



Midpeninsula Regional  
Open Space District

R-24-17  
Meeting 24-04  
February 14, 2024

## AGENDA ITEM 4

### AGENDA ITEM

Contract Amendments for Parametrix (formerly Parisi Transportation Consulting) and PGAdesign for Additional Services in Support of the Hawthorns Area Plan

### GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to amend a contract with Parametrix (transportation consultant) by \$25,125 as follows, for a total not-to-exceed new contract amount of \$245,050:
  - a. Supplemental Work Allowance of \$12,000 for additional traffic and transportation consulting services related to the parking area and driveway conceptual designs.
  - b. An additional contingency of \$13,125 for future unforeseen tasks beyond the current scope of work.
  
2. Authorize the General Manager to amend a contract with PGAdesign (Public Access Working Group facilitator) by \$19,155 as follows, for a total not-to-exceed new contract amount of \$69,155:
  - a. An increase to the contract of \$14,155 to cover additional time coordinating, preparing for, facilitating, and completing post-meeting support work for the remaining Public Access Working Group (PAWG) meetings.
  - b. A contingency of \$5,000 to support other unforeseen PAWG meetings and complete tasks beyond the scope of work.

### SUMMARY

The Midpeninsula Regional Open Space District (District) is developing the Hawthorns Area Plan, a comprehensive use and management plan, for the Hawthorns Area of Windy Hill Open Space Preserve (Hawthorns Area). The project team is seeking additional funds for Parametrix (transportation consultant) and PGAdesign (PAWG facilitator) to address unforeseen time commitments and tasks arising from the PAWG process that extend beyond their current contracted scopes of work.

On July 13, 2022 (R-22-81), the District Board of Directors (Board) approved a contract with Parisi Transportation Consulting, acquired by and now known as Parametrix, to complete the Hawthorns Area Transportation Study for a base amount of \$131,245, a 10% contingency of \$13,125, and an allowance of \$75,555 (for specific transportation studies beyond the original base contract scope of work). The Hawthorns Area Plan's Public Access Working Group (PAWG) effort as well as public and Town of Portola Valley (Town) feedback have necessitated additional traffic related data collection and analysis and various parking area site studies,

depleting the original 10% contingency. The additional work has also lengthened the project schedule for this phase of work, which will now likely continue beyond the end of Fiscal Year 2023-24 (FY24). Given current PAWG and Town discussions, staff anticipate additional requests for more traffic and transportation studies and analysis before arriving at a final recommended parking and driveway conceptual plan to inform the Hawthorns Area Plan. As a result, staff seek an additional contingency of \$13,125 to complete any future traffic or transportation planning-related tasks arising out of both the PAWG and overall Hawthorns Area Plan Project (Project) planning process.

On March 21, 2023, the District General Manager approved a sole-source contract with PGAdesign to deliver facilitation services in support of the PAWG and Project planning process, with an approved budget of \$50,000. PGAdesign has successfully completed four of the contracted seven PAWG meetings. Due to the complexity of this project, these meetings have each taken more time to prepare for and attend than anticipated. An additional \$14,155 is requested for additional time and resources to complete the remaining PAWG meetings in light of the high level of community interest, scale and duration of PAWG meetings, and complexities in handling the onsite meeting logistics and hybrid meeting format. Because of the uncertainty of the PAWG deliberation process and number of meetings ultimately needed, staff seek a contingency of \$5,000 to address future unforeseen tasks related to running the PAWG meetings.

There are sufficient funds in the FY24 budget to continue work on both contracts through the end of the fiscal year. Additional funding for future years' budgets will be requested as part of the annual Budget and Action Plan process.

## **DISCUSSION**

Phase 3 of the Hawthorns Area Plan Planning Process included the formation of a Public Access Working Group (PAWG). The purpose of the PAWG is to establish an interactive forum of local and regional perspectives to collaborate with the District on a plan for introducing public access at the Hawthorns Area in a manner consistent with the Board-adopted vision and goals for the project and the Hawthorns Area. To date, with the collaborative efforts of consultants and staff from multiple District departments, the project team has successfully facilitated and completed four out of the planned seven PAWG meetings. Three of these meetings took place at the District's office, and one was held onsite at the Hawthorns Area.

### **Parametrix (transportation consultant)**

Since being awarded their contract in July 2022, Parametrix has completed the following and expended approximately 63% of the original base contract budget of \$131,245.

- Documented existing traffic, transportation, and circulation conditions;
- Assessed the feasibility of potential multiple driveways (existing and new) and roadway improvements to facilitate public access;
- Projected future parking demand;
- Developed technical memos in support of a future transportation technical report that will be used to facilitate California Environmental Quality Act (CEQA) review; and
- Provided technical information and support during public meetings and community engagement.

Through the implementation of the above work, unanticipated tasks arose as described below, depleting the original 10% contingency amount of \$13,125 as well as any budgetary savings

from underspent tasks in the base contract scope and budget. None of these unanticipated tasks fell under the specified tasks that can be funded by the \$75,555 allowance.

Unanticipated tasks:

- Two days of traffic counts, including vehicles and bicycles, at four locations on Alpine Road and Los Trancos Road; summarized and incorporated the new data into the Technical Report.
- Parking supply analysis for the Stanford Dish, Pearson-Arastradero, and neighboring schools beyond the one-mile radius originally scoped.
- Counts and analysis of Alpine Trail (Willowbrook) trailhead and roadside parking supply and occupancy (Fall 2022 and Spring 2023), performed at the request of the Town.
- Parking occupancy counts at Roberts Market.
- Within a short timeframe and per the Town's guidance, five more days of traffic counts, including vehicles and bicycles, at four locations on Alpine Road and Los Trancos Road to address PAWG and public comments; summarized the new data into the Technical Report.

With savings within the base contract budget depleted, the contingency depleted, the project timeline extending into calendar year 2024, and continued high level of community interest and discussions around traffic and circulation, staff request an additional contingency of \$13,125. This contingency will allow staff to respond to future unanticipated data collection, analyses, or other traffic or transportation planning-related tasks arising out of both the PAWG and overall Hawthorns Area Plan planning process to avoid project delays or interruptions.

### **PGAdesign (PAWG Facilitator)**

Since being awarded their contract in March 2023, PGAdesign has completed four of the contracted seven PAWG meetings. Tasks associated with each PAWG meeting include the following:

- Meeting preparation (e.g. agenda, speaking roles and points, presentation materials), including multiple coordination meetings with District staff, design consultants, and PAWG co-Chairs, and review of public comments;
- Active facilitation at each PAWG meeting;
- Post-PAWG debrief meetings with District staff, design consultants, and co-chairs; and
- Detailed meeting summary and action items for each meeting.

Although the PAWG process is moving along successfully with high levels of engagement and robust discussions, there are several factors unique to this project that has required an extensive amount of PGAdesign's time and level of effort to effectively support each PAWG meeting as detailed below:

- **Design Focus of the PAWG:** Because the Hawthorns PAWG is focused on developing conceptual designs rather than simply identifying sites to study later, the facilitation process is lengthy and highly fluid, as the group organically discusses their ideas and opines on the design options being presented.
- **High Level of Community Interest:** The high level of community interest has necessitated more coordination meetings between the facilitator, co-Chairs, District staff, and design consultants. This is particularly evident in the review and consideration of

public comments, with the October 26 PAWG meeting receiving 49 written public comments prior to the meeting.

- PAWG Meeting Scale and Duration:** The size of the group, with 15 PAWG members, along with high public involvement, have required additional preparation for logistical setup, careful and thorough documentation of substantial feedback in each meeting summary and follow-up actions to address the PAWG’s comments. Notably, three out of four PAWG meetings have exceeded the scheduled three-hour timeframe, extending into four hours each, due to PAWG discussions and public comments shared at the meetings.
- Onsite Meeting Complexity:** Onsite PAWG meetings incur additional time and effort due to the intricate logistics in managing the PAWG and members of the public in addition to presenting to a large number of participants. For instance, the August 26 onsite meeting and site tour had over 70 participants, including 40 members of the public. Additional time and effort were required to prepare the meeting summary in order to capture and summarize all PAWG and public discussions and comments that were received throughout the four-hour meeting. Another onsite meeting is scheduled for early 2024 and is expected to have similar time and resource requirements.
- Hybrid Meeting Logistics:** To ensure comprehensive and inclusive public participation, each meeting at the District’s Administrative Office has been made available via Zoom and recorded. These hybrid meetings introduced additional logistical challenges for the facilitator in terms of preparation, facilitation, meeting set up, and public comment online and in-person monitoring and administration.

Given these reasons, additional funds in the amount of \$14,155 are necessary to retain the current level of PAWG support services for the remaining meetings. Moreover, staff also request an additional \$5,000 contingency to address future unanticipated PAWG support work that may be necessary to complete this phase of work beyond the current scope of work.

**FISCAL IMPACT**

The FY24 adopted budget includes \$293,670 for the Hawthorns Area Plan project MAA06-002 (includes work underway by Parametrix) as well as funding in the General Fund for facilitation services (PGAdesign), which are not MAA eligible. There are sufficient funds in the current budget for related expenditures through end of June. Funding for future years budgets will be requested as part of the annual Budget and Action Plan process.

Hawthorns Area Plan MAA06-002	Prior Year Actuals	FY24 Adopted	FY25 Projected	FY26 Projected	Estimated Future Years	TOTAL
<b>Total Budget District Funded (Fund 30):</b>	<b>\$229,525</b>	<b>\$293,670</b>	<b>\$109,514</b>	<b>\$51,560</b>	<b>\$0</b>	<b>\$684,269</b>
Spent-to-Date (as of 01/04/24):	(\$229,525)	(\$65,450)	\$0	\$0	\$0	(\$294,975)
Encumbrances:	\$0	(\$166,184)	\$0	\$0	\$0	(\$166,184)
Parametrix Original Contract Remaining:	\$0	\$0	(\$82,555)	\$0	\$0	(\$82,555)
Parametrix Contract Amendment:	\$0	(\$6,563)	(\$18,563)	\$0	\$0	(\$25,126)
<b>Budget Remaining (Proposed):</b>	<b>\$0</b>	<b>\$55,474</b>	<b>\$8,396</b>	<b>\$51,560</b>	<b>\$0</b>	<b>\$115,430</b>

The following table outlines the Measure AA Portfolio #06 Windy Hill: Trail Improvements, Preservation and Hawthorns Area Historic Partnership allocation, costs-to-date, projected future project expenditures and projected ending balance at the portfolio level.

<b>MAA06 Windy Hill—Trail Improvements, Preservation and Hawthorns Area Historic Partnership Portfolio Allocation:</b>	<b>\$12,740,000</b>
Life-to-Date Spent (as of 01/04/24):	(294,975)
Encumbrances:	(166,184)
Remaining FY24 Project Budgets:	(62,036)
Future MAA06 project costs (projected through FY27):	(\$161,074)
<b>Total Portfolio Expenditures:</b>	<b>(\$684,269)</b>
<b>Portfolio Balance Remaining (Proposed):</b>	<b>\$12,055,731</b>

The following table outlines the Measure AA Portfolio #06 Windy Hill: Trail Improvements, Preservation and Hawthorns Area Historic Partnership allocation, costs-to-date, projected life-to-date project expenditures and projected portfolio balance remaining.

<b>MAA06 Windy Hill—Trail Improvements, Preservation and Hawthorns Area Historic Partnership Portfolio Allocation:</b>	<b>\$12,740,000</b>
Projected Project Expenditures (life of project):	
06-002 Hawthorns Area Plan	(\$684,269)
<b>Total Portfolio Expenditures:</b>	<b>(\$684,269)</b>
<b>Portfolio Balance Remaining (Proposed):</b>	<b>\$12,055,731</b>

## PRIOR BOARD AND COMMITTEE REVIEW

- **May 18, 2021:** Planning and Natural Resources Committee (PNR) received an informational presentation on the proposed planning and public engagement process for the Hawthorns Area Plan and provided input and guidance. ([R-21-65](#), [meeting minutes](#))
- **August 24, 2021:** PNR reviewed the proposed draft vision and goals and provided input and guidance. ([R-21-112](#), [meeting minutes](#))
- **November 16, 2021:** PNR reviewed the revised vision and goals and draft public access working group strategy and provided further refinements. PNR unanimously recommended forwarding the refined vision and goal statements to the full Board for consideration. ([R-21-156](#), [meeting minutes](#))
- **March 1, 2022:** PNR reviewed the proposed planning and public engagement process to develop the Hawthorns Area Plan. ([R-22-29](#), [meeting minutes](#))
- **March 23, 2022:** Board reviewed and approved the Vision and Goals for the Hawthorns Area Plan. ([R-22-45](#), [meeting minutes](#))
- **July 13, 2022:** Board approved the contract with Parisi Transportation Consulting (now known as Parametrix) to provide Transportation Planning Services for the Hawthorns Area Plan. ([R-22-81](#), [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). Contract amendments and facilitation services will not result in a direct physical change to the environment and do not constitute Board approval of the Hawthorns Area Plan. Additional CEQA review for specific actions recommended in the Transportation Study, if warranted, would occur in a future fiscal year upon Board approval of a draft Hawthorns Area Plan as the CEQA project description.

## NEXT STEPS

Following Board approval, the General Manager would direct staff to amend the contract with Parametrix and PGAdesign to include the additional approved amounts in support of the Hawthorns Area Plan. Parametrix and PGAdesign would continue to support the Hawthorns Area Plan process on the tentative schedule outlined below.

### Tentative Project Timelines

Calendar Year	Area Plan Phase	Transportation Study Tasks
2022	Existing Conditions	<ul style="list-style-type: none"> <li>• Existing Conditions</li> <li>• Feasibility Studies</li> <li>• Initiate Parking Demand Analysis</li> </ul>
2023-24	Programming / Conceptual Planning	<ul style="list-style-type: none"> <li>• Public Access Working Group process</li> <li>• Associated traffic or transportation planning-related tasks</li> </ul>
2024-25	Compile Area Plan and initiate CEQA	<ul style="list-style-type: none"> <li>• Transportation Technical Report</li> <li>• CEQA support</li> </ul>
2025-26+	Complete CEQA and initiate implementation phase	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

Responsible Department Head:  
Jane Mark, Planning Department

Prepared By:  
Ashley Mac, Planner III, Planning Department  
Tina Hugg, Senior Planner, Planning Department

Contact Person:  
Ashley Mac, Planner III, Planning Department  
Tina Hugg, Senior Planner, Planning Department