



Midpeninsula Regional
Open Space District

R-24-50
Meeting 24-11
April 24, 2024

AGENDA ITEM 5

AGENDA ITEM

Award of Contract with Siegel & Strain to provide Architectural and Landscape Architecture/ Site Design Services for the Skyline Field Office Renovation Project and Coastal Field Office Project

GENERAL MANAGER'S RECOMMENDATIONS *den*

1. For the Skyline Field Office Renovation project:
 - a. Authorize the General Manager to enter into a contract with Siegel & Strain to provide architectural and landscape architecture/site design services to renovate the Skyline Field Office for a base amount not to exceed \$464,590.
 - b. Authorize a 15% contingency of \$69,688 to be awarded, if necessary, to cover unforeseen additional tasks to complete the scope.
 - c. Authorize a separate contract allowance of \$97,878 for additional technical studies, if deemed necessary to inform feasibility and design of the Skyline Field Office, for a total contract amount not-to-exceed \$632,156.
2. For the Coastal Field Office project, if the opportunity arises:
 - a. Authorize a separate contract of \$88,726 for a due diligence rapid assessment for site feasibility and constructability of a full-service Coastal Field Office once a suitable and viable location is confirmed.
 - b. Authorize a 15% contingency of \$13,309 to be awarded, if necessary, to cover unforeseen additional tasks to complete the scope, for a total contract amount not-to-exceed \$102,035.

SUMMARY

The Midpeninsula Regional Open Space District (District) seeks architectural and landscape architecture/site planning design services from a qualified consultant team to redevelop the existing Skyline Field Office site in support of an expanded, more efficient, full-service field office, shop, and yard. Staff is also pursuing potential sites for a new Coastal Field Office for which a due diligence rapid assessment would serve to inform the Board of Directors (Board) on a potential purchase.

A Request for Proposals and Qualifications (RFPQ) was issued on January 26, 2024, and three (3) firms submitted proposals on March 8, 2024. Based on the RFPQ results, the General Manager recommends awarding a contract to Siegel & Strain for the Skyline Field Office

Renovation project for a base contract amount of \$464,590 and authorizing a 15% contingency in the amount of \$69,688 and an allowance of \$97,878 for additional technical studies, if deemed necessary, for a total contract amount of \$632,156.

The General Manager also recommends awarding a separate contract to Siegel & Strain for the Coastal Field Office project for a base contract amount of \$88,726 and authorizing a 15% contingency in the amount of \$13,309 for a total contract amount of \$102,035 to conduct, if the opportunity arises, a rapid assessment for site feasibility and constructability during the due diligence period.

There is insufficient funding in the current Skyline Field Office Renovation project budget to cover the cost of the recommendation. If approved, unspent budget funds in the Bear Creek Redwoods North Parking Area and Monte Bello Black Mountain Trail Extension projects will be shifted to the Skyline Field Office Renovation project to cover cost in FY24. Additional funding for future years' budgets will be requested as part of the annual Budget and Action Plan process.

DISCUSSION

Skyline Field Office Project

Background

The Skyline Field Office (SFO), located at 21150 Skyline Boulevard, La Honda, services the District's Skyline region and currently also the San Mateo County Coast. The facility is located primarily within the County of Santa Clara with its northwestern edge in the County of San Mateo. At the SFO, there is a 2,560 square foot office built approximately 30 years ago that provides administrative workspace, a meeting room, and shower and locker room facilities. Various ranch buildings that existed on site when the District acquired the land have been repurposed and are used for storage, a shop, a wood shop, and additional locker rooms. There are also storage containers, large equipment, a yard, fueling station, and parking spread out on-site.

The current facility has outgrown the District's current and future needs due to increases in staff, which corresponds to the substantial growth in acreage of land managed over the last ten plus years that has required increased capacity for patrol, maintenance, and land stewardship work.

At the October 11, 2023 Board meeting, the Board received the Skyline Field Office Needs Assessment Report, describing existing conditions and future facility needs at the SFO. The Board also approved the following project goals:

1. Address facility deficiencies and improve functionality.
2. Address needs related to administration, shop use, utilities (including back-up power and cell service), parking and circulation, materials/equipment storage, and locker room/shower facilities.
3. Accommodate current and projected staff growth identified in the Coastal Management Plan and Financial Operational and Sustainable Model Update for the next 30-40 years, looking holistically at both the Skyline and Coastal regions (and future Coastal Office).
4. Incorporate design elements to reflect and complement the existing character of the site.

5. Include sustainable building and site features that support Climate Action Plan priorities and comply with climate-related state mandates.
6. Maintain internal equity for staff facilities.
7. Enhance workplace interactions and efficiencies and allow for standard start times and space for large staff gatherings/meetings.
8. Create a workplace environment that attracts and retains staff.
9. Incorporate fire resiliency goals into the design and construction.
10. Implement the project for cost and time efficiency.
11. Maximize efficiency of the available buildable land and locate as many of the uses at the existing site as possible to centralize ranger and maintenance needs.

In order to achieve the project goals, the District is seeking an architectural-led design consultant team to provide full architectural, landscape architecture, and engineering services to develop conceptual and schematic building and site plan options in the first two phases of work and in the third phase, advance into design development, permitting, bidding and construction of a new full-service field facility. Given the open space setting of the site, the District required the consultant team to have experience working in a rural setting on a complex project, and to incorporate natural aesthetics and a sense of place that aligns with the site's ranch character as well as the District's open space values.

Scope of Work

The Skyline Field Office Renovation Project consists of three phases:

- Phase I – Pre-Design and Feasibility Study
- Phase II – Schematic Design
- Phase III (future phase of work) – Design Development through Construction

The scope of work and fee for the recommended SFO Renovation contract encompasses Phases I and II only. It is premature for the consultant to provide a detailed scope of work and fee for Phase III, although it is anticipated that the consultant team selected for Phases I and II will also be selected to provide services for Phase III. Phase III's scope of work will be refined and added to the agreement via an amendment after completion of Phases I and II. The District reserves the right to solicit proposals from other qualified consultant teams for Phase III.

Phase I – Pre-Design and Feasibility Study:

Siegel & Strain will familiarize themselves with the District's culture, values, and aesthetic; field facilities in general; the Skyline Field Office in-depth; and the needs of the District's field staff through user surveys and interviews, meetings, site visits, and review of background documents. It is not yet known whether the existing SFO site, even if reconfigured, can accommodate all future needs, so the northwesternmost parking area of Skyline Ridge Open Space Preserve was suggested as a site to also assess. Therefore, Siegel & Strain will conduct a rapid assessment to

determine which site would be more suitable for meeting the goals of the project, recognizing that an additional secondary site for material or equipment storage may still be needed.

Once the Board has reviewed the findings of the rapid assessment and approved which site(s) to advance, the consultant team will develop a Basis of Design Report and a Zoning and Site Analysis Summary. Siegel & Strain will identify and conduct any technical studies, traffic studies, investigations and surveys needed to prepare the report. Their report will outline the building program, including the different spaces inside the buildings, how they interrelate, and the approximate size requirements for the different buildings and uses as well as any functional requirements, specific qualities, or unique features. Upon completion of the Basis of Design Report and Zoning and Site Analysis, the project and consultant teams will present the results of those reports to the Board before initiating Phase II.

Phase II - Schematic Design

Siegel & Strain will use information from Phase I to develop up to three (3) preliminary concepts and present these to the Board. Each concept will have three or four components:

- A) building plans
- B) site plan (e.g. layout of buildings, circulation, parking, etc.)
- C) description of design elements that complement the natural setting, existing rural character, and aesthetic goals
- D) alternate site(s) to locate certain uses (such as off-site material/equipment storage), if identified as necessary

The project and consultant teams will present preliminary concepts and cost estimates to the Board. Once a preferred concept is selected, Siegel & Strain will prepare a pre-application submittal package with the County of Santa Clara, which is currently anticipated to be the lead permitting agency. The project team will incorporate County feedback into Phase III work.

Phase III – Design Development through Construction

Phase III's scope of services will be developed upon completion of Phases I and II and the Board's selection of a preferred concept. Tasks include coordinating on land use permits and preparing a permit plan set, providing technical information to consultants as needed for environmental review (in compliance with the California Environmental Quality Act), design development plans, construction documents (65%, 95% and 100%), preparation and submission of building permits, preparation of bid documents, bidding and construction administration, and preparation of as-built drawings.

Coastal Field Office Rapid Assessment

Due to current and future facility needs and project staff growth, staff have been tasked to seek and secure property to establish a coastal field office for field staff to support coastal land holdings. Pending identification of a suitable location for a full-service Coastal Field Office, Siegel & Strain will assist with a due diligence rapid assessment for site feasibility and constructability. This contract will allow staff to respond rapidly within a constrained due diligence period if a suitable location is found and pursued.

Their high-level scope of work includes the following, which may need to be adjusted to respond to specific project conditions once known:

- Zoning, permitting and site analysis
- Preliminary site layout diagram, including vehicular circulation and parking, building footprints, outdoor work areas and site boundary
- Rough order of magnitude cost estimate
- Other additional technical studies and surveys needed for feasibility assessment, e.g. topographic survey, traffic, percolation testing, geotechnical desktop studies, and subsurface, geotechnical investigation

Consultant Selection

On January 26, 2024, staff issued a request for qualifications and proposals (RFPQ) via Periscope and posted the RFPQ on the District’s website. A pre-proposal tour was held on February 13, 2024, with 18 firms in attendance. The following three (3) firms submitted proposals by the March 8, 2024, deadline.

Firm	Location	Proposed Fees for Base Proposal
Design Draw Build	Oakland, CA	\$499,785
Siegel & Strain	Emeryville, CA	\$464,590
William Duff Architects	San Francisco, CA	*\$499,331

*For cost saving reasons, proposed scope reduced some tasks listed in the RFPQ.

Evaluation criteria were determined prior to the release of the RFPQ that included the quality of the proposal, expertise, and implementation approach. After a thorough review of all proposals, an interview with Siegel & Strain on March 26, 2024, and five reference checks, Siegel & Strain was deemed as the most qualified and best suited for the project at a fair and reasonable price.

A seven-member review team comprised of staff from four different departments (Planning, Engineering & Construction, Land & Facilities, Visitor Services) selected Siegel & Strain due to their extensive experience with maintenance facilities and corporation yards in complex and rural locations, skill with collaboration and engagement, attention to context, experience working with public agencies, and sustainability expertise. Siegel & Strain compiled a talented core design team that includes PGAdesign (landscape architects) and Sherwood Engineers (civil engineers), both of whom have previously worked with the District. The secondary consultant team, which will be called upon when needed, includes firms with expertise in structural engineering, mechanical and plumbing engineering, electrical engineering and lighting design, cost estimating, geotechnical engineering, traffic engineering and transportation planning, and surveying.

Siegel & Strain’s proposal demonstrates they understand the District ethos and context of Skyline Boulevard as a rural and natural landscape with contained development and ranches, and they recognize that the new field office should fit into the character and natural beauty of the area while maintaining maximum functionality for staff. Samples from Siegel & Strain’s portfolio include the City of Berkeley-owned Tuolumne Camp, Portola Valley Town Center, Swanton Pacific Ranch, and Presidio Historic Hangers.

Contingency and Allowance

Skyline Field Office Renovation

A 15% contingency of \$68,688 is recommended to support unforeseen tasks beyond the current scope of work. During a multi-year contract, there may be changing jurisdictional standards, unforeseen obstacles discovered during the feasibility stage, or unanticipated requests that require additional work and coordination.

A \$97,878 allowance is also recommended to cover the costs of additional technical studies that may be needed during feasibility, including geotechnical studies and/or subsurface investigations, topographic survey, and traffic studies.

Coastal Field Office

A 15% contingency of \$13,309 is recommended to support unanticipated tasks arising from the rapid assessment, including additional technical studies, and allow the project team to respond quickly during the due diligence period of a potential property purchase.

FISCAL IMPACT

The current FY24 budget includes \$20,000 for the 31914 - Skyline Field Office Renovation project and \$55,000 for the 20132 - Coastal Field Office project in the General Fund. There is insufficient funding in the current 31914 - Skyline Field Office Renovation project budget to cover the cost of the recommendation. If approved, a shift in a total of \$40,000 of funding will be requested from the VP21-005 - Bear Creek Redwoods North Parking Area and 61044 - Monte Bello Black Mountain Trail Extension projects to 31914 - Skyline Field Office Renovation project during the next quarterly budget amendment process. Funding for future years budgets will be requested as part of the annual Budget and Action Plan process.

31914 - Skyline Field Office Renovation	Prior Year Actuals	FY24 Projected Amended	FY25 Projected	FY26 Projected	Estimated Future Years	TOTAL
Total Budget District Funded (Fund 40):	\$0	\$60,000	\$315,000	\$290,000	\$25,280,000	\$25,945,000
Spent-to-Date (as of 03/28/24):	\$0	\$0	\$0	\$0	\$0	\$0
Encumbrances:	\$0	(\$22,000)	\$0	\$0	\$0	(\$22,000)
Siegel & Strain Contract:	\$0	(\$38,000)	(\$176,855)	(\$249,735)	\$0	(\$464,590)
15% Contingency:	\$0	\$0	(\$34,844)	(\$34,844)	\$0	(\$69,688)
Allowance:	\$0	\$0	(\$97,878)	\$0	\$0	(\$97,878)
Budget Remaining (Proposed):	\$0	\$0	\$5,423	\$5,421	\$25,280,000	\$25,290,844

20132 - Coastal Field Office	Prior Year Actuals	FY24 Amended	FY25 Projected	FY26 Projected	Estimated Future Years	TOTAL
Total Budget District Funded (Fund 40):	\$0	\$55,000	\$130,000	\$0	\$0	\$185,000
Spent-to-Date (as of 03/28/24):	\$0	\$0	\$0	\$0	\$0	\$0
Encumbrances:	\$0	\$0	\$0	\$0	\$0	\$0
Siegel & Strain Contract:	\$0	(\$20,000)	(\$68,726)	\$0	\$0	(\$88,726)
15% Contingency:	\$0	\$0	(\$13,309)	\$0	\$0	(\$13,309)
Budget Remaining (Proposed):	\$0	\$35,000	\$47,965	\$0	\$0	\$82,965

This recommended action is not funded by Measure AA.

PRIOR BOARD AND COMMITTEE REVIEW

October 11, 2024 Board Study Session: Board received the Skyline Field Office Needs Assessment Report, reviewed and approved goals of the Skyline Field Office Renovation Project, reviewed and approved the Phase I project scope. ([R-23-117](#), [meeting minutes](#))

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act (CEQA). The award of contract will not result in a direct physical change to the environment and does not constitute Board approval of the projects.

NEXT STEPS

Following Board approval, the General Manager will execute a contract with Siegel & Strain to provide site architectural, design, and engineering services for the Skyline Field Office Renovation Project. The tentative schedule is shown below:

Task	Timeline
Phase I - Programming, Feasibility, Pre-Design)	Spring 2024 through late spring 2025
Phase II- Conceptual and Schematic Design	Spring 2025 through late spring 2026
Coastal Field Office Rapid Assessment	Will commence once the District is under contract to purchase a property for the Coastal Field Office.

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