF REPORT

AGENDA NO: 9a

MEETING DATE: June 6, 2025

To: Honorable Mayor and City Council

Date: January 6, 2025

From: Neda Zayer, Community Development Director – (650) 558-7253
Erika Lewit, Senior Planner

Subject: Adoption of a Resolution Authorizing the City Manager to Execute a \$130,269.60 Professional Services Agreement with Circlepoint to Perform Environmental Review Services Related to a Proposed Commercial Office Building at 1430 Chapin Avenue (Project No. CDR23-0001).

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a Professional Services Agreement for an amount totaling \$130,269.60 with Circlepoint for environmental review of a proposed project at 1430 Chapin Avenue, zoned Chapin Avenue Commercial (CAC).

BACKGROUND / DISCUSSION

The City of Burlingame has received an application from developUrBAN to demolish an existing 86,237 commercial office building (Chase) on the project site and construct a five-story commercial office building with below-grade parking.

The project is subject to environmental review pursuant to the California Environmental Quality Act (CEQA). In February 2025, staff circulated a Request for Proposals (RFP) to environmental consulting firms to conduct the environmental review for the proposed project. Circlepoint was selected through the review process. Attached is an Agreement for Professional Services with Circlepoint, in an amount not to exceed \$130,269.60, for CEQA services detailed in the April 29, 2025, scope of work. Environmental review is a duty imposed on the lead agency under State law but is funded by the development applicant.

The project will continue through the development review process and will require Planning Commission review and recommendation to the City Council for action.

FISCAL IMPACT

There is no fiscal impact on the City's General Fund as all environmental review services are covered by the project applicant.

Exhibits:

- Resolution
- Proposed Professional Services Agreement