



Midpeninsula Regional  
Open Space District

R-16-65  
Meeting 16-11  
May 25, 2016

### **AGENDA ITEM 3**

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Contract Amendment with PGA Design, Inc., for Additional Design, Engineering, Permitting, and Construction Administration Services for the Sears Ranch Parking Area at La Honda Creek Open Space Preserve

#### **GENERAL MANAGER'S RECOMMENDATIONS**

Authorize the General Manager to execute a contract amendment with PGA Design, Inc., for additional services related to the Sears Ranch Parking Area Project in the amount of \$31,315, for a total not-to-exceed contract amount of \$81,195

#### **SUMMARY**

The Sears Ranch Parking Area Project will create a new visitor entrance, trailhead, and parking area to facilitate opening the former Driscoll Ranch to the public, as part of Phase I Implementation of the La Honda Creek Open Space Preserve Master Plan. The current design, engineering, and construction administration contract with PGA Design, Inc., requires a scope and budget amendment to include additional plan revisions and driveway widening, to meet San Mateo County permitting requirements and to meet the targeted construction date of summer/fall of 2017. Sufficient funds are included in the Fiscal Year (FY) 2015-16 budget and proposed FY2016-17 budget to cover these costs.

#### **MEASURE AA**

This project is part of Measure AA Expenditure Plan (MAA) Portfolio #7, La Honda Creek: Driscoll Ranch Public Access Endangered Wildlife Protection, and Conservation Grazing, with a total funding allocation of \$14.825 Million to, in part, “provide biking/hiking/equestrian trails, limited dog access, parking areas, and interpretive displays.” In addition, this specific project is included in the Board-approved MAA 5-year Project List.

#### **BACKGROUND**

In March 2016, the General Manager executed a contract with PGA Design Inc., (PGA) in the amount of \$49,880 for design, engineering, and construction administration and oversight of a gravel parking area at the Sears Ranch Road entrance to La Honda Creek Open Space Preserve (please see Attachment 1, Project Location). This parking area is part of the Board-approved La Honda Creek Master Plan Phase I public access improvements. PGA was selected from a pool of four pre-qualified consultants in a standard evaluation process that considered each consultant’s experience and qualifications as described in a project proposal. The pre-qualified

consultant pool was the result of a standard Request for Qualifications and Proposals process that included wide solicitation of proposals for a similar project in November 2015 (see Report 16-49).

## DISCUSSION

### Description of Additional Scope and Budget

#### County Permitting Assistance and Driveway Widening

The original PGA contract scope of work anticipated that given the relatively flat project site and small footprint, the related grading work for the parking area would be limited to no more than 150 cubic yards of soil and therefore would not require a grading permit from San Mateo County (County). In an effort to keep the grading work limited, PGA was asked to develop a conceptual design for a small, nine-stall parking area. However, final cut-and-fill calculations, which include small retention basins to capture surface runoff, have shown that even the very small parking area generates grading amounts that exceed 150 cubic yards of soil which triggers the requirement for a County grading permit. The County permitting process is typically labor-intensive and subject to multiple revisions to the engineered design drawings to adequately respond to County comments, which are often submitted in sequence rather than as one consolidated package. In addition, since the project will now require County review, we also anticipate that County Fire will require that the Sears Ranch Road driveway entrance be widened from the current 12-15 feet to 20 feet for emergency vehicle access.

#### Parking Area Capacity

Because a County grading permit would be required regardless of the size of the parking lot, the project scope has been modified to expand the parking capacity to accommodate up to 20 vehicles to adequately provide sufficient long-term parking for this new trailhead at Sears Ranch Road. The Master Plan calls for a parking area of up to 20 vehicle spaces (no horse trailers), therefore, this minor project scope change remains consistent with the Board-approved Master Plan. The Master Plan calls for larger parking areas with horse trailer parking at both the Red Barn area and southern corner of the Preserve (near the Event Center). In the interim, equestrian permit parking will continue to be provided at the Event Center.

Specifically, the PGA contract would be amended to include:

- Additional meetings, project coordination, site visits, and plan submittals anticipated to be required as part of the County grading permit process: \$16,095
- Engineering plans and specifications for driveway widening, including multiple revisions: \$10,635
- Stormwater management analysis (required due to the larger amount of impervious surface): \$3,685

PGA is the most qualified and best suited consultant firm for performing the additional scope of work since they have already developed the preliminary designs and initiated 50% design development for the new parking area. The Project is on an extremely tight timeline that requires the District to secure permits for construction by Spring 2017 (County permits are known to take as much as one year to secure), in order to solicit bids for construction in Summer 2017. The Board-approved Master Plan identified completion of the Sears Ranch parking area and trail connections within five years of Plan approval (2017).

## FISCAL IMPACT

The District's FY2015-16 budget includes \$104,000 for the Project and is sufficient to bring the design and engineering plans to 95% complete and begin permitting process. The proposed FY2016-17 budget includes \$29,900 to secure permits and bid out the project. Funds for construction will be budgeted as part of a future FY2017-18 budget. These project costs are fully eligible for Measure AA reimbursement.

### **BOARD COMMITTEE REVIEW**

The Planning and Natural Resources Committee reviewed the location and conceptual design for the Sears Ranch Parking Area at their April 20, 2016 meeting, which was held at the La Honda Elementary School (see Report R-16-48). Approximately 30 members of the public attended the meeting.

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

### **CEQA COMPLIANCE**

Execution of a design contract does not constitute a project under CEQA. Construction of the Sears Ranch Parking Area was included in the La Honda Creek Master Plan Initial Study and Mitigated Negative Declaration, which the Board approved in August 2012. The proposed expansion of the parking area to no more than 20 spaces remains consistent with the Master Plan project description.

### **NEXT STEPS**

Pending Board approval, the General Manager will direct staff to amend the contract with PGA Design to complete the engineered designs for the parking area and driveway widening, which will form the basis for permit submittals and a Request for Bids package. A construction contract is anticipated to be brought to the Board in Summer 2017.

Attachment

1. Project Location

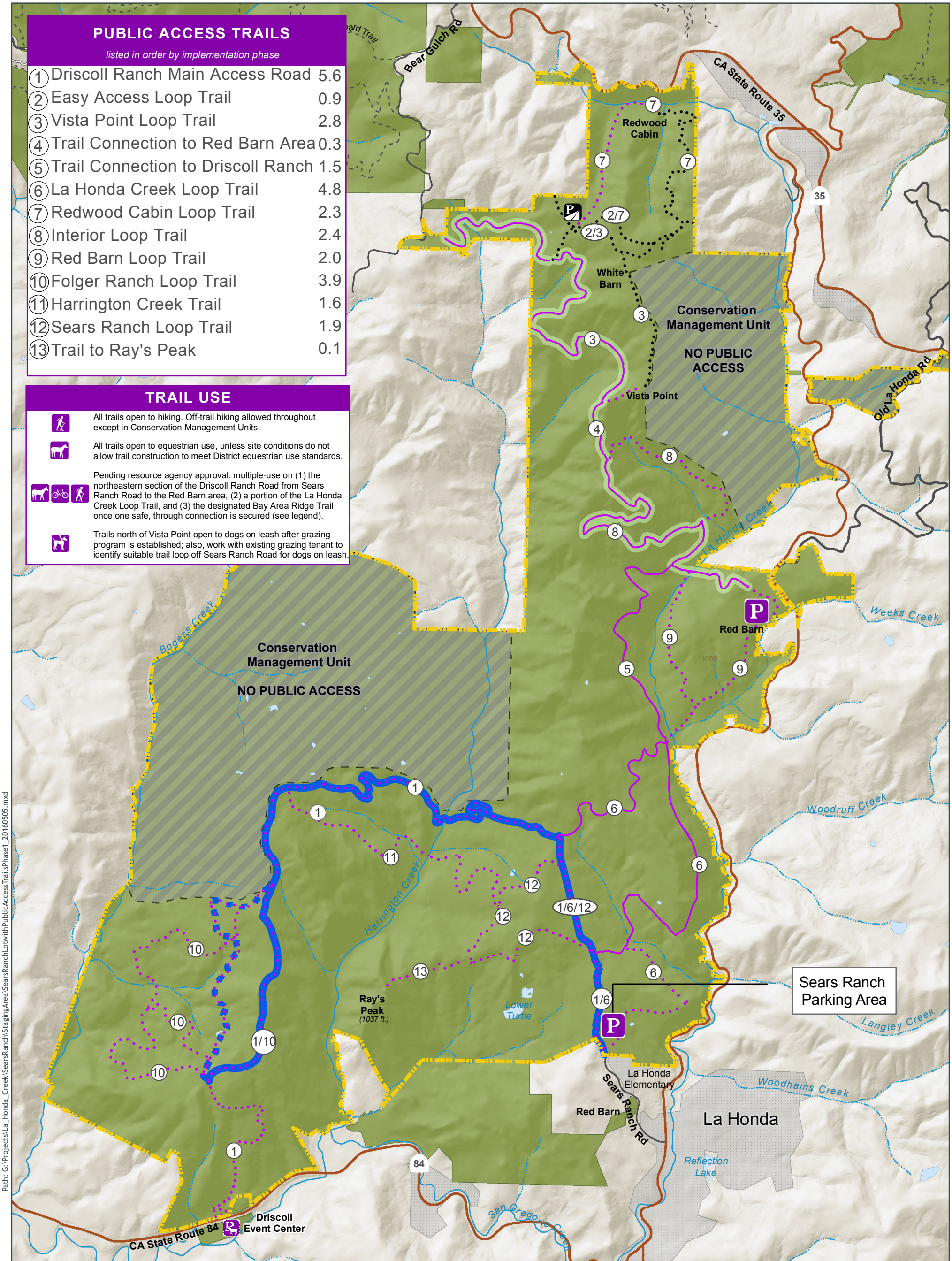
Responsible Department Head:

Jane Mark, AICP, Planning Manager, Planning Department

Prepared by:

Lisa Bankosh, Planner III, Planning Department





Path: G:\Projects\La\_Honda\_Creek\SearsRanch\StagingArea\SearsRanchLotwithPublicAccessTrailsPhase1\_20160505.mxd  
Created By: lbankosh

La Honda Creek  
Open Space Preserve

Map Projection: UTM Zone 10N, NAD 1927  
Data Sources: USGS, County of San Mateo, and MROSD

01,5003,000

Feet

May, 2016

Attachment 1: Sears Ranch Parking Area Location

Trails

Existing Public Trails  
(Permit Only, Hiking, Equestrian)

Proposed Public Trails  
(Hiking, Equestrian)

Proposed Multiple-Use Public Trails  
(Hiking, Equestrian, Bicycling)

Phase I Trails: Main Ranch Road  
(Hiking, Equestrian)

Phase I Trails: Folger Loop

Proposed New Segment of the Bay Area Ridge Trail  
(Hiking, Equestrian, Bicycling)

Facilities

Existing Parking Area

New Parking Area

Permit Only Equestrian Parking Area

Land Use

Conservation Management Unit  
(No Public Access)

La Honda Creek Master Plan Boundary

Preserve Boundary

While the District strives to use the best available digital data, this data does not represent a legal survey and is merely a graphic illustration of geographic features.